City of Northfield

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

Meeting Agenda

Tuesday, June 2, 2026

6:00 PM

Council Chambers

City Council

6:00 PM - CITY COUNCIL MEETING AGENDA

CALL TO ORDER

Mayor: Zweifel
Councilmembers: Beumer, Dahlen, Holmes, Ness, Peterson White, Sokup

OPEN PUBLIC COMMENT

Open Public Comment is intended to receive public comment on matters of City business and/or topics under the jurisdiction of the City Council. Individuals who would like to have a question addressed may write their question on the back of the comment card and an appropriate person will follow up with them at another time. If the topic relates to an item later in the agenda individuals may speak at this time if that is their preference. However, they will be unable to comment again later on the same agenda item.

Individuals who pre-registered may take one opportunity to address the Council for up to two (2) minutes. After all individuals on the sign-up list have spoken, other individuals may speak if time permits. Open Public Comment will conclude by 6:20 p.m.

APPROVAL OF AGENDA

PRESENTATIONS

1. 26-280 2025 Annual Police Report brief

Attachments: 1 - 2025 Annual Report PP

2. 26-281 2026 First Quarter Financial & Investment Updates

Attachments: 1 - Q1 2026 FINANCIAL REPORT
2 - Q1 2026 INVESTMENT REPORT

CONSENT AGENDA

The proposed consent agenda is included on the agenda and shown on the screens in the Council Chambers. The purpose of a consent agenda is to allow for routine motions, resolutions, ordinances, and items previously discussed with consensus made, to be passed with one motion. These items are still important and necessary considerations and full background memo and materials have been prepared and are publicly available on the website and in the Council Chambers. City Council Members have had the opportunity to ask questions for clarification of consent agenda items in advance of the meeting and have had the opportunity to request an item be moved to the regular agenda for further discussion.

3. 26-282 Consider Approval of May 19, 2026 City Council Meeting Minutes.

Attachments: 1 - 05-19-2026 Council Meeting Minutes

4. 26-283 Consider Approving Disbursements totaling $3,776,032.45

Attachments: 1 - Disbursements
2 - Disbursements

5. 26-284 Consideration of Joint Powers Agreement Between Dakota County and the City of Northfield for the Conduct of the Post-Election Review

Attachments: 1 - Dakota County JPA Post Election Review

6. 26-285 Consider Approval of a Temporary Liquor License for Loon Liquors LLC dba Loon Liquor Company for July 16, 2026 for the Friends of Downtown Northfield Third Thursday Event.

7. 26-286 Consider a motion approving the lower-potency hemp edible retailer application for Ziggy's LLC dba Ziggy's, 109 Water Street N.

Attachments: 1 - City Code Chapter 30 - Cannabis Retail Business Registration

8. 26-287 Consider a motion approving the lower-potency hemp edible retailer application for Posh Puff LLC dba Posh Puff Tobacco, 2010 Jefferson Road, Suite D.

Attachments: 1 - City Code Chapter 30 - Cannabis Retail Business Registration

9. 26-288 Consideration of a Stormwater Maintenance Agreement with Carleton College.

Attachments: 1 - Carleton College Stormwater Maintenance Agreement

10. 26-289 Consideration of a Stormwater Maintenance Agreement with St. Olaf College.

Attachments: 1 - St. Olaf College Stormwater Maintenance Agreement

11. 26-290 Consider Approval of Temporary Construction Easement with JB Dudley for Mill Towns State Trail by Waterford Bridge.

Attachments: 1 - JB Dudley Signed notarized temporary easement_001

PUBLIC HEARINGS AND RELATED ACTION

The public will have an opportunity to address the City Council on any public hearings. Individuals who pre-registered may take one opportunity to address the Council for up to two (2) minutes. After all individuals on the sign-up list have spoken, other individuals may speak. Persons must give their name and address and if representing a business must give the name of the business or corporation. If an attorney or consultant is representing a client, the client must be identified for the record.

The intent of the public hearing is to receive information from the public. Individuals who would like to have a question addressed may write their question on the back of the comment card and an appropriate person will follow up with them at another time.

12. 26-291 Public Hearing for Ordinance 1094 Vacating a Drainage and Utility Easement within 2420 Bridgewater Ln.

Attachments:
1 - Drainage & Utility Easement Sketch & Legal Description
2 - Dundas Commons Proposed Final Plat
3 - Public Hearing Notice Newspaper
4 - Public Hearing Notice & Location Map Mailing
5 - Drainage & Utility Easement Vacation PowerPoint Presentation

13. Ord. 1094 Consider First Reading of Ordinance 1094 Vacating a Drainage and Utility Easement within 2420 Bridgewater Ln.

Attachments:
1 - Ordinance 1094

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

14. 26-292 Reports From the Mayor and Council Members.

REGULAR AGENDA

The public will have an opportunity to address the City Council on the following regular agenda items. Individuals who pre-registered may take one opportunity to address the Council for up to two (2) minutes. After all individuals on the sign-up list have spoken, other individuals may speak. Persons must give their name and address and if representing a business must give the name of the business or corporation. If an attorney or consultant is representing a client, the client must be identified for the record.

The intent of the public comment is to receive information from the public. Individuals who would like to have a question addressed may write their question on the back of the comment card and an appropriate person will follow up with them at another time.

15. Res. 2026-056 Consider Resolution Receiving Charter Amendment to Section 4.1 of the City Charter and Calling for a Public Hearing on Charter Amendment Proposed to be Adopted by Ordinance.

Attachments:
1 - Resolution 4.1 Charter Amendment
2 - Exhibit A: 4.1 Charter Amendment Proposed Ordinance
3 - Charter Amendment Notification
4 - Charter Amendment 4.1 Process Timeline Scenario (06-26-26)
5 - 4.1 Charter Amendment Citizen Concern Email Chain
6 - 4.1 Charter Amendment City Attorney Memo
7 - 4.1 Charter Amendment Commission Questions
8 - Charter Commission Video May 19, 2026 (Agenda Item #3 at 3:21 minute mark)
9 - Charter Amendment 4.1 Presentation

16. Ord. 1093 Consideration of Second Reading of Ordinance No. 1093 Amending Section 2-66 of City Code Relating to 2027 and 2028 Mayor and City Council Compensation.

Attachments: 1 - Ordinance 1093 Council Salaries
2 - Ordinance 1062 Council Salaries
3 - SUPPLEMENTAL 1 - 06-02-26 Supplemental Memo
4 - SUPPLEMENTAL 1 - Council Salaries for 2027 and 2028.Dahlen

17. 26-293 Consideration of Summary Publication of Ordinance No. 1093 Amending Section 2-66 of City Code Relating to 2027 and 2028 Mayor and City Council Compensation.

Attachments: 1 - Ord. 1093 Summary Publication

18. 26-294 Discussion of naming of Cannon River Regional Park and Related Preliminary Application for Designation with the Greater Minnesota Regional Parks and Trails Commission.

Attachments: 1 - Cannon River Regional Park Presentation

19. 26-295 Discussion Regarding Early Voting Administration Following Adoption of State Legislation

ADMINISTRATORS UPDATE

20. 26-296 City Administrator's Update.

Attachments: 1 - Upcoming Council Agenda Items (05-28-26)

ADJOURN

Note: The City Council may take a five minute break during the meeting. All regular City Council meetings end at 9:00 pm unless a simple (4/7) majority of the City Council vote to extend the time.

SPECIAL NEEDS: If you require special services to attend or participate in a public meeting, please call the City's Administration Office at (507) 645-3001 or e-mail Lynette Peterson, City Clerk, at lynette.peterson@northfieldmn.gov. TDD users can call (507) 645-3030. Please call at least 24 hours before the meeting, if possible.

File #: 26-280, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council
City Administrator

From: Jeff Schroepfer, Police Chief

Subject:
2025 Annual Police Report brief

Action Requested:
The Northfield City Council will receive a brief review from the Police Chief on public safety activity in Northfield during 2025.

Summary Report:
In the calendar year the police department responded to over 25,000 Calls For Service (CFS). This was a 9.5% decrease from 2024. The attachment included in this item shows the calls for service in Group A crimes (more serious) and Group B crimes (less serious) as classified by the FBI NIBRS crime index.

National Incident Based Reporting System (NIBRS). National Incident-Based Reporting System is an incident-based reporting system used by law enforcement agencies in the United States for collecting and reporting data on crimes. Local, state and federal agencies generate NIBRS data from their records management systems and report this information to the FBI.

The Police Chief will present an overview of 2025 to the City Council. The intent of this report is to give an update to the City Council on public safety statistics and information. A brief presentation will be given along with a copy of the presentation in the council agenda materials.

The addition of the Data Coordinator position in the police department in 2022 has given the police department the operational capacity to research, track, and compile this data and make it available for presentation to the City Council and the public on a regular basis. This information will assist the Police Department in meeting the goals of transparency in the work the officers do and the types of calls for service that occur in the city. This data compliments the data available on the Community Crime Map on the police webpage. <https://www.northfieldmn.gov/1432/Crime-Map>

The Police Chief strongly believes an informed community is a safer community and this information allows for community members to make informed decisions on their personal safety.

Alternative Options:
N/A

Financial Impacts:
N/A

Tentative Timelines:
Ongoing Quarterly Reports

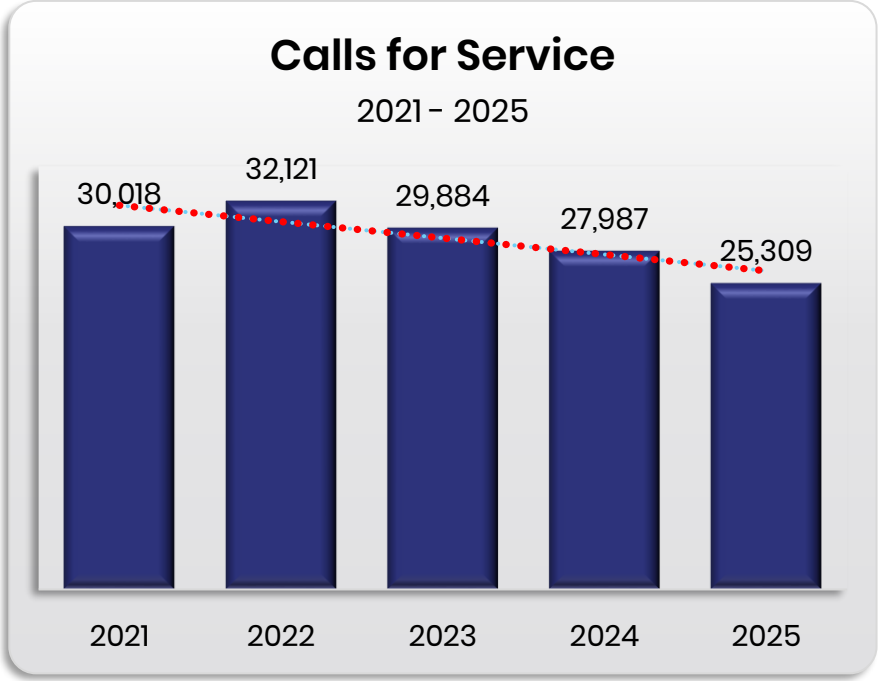
Northfield Police Department

2025 Annual Statistics

Overview

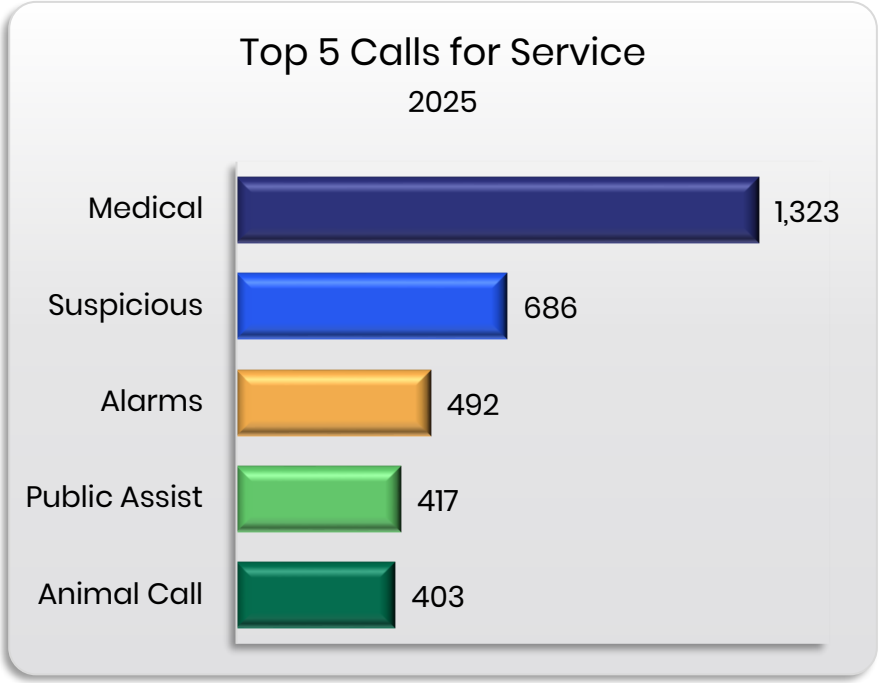
- CFS
- Traffic
- Crimes
- Noteworthy Events

Calls For Service



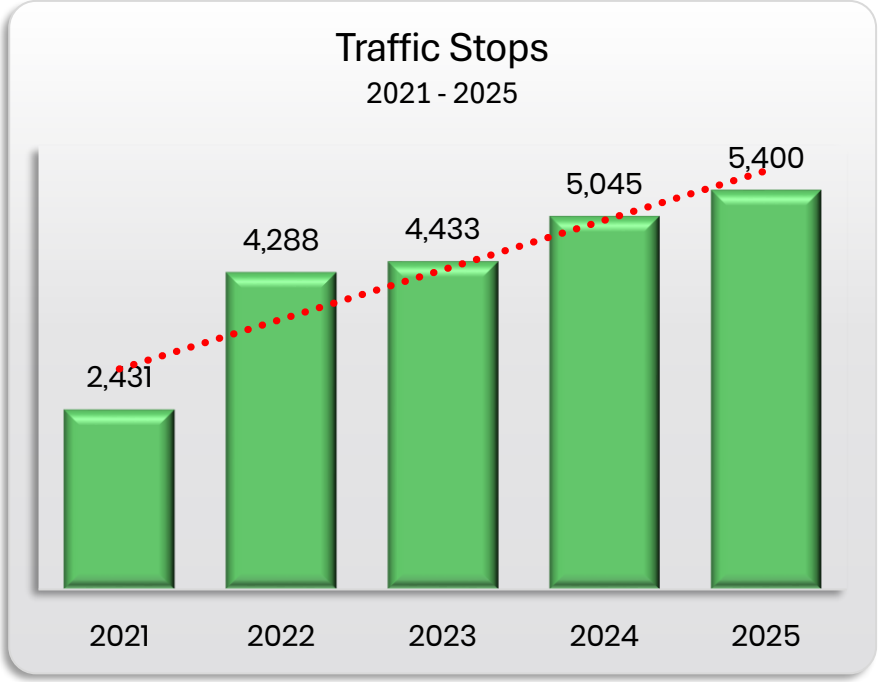
- 9.5% decrease from 2024 to 2025
- 15.6% decreasing 5-year trend
- 2,709 Fewer calls vs 2024

Calls For Service



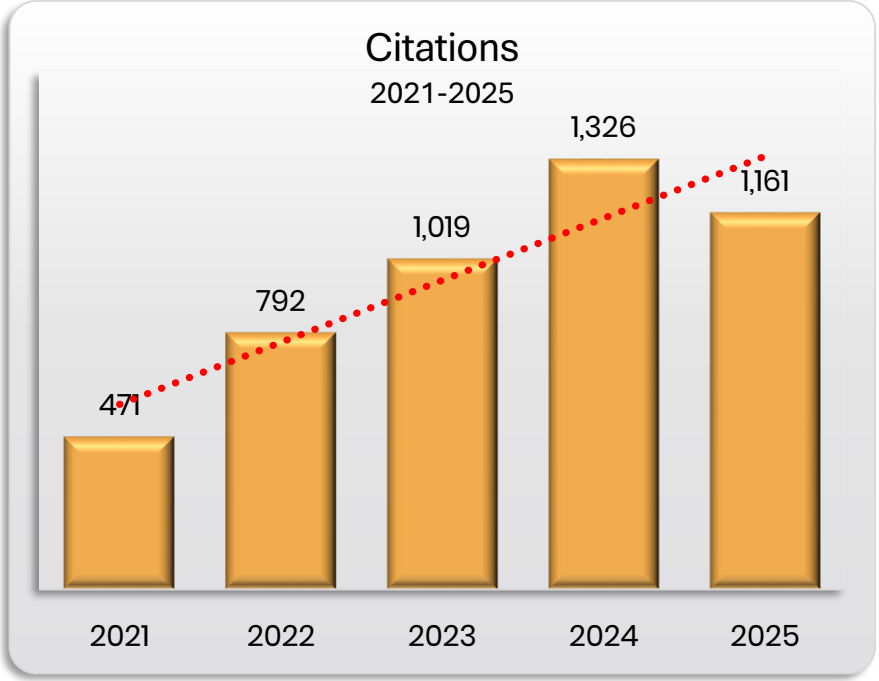
- Medicals – 5%
- Suspicious – 2.7%
- Alarms – 1.9%
- Public Assist – 1.6%
- Animal – 1.5%

Traffic Stops



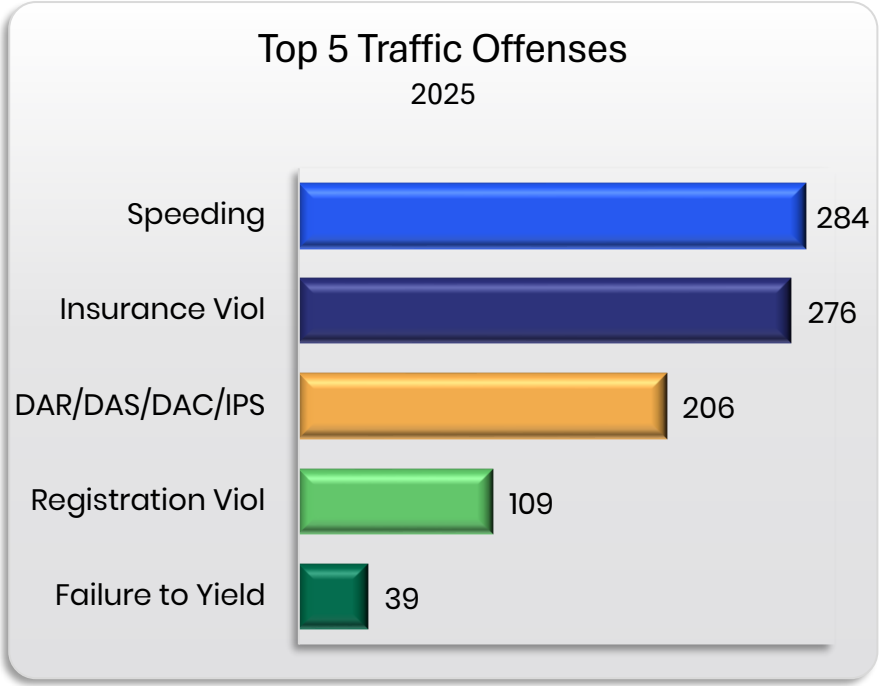
- 7% increase from 2024
- 2025 was a 5-year high for traffic stops
- 122% increase from 2021

Traffic Citations



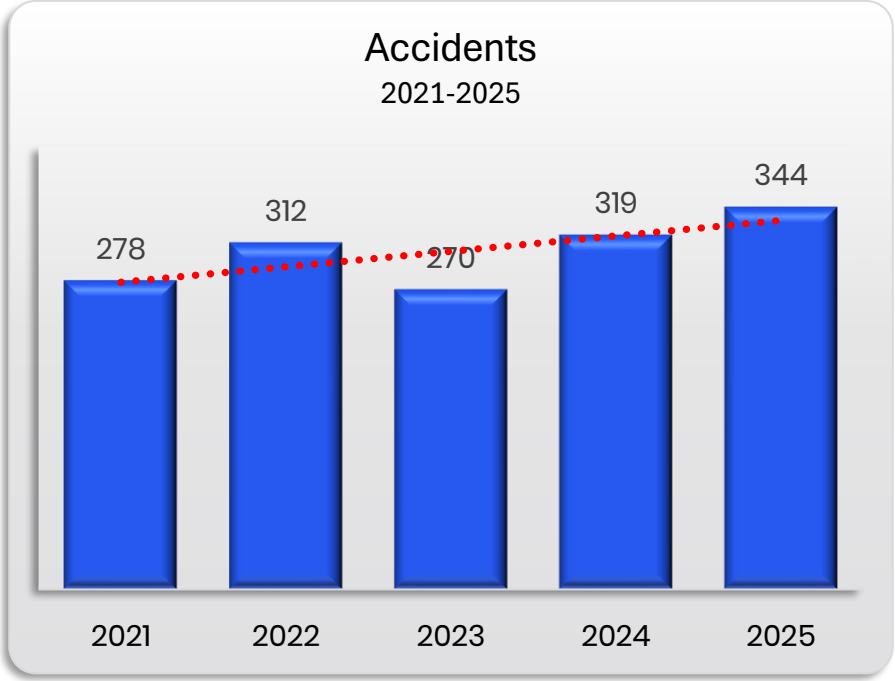
- 12% decrease from 2024
- 146% increase from 2020
- Increasing Trend

Traffic Citations



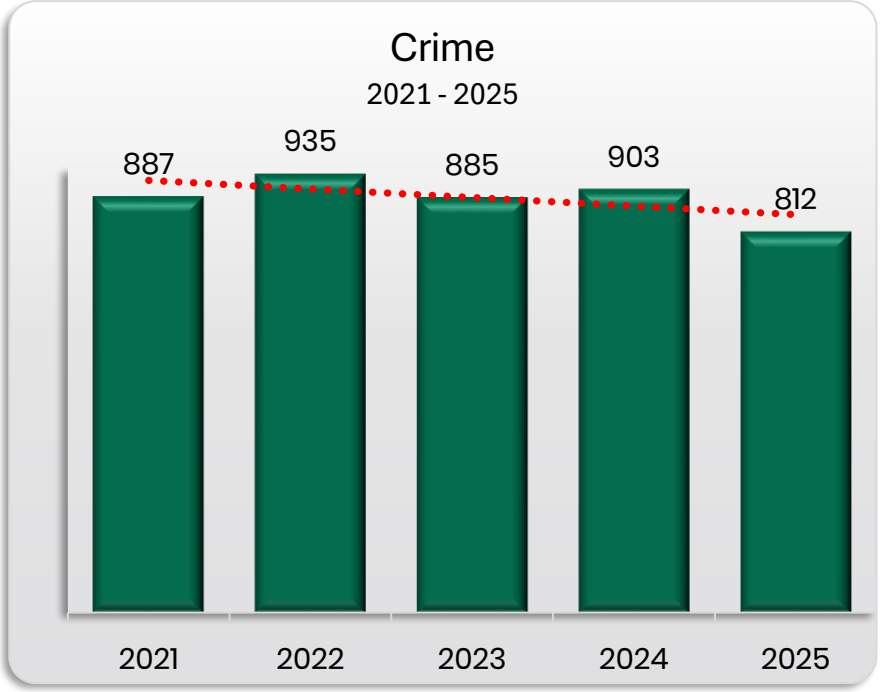
- Speeding – 24%
- Insurance – 23%
- DAR/DAS/DAC – 17%
- Registration – 9%
- Fail to Yield – 3%

Accidents



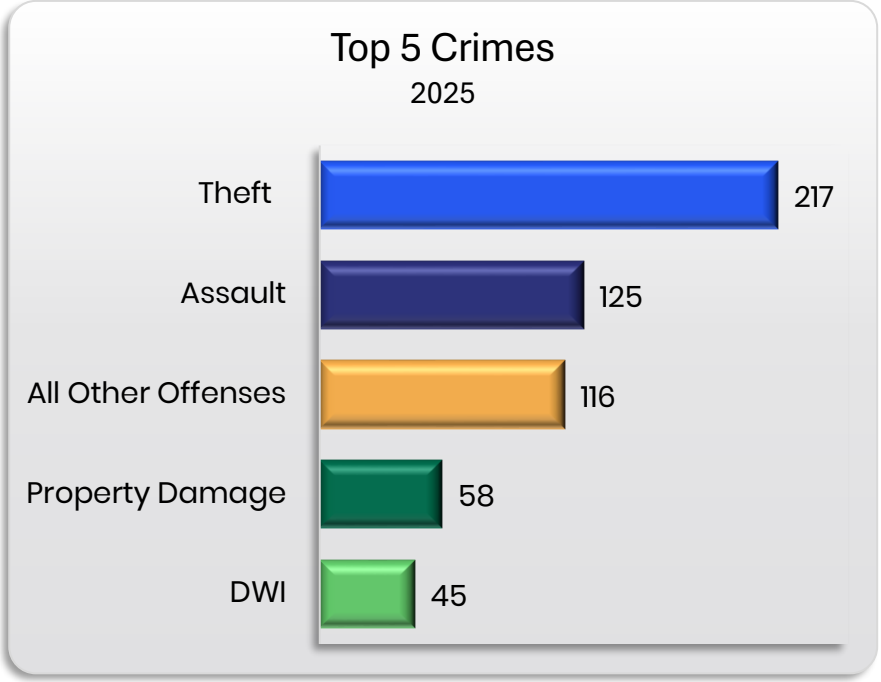
- 7.8% increase from 2023
- 2025 was also a 5-year high for accidents
- 23.7% increase from 2020

Crime



- 10% decrease from 2024
- 8.4% decrease from 2021
- Slight decreasing 5-year trend

Top 5 Crimes



- Theft – 27%
- Assaults – 15%
- All Other Offs – 14%
- Prop. Damage – 7%
- DWI – 10%

**DWI is incident count with 84 total offenses charged*

**All other crimes counts are offenses charged*

Crimes Against Persons

Group A Crimes

CRIMES AGAINST PERSONS	2021	2022	2023	2024	2025	Trend
Murder & Nonneg Manslaughter	-	-	-	-	-	N/A
Negligent Manslaughter	-	1	1	-	-	
Sex Offenses	24	14	16	19	19	
Kidnapping / Abduction	1	1	1	5	1	
Assaults	80	79	106	101	125	
Human Trafficking	-	-	3	-	-	
Total	**105**	**95**	**127**	**125**	**145**	

Crimes Against Society

Group A Crimes

CRIMES AGAINST SOCIETY	2021	2022	2023	2024	2025	Trend
Animal Cruelty	-	-	-	-	3	
Drug Violations	114	143	55	33	25	
Drug Paraphernalia	55	80	23	1	-	
Gambling Offenses	-	-	-	-	-	N/A
Pornography / Obscene Material	6	6	10	1	6	
Prostitution	-	-	-	-	-	N/A
Weapon Law Viol	6	14	8	12	8	
Total	**181**	**243**	**96**	**47**	**42**	

Crimes Against Property

Group A Crimes

CRIMES AGAINST PROPERTY	2021	2022	2023	2024	2025	Trend
Arson	2	-	4	1	1	
Bribery	-	-	-	-	-	N/A
Burglary	13	9	14	23	18	
Forgery	12	18	47	13	10	
Property Damage	66	56	68	63	58	
Embezzlement	2	-	-	1	-	
Extortion	-	-	2	2	1	
Fraud	55	29	62	71	45	
Theft	144	143	187	277	217	
Motor Vehicle Theft	8	6	7	4	2	
Robbery	2	1	2	-	1	
Stolen Property Offenses	-	4	6	7	3	
Total	**304**	**266**	**399**	**462**	**356**	

Group B Crimes

lesser offenses

GROUP B CRIMES	2021	2022	2023	2024	2025	Trend
Bad Checks **	8	-	-	-	-	
Curfew	3	2	3	2	1	
Disorderly Conduct	52	49	44	31	41	
DWI	99	136	92	100	84	
Nonviolent Family Offenses	2	5	2	2	4	
Liquor Viol	26	23	13	16	11	
Trespass	7	12	9	12	12	
All Other Offenses	100	104	100	106	116	
Total	**297**	**331**	**263**	**269**	**269**	

** DWI count reflects offenses charged, not incident count*

*** Recategorized as All Other Offenses as of 1/1/2022*

DWIs

DWIs	2021	2022	2023	2024	2025	Trend
Incidents	51	73	51	51	45	
Offenses	99	136	92	100	84	

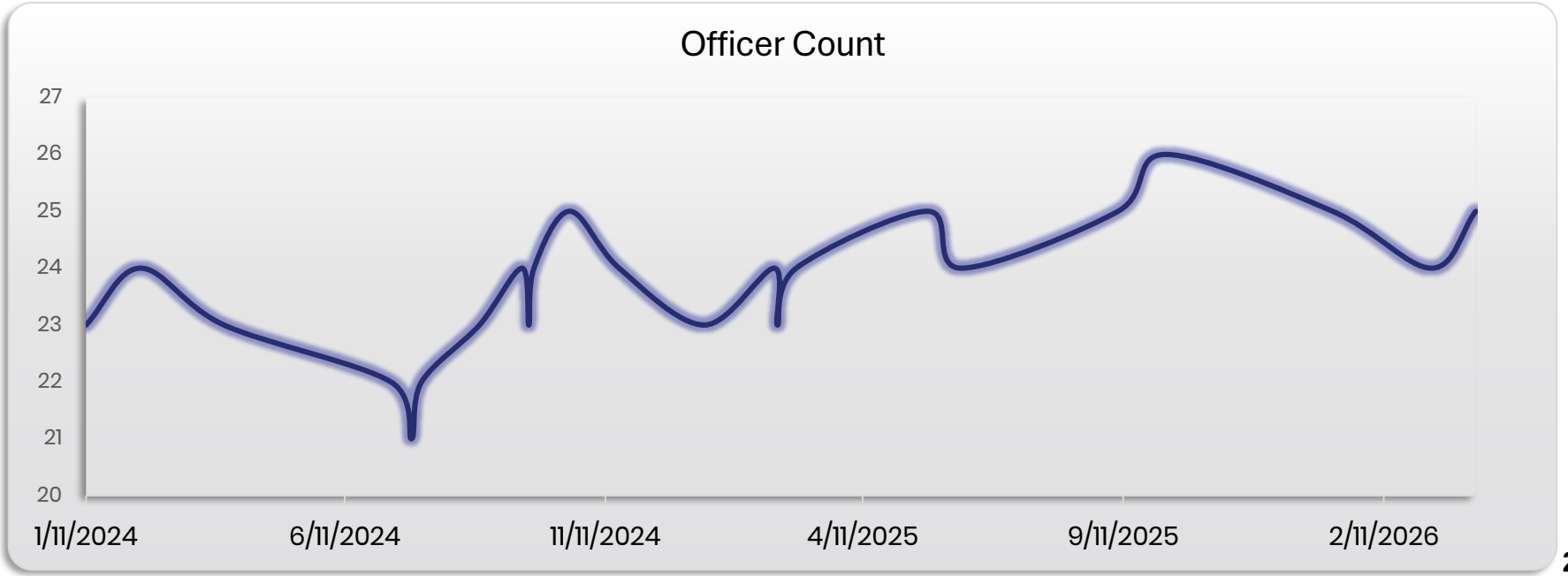
Because each DWI incident often results in multiple charges, offense totals alone overstate the actual number of DWI events. The chart above distinguishes between the number of individual DWI incidents, and the total number of DWI-related offenses charged each year.

Mental Health

Drastic increases in mental health calls

- 2024 – 66 Incidents
- 2025 – 139 Incidents

Staffing


Officer Count
27
26
25
24
23
22
21
20
1/11/2024
6/11/2024
11/11/2024
4/11/2025
9/11/2025
2/11/2026

Staffing Changes

Hires

- Klobe 2/18
- Sladek 3/3
- Cummins 5/19
- Sanchez 9/8
- Ortiz 10/6

Terminations

- Neubauer 1/8
- Bohlken 2/20
- Cummins 6/8

New Squad Graphics

Noteworthy – April 17th

Interview Room Remodel

Noteworthy – May 2025

Life Saving Awards

Noteworthy – July 2nd

- Officer Alex Klobe
- Officer Mindy Bravo
- Officer Michael Murphy
- Officer Christian Kelling
- Officer Thad Monroe

Life Saving Awards

Noteworthy – December 8th

On December 8th, Officer Eschenbach and Officer Kruse were recognized at the St. Olaf EMT meeting for their life saving efforts. A St. Olaf student's life was saved thanks to these responders.

Retirement

After 22 years, Officer Steve Klostermeier officially hung up his uniform for the last time.

Klostermeier was well known within the department as being that solid, reliable partner. He was also known for his compassion and ability to connect with people in crisis.

We thank Officer Klostermeier for his years of service to the community.

Notable Service

On May 13, 2026 Sergeant Jesse Cordova completed his 30th year of service to the City of Northfield!!

NORTHFIELD

POLICE DEPARTMENT

File #: 26-281, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council

From: Finance Director, Brenda Angelstad

2026 First Quarter Financial & Investment Updates

Action Requested:
Discussion only.

Summary Report:
Attached are the First Quarter 2026 Financial and Investment Updates. The Financial Update is prepared by Abdo and the Investment Update is prepared by PFM Asset Management.

Results are as expected. A few items of note.

- Taxes show as underbudget for the first quarter, this is typical as taxes are collected twice per year, with the majority collected in the second and fourth quarters.
- Fire shows as overbudget, also related to the timing of payments to NAFRS, is on track for the year.
- Pool Operations, both revenue and expenditures are lower than budgeted, which is expected as this is a seasonal amenity.
- Ice Arena Fund balance decreased as construction costs are paid.
- Water Fund balance increased as we sold Water Utility bonds in the first quarter.
- The Federal Reserve cut the target range for the federal funds rate twice in 2025 to a three-year low of 3.75%-4.00% currently. This may result in lower investment earnings as yields move lower, but it also results in lower bond rates on debt issued.

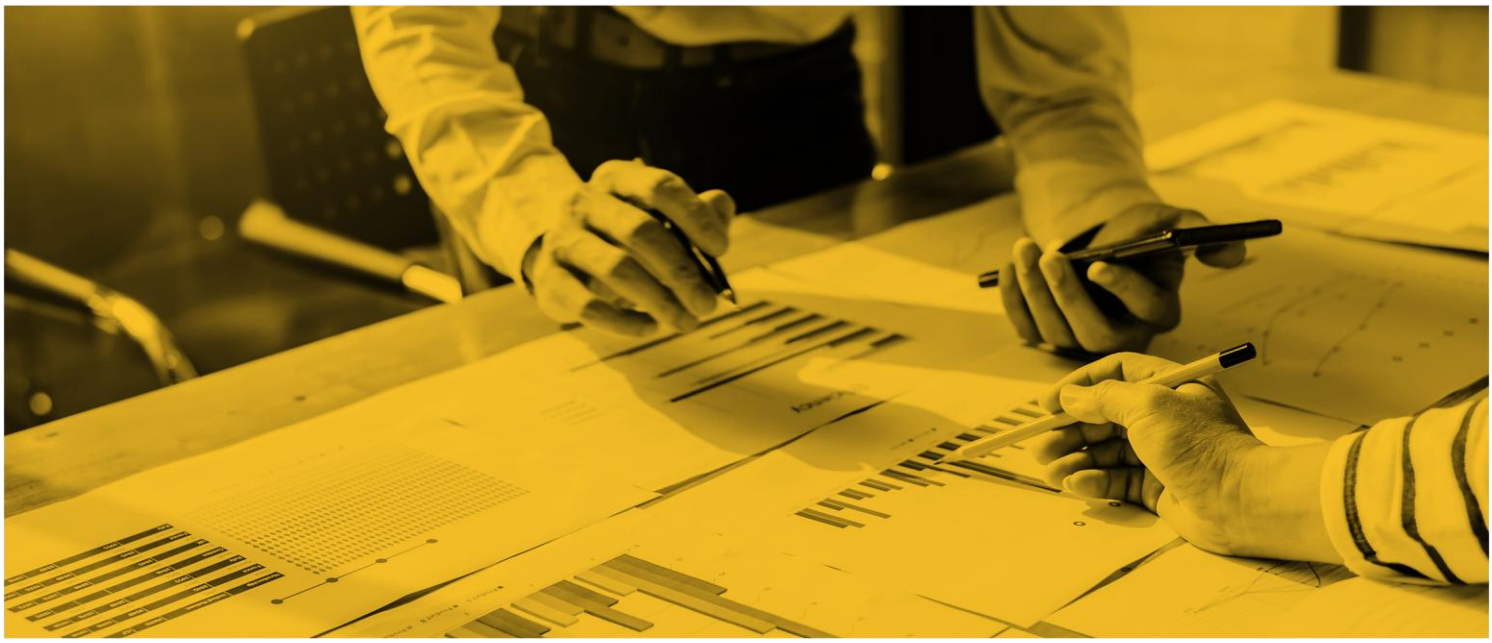
Finance Director Brenda Angelstad will provide a short summary at the meeting and be available if there are any questions. The financial updates previously were provided to the Council Finance Policy Subcommittee that was disbanded in 2025.

Alternative Options:
Not applicable.

Financial Impacts:
Included in background materials.

Tentative Timelines:
Reports will be submitted for first, second and third quarters, fourth quarter will be submitted in conjunction

with the completion of the annual audit.



1st Quarter Report

City of Northfield

Northfield, Minnesota

As of March 31, 2026

Abdo
Lighting the path forward

Edina Office
5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090

Mankato Office
100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727

Scottsdale Office
14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
P 480.864.5579

May 13, 2026

ACCOUNTANT'S COMPILATION REPORT

Honorable Mayor and City Council
City of Northfield
Northfield, Minnesota

Management is responsible for the accompanying financial statement of the City of Northfield, which comprises the budget to actual statement of revenues and expenditures for the General Fund as of March 31, 2026, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The 2025 audit has not been completed as of this report date. Therefore, the balances in this report are to be considered preliminary, and are subject to change upon completion of the audit.

The following procedures have not been performed as part of this compilation:

- An evaluation of cash and investments to ensure completeness
- An evaluation of the 2025 final trial balance in comparison to the ACFR
- An evaluation of the 2026 reversing entries
- Analytical procedures for the balance sheet
- Analytical procedures for revenue and expenditures

Management has elected to omit substantially all the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Sincerely,

Abdo

Abdo Financial Solutions, LLC

May 13, 2026

Honorable Mayor and City Council
City of Northfield
Northfield, Minnesota

Dear Honorable Mayor and City Council:

City staff has reconciled all bank accounts through March 31, 2026, and performed analytical procedures on all funds. The following is a summary of our observations. All information presented is unaudited.

Cash and Investments

The City's cash and investment balances are as follows:

	03/31/2026	12/31/2025	Increase/ (Decrease)
Checking	$ 1,838,890	$ 2,732,710	$ (893,820)
Investments (at Market Value)	61,877,126	66,147,438	(4,270,312)
Total Cash and Investments	$ 63,716,016	$ 68,880,149	$ (5,164,132)

Investment Type	03/31/2026	12/31/2025	Increase/ (Decrease)
Checking	$ 1,838,890	$ 2,732,710	$ (893,820)
Money Market - Ice Arena (Zions Bank)	12,578,642	16,775,650	(4,197,008)
Pooled Investments at Amortized Cost (4M Fund)	24,450,453	24,693,753	(243,300)
Commercial Paper	1,957,714	2,520,096	(562,383)
U.S. Treasury Notes	19,725,620	19,085,430	640,191
Municipal Securities	439,018	442,038	(3,020)
Federal Agency Securities	2,725,680	2,630,472	95,208
Total investments	$ 63,716,016	$ 68,880,149	$ (5,164,132)

Current short-term rates being offered by financial institutions have increased as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

	Treasury Yields								
Date	**1 mo**	**3 mo**	**6 mo**	**1 yr**	**2 yr**	**3 yr**	**5 yr**	**7 yr**	**10 yr**
06/30/2021	0.05	0.05	0.06	0.07	0.25	0.46	0.87	1.21	1.45
09/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44	1.52
03/31/2022	0.17	0.52	1.06	1.63	2.28	2.45	2.42	2.40	2.32
06/30/2022	1.28	1.72	2.51	2.80	2.92	2.99	3.01	3.04	2.98
09/30/2022	2.79	3.33	3.92	4.05	4.22	4.25	4.06	3.97	3.83
12/30/2022	4.12	4.42	4.76	4.73	4.41	4.22	3.99	3.96	3.88
03/31/2023	4.74	4.85	4.94	4.64	4.06	3.81	3.60	3.55	3.48
06/30/2023	5.24	5.43	5.47	5.40	4.87	4.49	4.13	3.97	3.81
09/30/2023	5.55	5.55	5.53	5.46	5.03	4.80	4.60	4.61	4.59
12/31/2023	5.60	5.40	5.26	4.79	4.23	4.01	3.84	3.88	3.88
03/31/2024	5.49	5.46	5.39	5.03	4.59	4.40	4.21	4.20	4.20
06/30/2024	5.47	5.48	5.33	5.09	4.71	4.52	4.33	4.33	4.36
09/30/2024	4.93	4.73	4.38	3.98	3.66	3.58	3.58	3.67	3.81
12/31/2024	4.40	4.37	4.24	4.16	4.25	4.27	4.38	4.48	4.58
03/31/2025	4.38	4.32	4.23	4.03	3.89	3.89	3.96	4.09	4.23
06/30/2025	4.28	4.41	4.29	3.96	3.72	3.68	3.79	3.98	4.24
09/30/2025	4.20	4.02	3.83	3.68	3.60	3.61	3.74	3.93	4.16
12/31/2025	3.74	3.67	3.57	3.48	3.47	3.55	3.73	3.94	4.18
03/31/2026	3.74	3.72	3.72	3.68	3.79	3.81	3.92	4.11	4.30

Budget Summary

A more detailed analysis of the general fund compared with the budget is included as Attachment A.

Cash Balance Summary

A comparison of cash balances by fund is included as Attachment B.

* * * * *

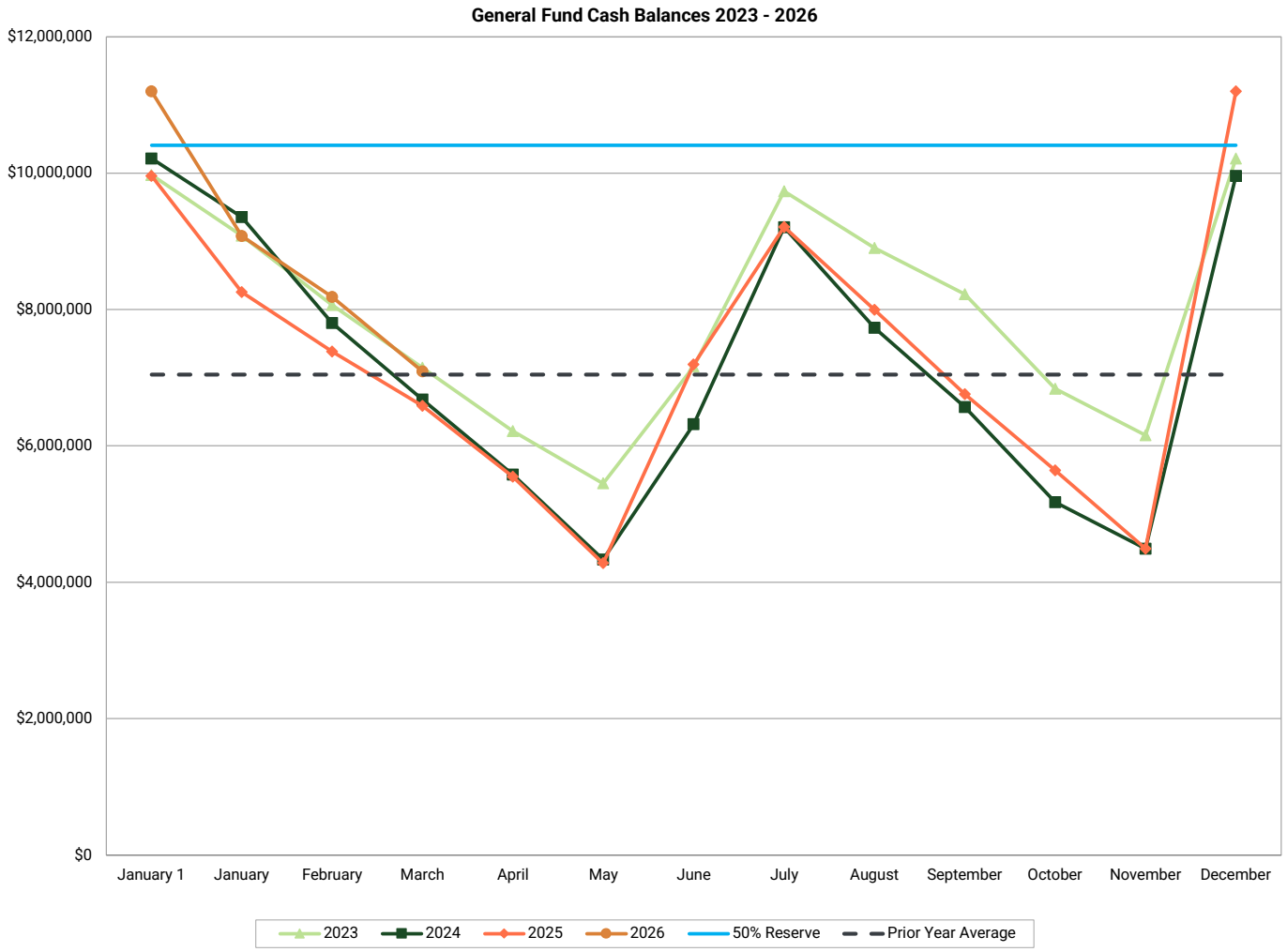
This information is unaudited and is intended solely for the information and use of management and City Council and is not intended and should not be used by anyone other than these specified parties.

If you have any questions or wish to discuss any of the items contained in this letter or the attachments, please feel free to contact us at your convenience. We thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Sincerely,

Abdo

Abdo Financial Solutions, LLC



General Fund

Receipts	YTD Budget	YTD Actual	Percent of YTD Budget	
Taxes	$ 3,130,657	$ 15,187	0.5 %	↓
Licenses and Permits	161,300	185,471	115.0	↑
Intergovernmental	1,235,291	218,150	17.7	↓
Charges for services	445,910	456,509	102.4	→
Fines and forfeits	14,625	29,699	203.1	↑
Investment earnings	62,500	30,760	49.2	↓
Other revenues	2,875	1,607	55.9	↓
Transfers in	89,250	-	-	↓
	$ 5,142,408	$ 937,384	18.2 %	↓

Key

↑ Varies more than 10% than budget positively
↓ Varies more than 10% than budget negatively
→ Within 10% of budget

Disbursements	YTD Budget	YTD Actual	Percent of YTD Budget	
Mayor & Council	$ 92,473	$ 112,894	122.1 %	↓
Administration	198,705	147,343	74.2	↑
City Clerk	75,791	62,728	82.8	↑
Elections	33,317	717	2.2	↑
Finance	233,249	168,076	72.1	↑
Human Services	181,548	135,675	74.7	↑
Community Development	114,336	66,521	58.2	↑
Planning	80,935	65,969	81.5	↑
General Government Building	41,508	30,457	73.4	↑
Police	1,609,884	1,303,569	81.0	↑
Fire	245,433	467,084	190.3	↓
Building Inspection	144,495	101,834	70.5	↑
Engineering	254,516	209,610	82.4	↑
Streets	564,422	407,973	72.3	↑
Street Lighting	71,250	71,305	100.1	→
Facilities	100,422	88,031	87.7	↑
Ice Arena	107,817	106,008	98.3	→
General Parks	109,446	61,729	56.4	↑
Athletic Facilities	58,275	19,728	33.9	↑
Outdoor Pool	57,496	5,525	9.6	↑
Recreation Administration	75,569	31,560	41.8	↑
Library	618,673	516,078	83.4	↑
Unallocated	135,350	58,842	43.5	↑
	$ 5,204,908	$ 4,239,258	81.4 %	↑

City of Northfield, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
General Fund (Unaudited)
For the Three Months Ended March 31, 2026

	Annual Budget	Budget thru 03/31/2026	Actual Thru 03/31/2026	Variance - Favorable (Unfavorable)		Percent Received or Expended Based on Budget thru 03/31/2026	
Revenues							
Taxes	$ 12,522,628	$ 3,130,657	$ 15,187	$ (3,115,470)	*	0.5	%
Intergovernmental	4,941,164	1,235,291	218,150	(1,017,141)	(1)	17.7	
Licenses and Permits	645,200	161,300	185,471	24,171		115.0	
Charges for services	1,783,640	445,910	456,509	10,599		102.4	
Fines and forfeits	58,500	14,625	29,699	15,074		203.1	
Investment earnings	250,000	62,500	30,760	(31,740)	(2)	49.2	
Other revenues	11,500	2,875	1,607	(1,268)		55.9	
Total Revenues	20,212,632	5,053,158	937,384	(4,115,775)		18.6	
Expenditures							
Mayor & Council	369,892	92,473	112,894	(20,421)		122.1	
Administration	794,819	198,705	147,343	51,362	(3)	74.2	
City Clerk	303,163	75,791	62,728	13,063		82.8	
Elections	133,267	33,317	717	32,600	(4)	2.2	
Finance	932,995	233,249	168,076	65,173	(5)	72.1	
Human Services	726,193	181,548	135,675	45,873	(6)	74.7	
Community Development	457,345	114,336	66,521	47,815	(7)	58.2	
Planning	323,741	80,935	65,969	14,966		81.5	
General Government Building	166,030	41,508	30,457	11,051		73.4	
Police	6,439,537	1,609,884	1,303,569	306,315		81.0	
Fire	981,730	245,433	467,084	(221,652)	(8)	190.3	
Building Inspection	577,979	144,495	101,834	42,661	(9)	70.5	
Engineering	1,018,063	254,516	209,610	44,906		82.4	
Streets	2,257,689	564,422	407,973	156,449	(10)	72.3	
Street Lighting	285,000	71,250	71,305	(55)		100.1	
Facilities	401,689	100,422	88,031	12,391		87.7	
Ice Arena	431,266	107,817	106,008	1,809		98.3	
General Parks	437,783	109,446	61,729	47,717	(11)	56.4	
Athletic Facilities	233,101	58,275	19,728	38,547	(11)	33.9	
Outdoor Pool	229,984	57,496	5,525	51,971	(11)	9.6	
Recreation Administration	302,277	75,569	31,560	44,009	(11)	41.8	
Library	2,474,690	618,673	516,078	102,595		83.4	
Unallocated	541,398	135,350	58,842	76,508	(12)	43.5	
Total Expenditures	20,819,632	5,204,908	4,239,258	965,650		81.4	
Excess Revenues (Expenditures)	(607,000)	(151,750)	(3,301,874)	(3,150,124)		2,175.9	
Other Financing Sources and Uses							
Transfers in	357,000	89,250	-	(89,250)	(13)	-	
Total Other Financing Sources (Uses)	357,000	89,250	-	(89,250)		-	
Excess (Deficiency) of Revenues and Other Financing	$ (250,000)	$ (62,500)	$ (3,301,874)	$ (3,239,374)		5,283.0	%

* Typically property taxes are received in July and December (with 70% advance in June).

City of Northfield, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
General Fund (Unaudited) (Continued)
For the Three Months Ended March 31, 2026

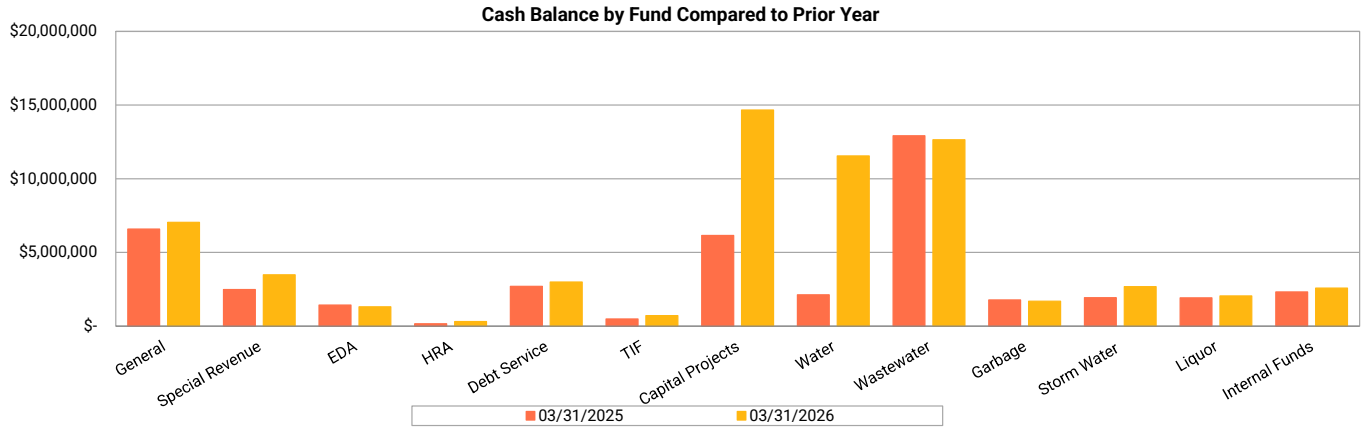
Item	Explanation of items percentage received/expended less than 80% or greater than 120% and $ variance greater than $25,000.
(1)	The majority of intergovernmental funds will be received in the second and fourth quarters of 2026.
(2)	Investment earnings appears unfavorable through Q1 due to the reversal of Q4 accruals; however, earnings remain on track with the annual budget.
(3)	Variance is due to lower than expected legal fees to date.
(4)	Favorable variance is expected to dissipate in the 2nd half of 2026 with the Primary and General Elections.
(5)	Auditing and Accounting Services are expected to see expenditures for audit costs beginning in Q2.
(6)	Favorable variance is related to the rollout of MN Paid Leave program. Total projected cost was budgeted in HR, but is being expensed to individual departments.
(7)	Variance is due to lower than expected professional services fees to date.
(8)	Variance is due to the timing of semiannual payments to NAFRS.
(9)	Costs related to building inspection are expected to increase in Q2 when development accelerates.
(10)	The majority of expenses for street maintenance are typically incurred during the summer months.
(11)	These costs will start increasing in Q2 as seasonal amenities become available.
(12)	Expenses for the convention and visitors bureau are anticipated to increase in Q2 and Q3.
(13)	Operating transfers are typically made in Q4.

City of Northfield, Minnesota
Unaudited Cash Balances by Fund
March 31, 2025, December 31, 2025 and March 31, 2026

Attachment B

	Fund	Balance 03/31/2025	Balance 12/31/2025	Balance 03/31/2026	YTD Change From 12/31/2025	
101	General fund	$ 6,585,943	$ 11,200,101	$ 7,045,325	$ (4,154,776)	(1)
260	ARPA fund	-	-	-	-	
211	Community resource center	$ (144,296)	$ (38,743)	$ (75,546)	$ (36,803)	
215	Motor vehicle fund	469,034	540,119	571,481	31,362	
229	Communication fund	$ 288,638	$ 143,600	$ 137,998	$ (5,602)	
240	Library gift fund	45,239	51,275	77,078	25,803	
241	G.W. Bunday fund	$ 28,662	$ 29,933	$ 32,567	$ 2,634	
242	Scriver memorial fund	153,406	159,563	158,058	(1,505)	
243	L.J. Gustafson fund	$ 29,317	$ 30,493	$ 30,074	$ (419)	
244	M. Houston trust fund	44,652	46,628	46,502	(126)	
245	C.C. Cloherty endowed book	$ 14,755	$ 15,229	$ 18,234	$ 3,005	
246	Arts and culture	260,563	225,733	212,853	(12,880)	
250	CDBG fund	$ 4,543	$ 30,230	$ 30,230	$ -	
252	TZD Grants	34,864	46,670	81,138	34,468	
255	Utility Franchise Fee fund	$ 950,099	$ 1,618,168	$ 1,852,335	$ 234,167	(2)
257	Carbon Reduction fund	241,616	290,695	237,051	(53,644)	
270	Municipal TIF district #4	$ 45,543	$ 46,654	$ 46,704	$ 50	
271	Jefferson square townhome TIF	19,527	25,141	26,643	1,502	
290	EDA - general operating	$ 94,304	$ 115,908	$ 70,852	$ (45,056)	
292	EDA - investment fund	1,116,450	1,192,998	1,213,516	20,518	
293	EDA - MIF investment fund	$ 216,159	$ 20,764	$ 28,351	$ 7,587	
295	Housing and redevelopment fund	113,937	364,494	236,886	(127,608)	(3)
296	Local housing trust fund	$ 46,773	$ 69,421	$ 69,488	$ 67	
311	2010A GO improvement bond fund	(550)	-	(3,000)	(3,000)	
312	2011A GO improvement bond fund	$ -	$ -	$ -	$ -	
313	2012A GO improvement bond fund	-	-	-	-	
314	2013 bonds fund	$ 7	$ 7	$ 62	$ 55	
315	2014 bonds fund	34,447	37,032	36,944	(88)	
316	2015 bonds fund	$ 86,216	$ 199,797	$ 22,765	$ (177,032)	(4)
317	2016 bonds fund	209,844	224,540	137,375	(87,165)	
318	2017 bonds fund	$ 101,702	$ 180,346	$ 82,927	$ (97,419)	
319	2018 bonds fund	144,429	334,943	141,737	(193,206)	(4)
320	2019 bonds fund	$ 70,765	$ 333,997	$ 139,801	$ (194,196)	(4)
321	2020 bonds fund	1,165,447	1,608,823	1,143,276	(465,547)	(4)
322	2021 bonds fund	$ 458,303	$ 1,112,069	$ 696,399	$ (415,670)	(4)
323	2022 bonds fund	76,734	429,557	102,023	(327,534)	(4)
324	2023 bonds fund	$ 41,537	$ 608,049	$ 79,934	$ (528,115)	(4)
325	2024 bonds fund	-	300,906	28,039	(272,867)	(4)
352	2006A Lease revenue bond - aquatic	$ 8,724	$ 9,109	$ 9,693	$ 584	
354	2012 COP debt service fund	16,219	399,145	40,404	(358,741)	(4)
356	2016C Equipment certificate	$ -	$ -	$ -	$ -	
357	2018A NAFRS debt service	211,276	438,251	238,044	(200,207)	(4)
358	2021A Equipment Certificate	$ 27,041	$ 87,439	$ 29,447	$ (57,992)	
359	2022A Equipment Certificate	9,674	69,538	13,456	(56,082)	
360	2023B Equipment Certificate	$ 37,215	$ 73,105	$ 40,141	$ (32,964)	
361	2024A Equipment Certificate	-	105,479	14,434	(91,045)	
379	Presidential commons TIF	$ 195,706	$ 396,628	$ 397,488	$ 860	
381	Hiley Neff TIF fund	7,308	-	-	-	
382	Riverfront TIF district	$ 156,443	$ 397,607	$ 186,677	$ (210,930)	(5)
385	Spring creek TIF district	30,785	45,456	34,402	(11,054)	
386	Aurora TIF	$ 38,208	$ 39,139	$ 38,962	$ (177)	
387	5th & Washington TIF	17,154	113,188	24,785	(88,403)	
388	Maple Brook TIF	$ 9,655	$ 53,701	$ 13,061	$ (40,640)	
389	Spring Creek II TIF	(1,790)	8,846	(95)	(8,941)	
390	Kraewood TIF	$ 30,034	$ 72,032	$ 6,279	$ (65,753)	
391	Kraewood TIF	(200)	(200)	(350)	(150)	
392	Heritage Lofts Housing	$ -	$ 848	$ 10,956	$ 10,108	
419	2018 Capital projects fund	-	-	-	-	
420	2019 Capital projects fund	$ 533,622	$ 557,258	$ 557,404	$ 146	
421	2020 Capital projects fund	1,955	-	-	-	
422	2021 Capital projects fund	$ 1,214	$ 1,214	$ 1,214	$ -	
423	2022 Capital projects fund	(41,037)	(8,582)	(8,582)	-	
424	2023 Capital projects fund	$ 14,982	$ (666)	$ (666)	$ -	
425	2024 Capital projects fund	802,520	276,290	308,522	32,232	
426	2025 Capital projects fund	$ (120,058)	$ (1,629,642)	$ (1,790,051)	$ (160,409)	(6)
427	2026 Capital projects fund	(52,721)	(359,567)	(513,003)	(153,436)	(7)
451	Park fund	$ 1,279,622	$ 1,950,804	$ 1,919,586	$ (31,218)	
453	Fire replacement fund	(342)	-	-	-	
454	City facilities fund	$ 1,073,587	$ 804,418	$ 792,995	$ (11,423)	
455	Vehicle & equipment replacement fund	1,116,962	1,864,875	1,523,633	(341,242)	(8)
456	Hauberg park fund	$ 12,982	$ 14,921	$ 33,537	$ 18,616	
458	Mill Town Trail Woodley to Waterford	143,471	128,613	(252,671)	(381,284)	(9)
459	Ice Arena Construction	$ (376,446)	$ 16,207,812	$ 11,117,295	$ (5,090,517)	(10)
460	Public safety center construction	3,873	-	-	-	
465	Water & 5th St Redevelopment	$ 955,272	$ (1,455)	$ (1,001)	$ 454	
475	Capital reserve fund	804,853	997,297	983,261	(14,036)	
601	Water fund	$ 2,120,737	$ 1,813,745	$ 11,550,795	$ 9,737,050	(11)
602	Wastewater fund	12,917,023	13,237,452	12,647,409	(590,043)	(4)
603	Garbage fund	$ 1,776,494	$ 1,688,714	$ 1,688,770	$ 56	
604	Storm water drainage fund	1,923,813	2,678,954	2,677,450	(1,504)	
609	Liquor store fund	$ 1,922,541	$ 2,108,411	$ 2,046,133	$ (62,278)	
701	Information technology fund	756,897	901,968	847,832	(54,136)	
705	Insurance fund	$ 1,192,825	$ 1,365,043	$ 1,357,739	$ (7,304)	
851	Whittier trust fund	365,085	377,822	374,531	(3,291)	
900	Investment fund	$ (1)	$ -	$ -	$ -	
	Total	$ 42,971,786	$ 68,880,149	$ 63,716,016	$ (5,164,134)	

Item	Explanation of changes greater than $100,000.
(1)	See Attachment A for detail of fund activity. Variance is primarily due to the timing of tax settlements and intergovernmental receipts.
(2)	Increase due to receipt of utility franchise fees.
(3)	Decrease due to payments made for down payment assistance, rent assistance, and housing supports.
(4)	Decrease due to bond payments made in Q1.
(5)	Decrease due to TIF reimbursement payments.
(6)	Decrease due to payments to McNamara Contracting and Crane Creek Ashphalt for 2025 road improvements.
(7)	Decrease primarily due to payments to Bolton & Menk for the Spring Creek Road project.
(8)	Decrease due to payment of 2025 invoices, the purchase of a 2025 Chevrolet Blazer, and the purchase of (2) 2026 Dodge Durangos.
(9)	Decrease due to payments to Icon LLC for the Mill Towns State Trail project.
(10)	Decrease due to payments to RJM Construction for the new ice arena.
(11)	Increase due to receipt of 2026A Bond proceeds.



Fund
General
Special Revenue
EDA
HRA
Debt Service
TIF
Capital Projects
Water
Wastewater
Garbage
Storm Water
Liquor
Internal Funds

Key
Varies more than 10% of prior period positively
Varies more than 10% of prior period negatively
Balance within 10% of prior period

pfm asset management

CITY OF NORTHFIELD

Investment Performance Review
For the Quarter Ended March 31, 2026

Client Management Team

Danny A. Nelson, Director
Michael P. Downs, CFA, Portfolio Manager

PFM Asset Management
A division of U.S. Bancorp Asset Management, Inc

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Minneapolis, MN 55402
612-371-3747

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

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Agenda

- Market Update
- Account Summary
- Portfolio Review

Market Update

Current Market Themes

- Geopolitics has overtaken U.S. macro fundamentals as the market's primary focus
  - Conflict in Iran has increased near-term inflation risks due to higher commodity prices
  - Unemployment rate remains stable with net new job creation near zero
  - Consumer spending and business investment continue to support growth, though momentum is slowing

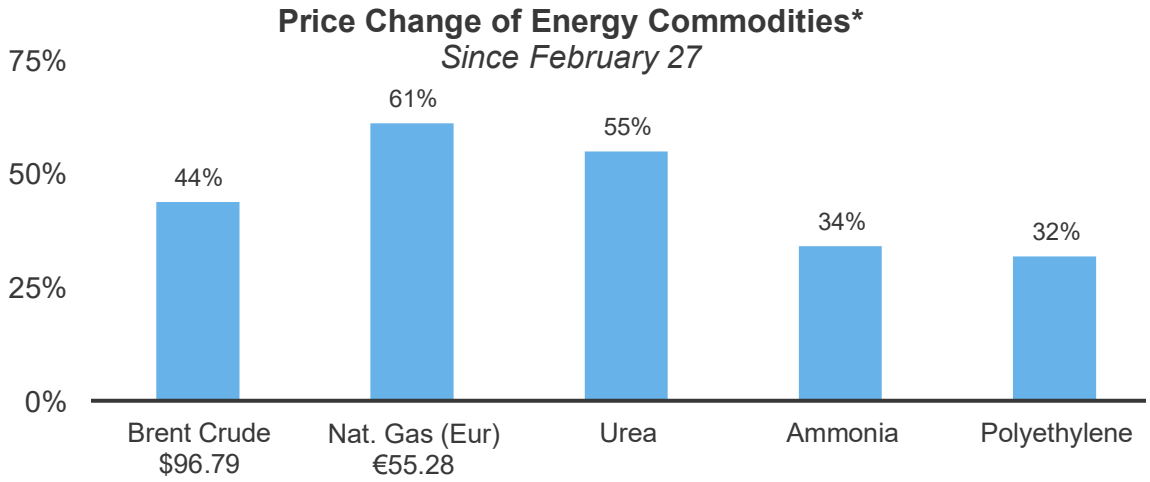
- The Federal Reserve paused during both meetings in Q1, keeping rates at 3.50-3.75%
  - The median "dot plot" projection continues to show one 25 basis point cut in 2026, though individual projections showed less easing
  - Fed Chair Powell acknowledged the path forward is complicated by geopolitical uncertainty, making it more difficult for the Fed to balance its dual mandate

- Rising front-end yields unwound the inversion in the Treasury curve
  - Rate cut expectations were pushed further out, lifting front-end yields
  - Escalating Middle East conflict drove a spike in volatility
  - Credit spreads widened from historically tight levels amid heavy supply and geopolitical pressure

Source: Details on market themes and economic indicators provided throughout the body of the presentation. Bloomberg Finance L.P., as of March 31, 2026.

Market Pricing Conflict In Iran

- **Closure of the Strait of Hormuz creates a supply shock**
  - Higher oil prices pressure agricultural and industrial inputs
  - Duration of price shock more important than magnitude



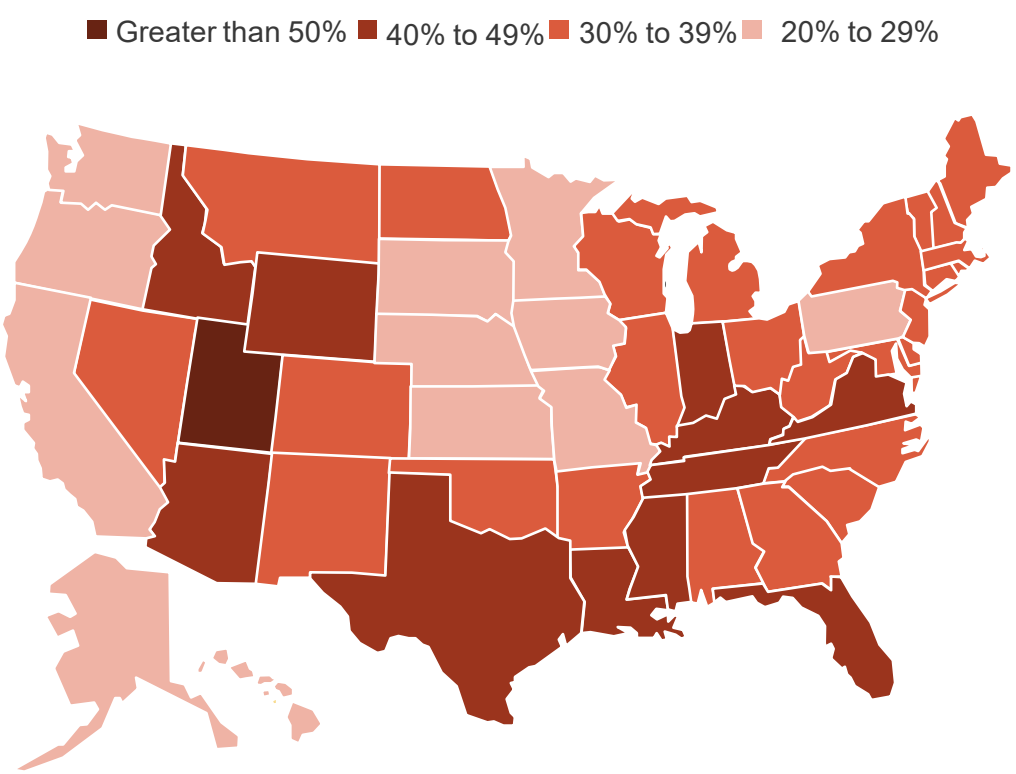
- **Federal Reserve likely to remain on hold as it assesses evolving risks**
  - Headline inflation expected to rise though uncertainty remains regarding passthrough to core inflation and labor markets
  - Fed to look through supply-side energy shock if inflation expectations remain anchored

**Brent Crude are quoted in dollars per barrel based on the front-month futures contract. Natural gas prices are quoted in euros per megawatt-hour. Ammonia, and urea prices are based on the front-month exchange-traded futures contract. Polyethylene is price are based on the active exchange-traded futures contract.*

Source: Bloomberg Finance L.P., as of March 31, 2026. Market implied inflation expectations shown using 1-year and 5-year inflation swaps.

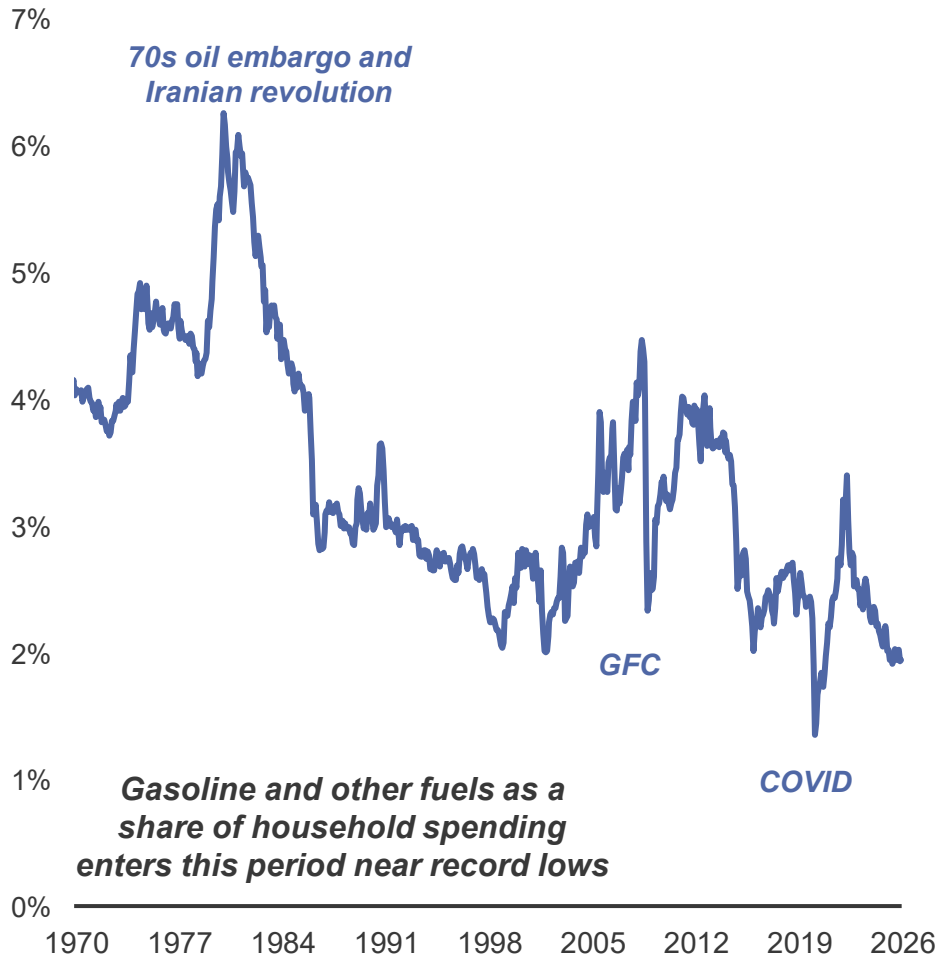
Gasoline Prices Surge Across the Country

% Change in Gas Prices
2/28 – 3/31



National Average Price of Gasoline
$4.02

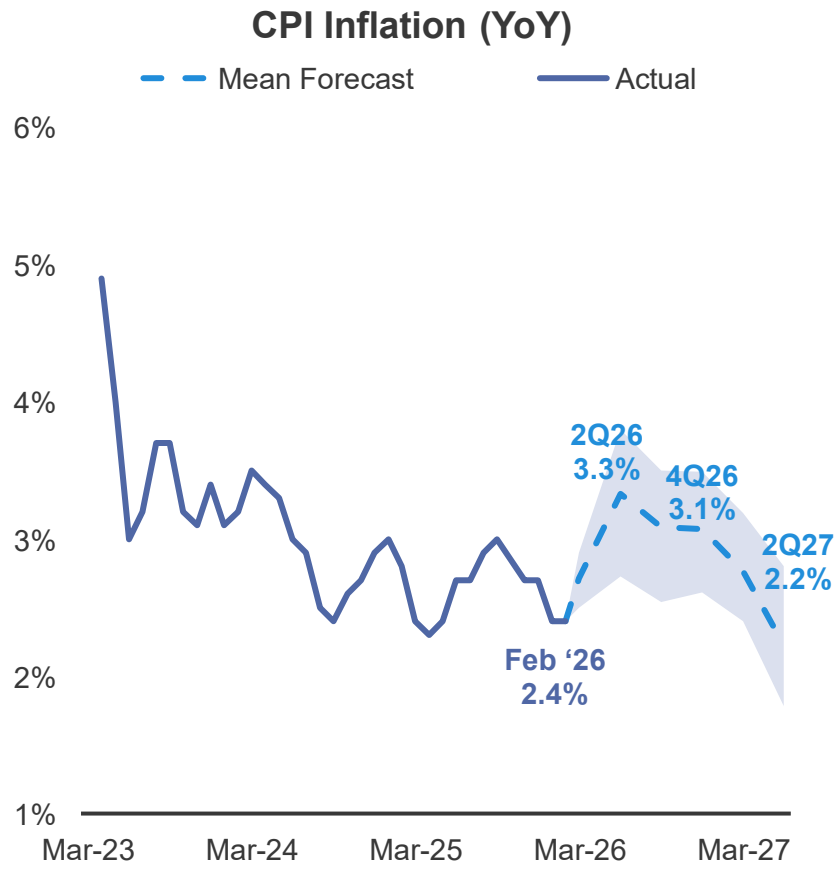
Gasoline and Other Fuel Spending as a Percentage of Household Spending

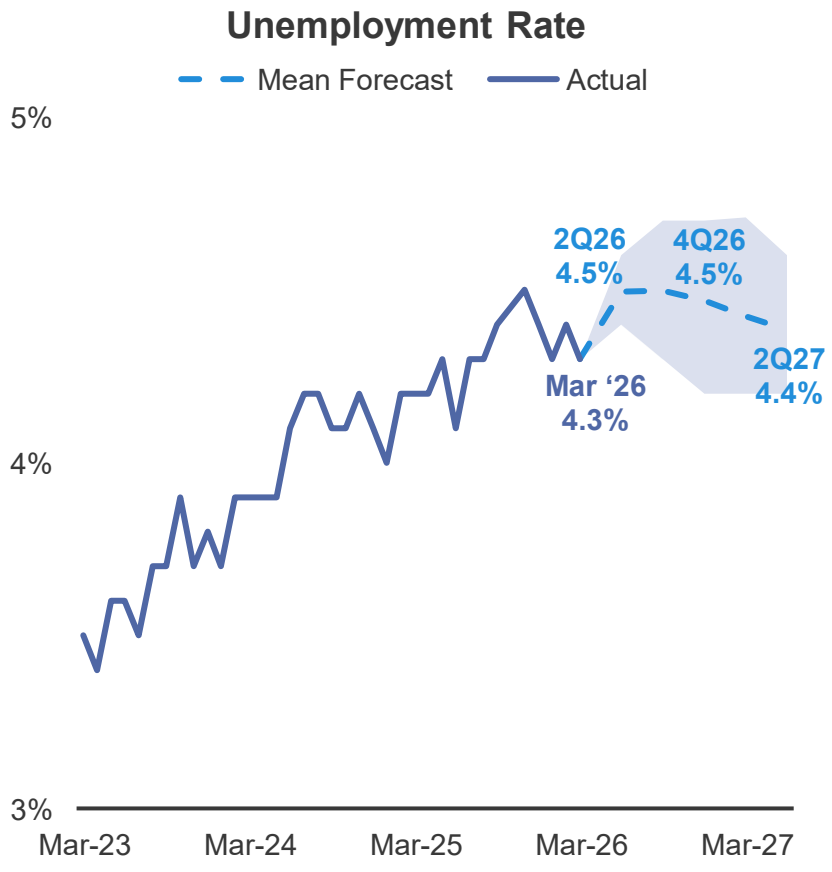


Source: Bloomberg Finance L.P., Bureau of Economic Analysis, and gasprices.aaa.com. BEA data as of February 2026 and gasoline data as of 3/31/2026. Other fuels contain diesel, fuel oil, kerosene and others.

Macro Data Takes a Back Seat

Fed Chair Powell: "What we have is some tension between the goals, and we're trying to manage our way through it."



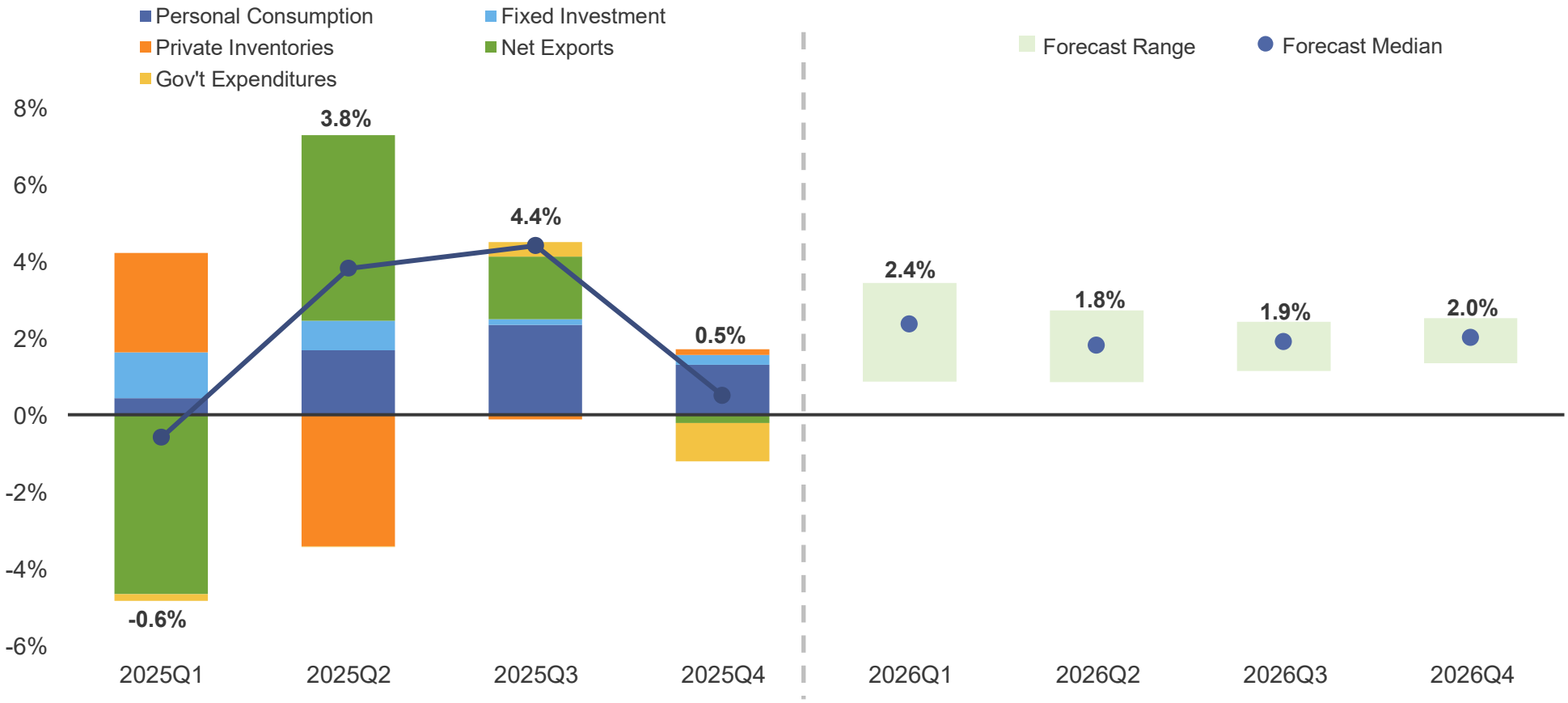


Source: FOMC Chair Jerome Powell Press Conference, March 18, 2026. Bureau of Labor Statistics and Bloomberg Finance L.P. CPI Inflation as of February 2026 and Unemployment Rate as of March 2026. Survey responses after March 27, 2026, included in mean and forecast range for CPI Inflation and Unemployment Rate. Shading represents the central 80% of the forecasts.

U.S. Growth Forecasts Remain Steady

Fed Chair Powell: "[I]f we have a long period of much higher gas prices, that is going to weigh on consumption… Meanwhile, the economy is solid… It's just we don't know what the effects of this will be."

U.S. Real GDP Contributors and Detractors



Source: FOMC Chair Jerome Powell Press Conference, March 18, 2026. Bloomberg Finance L.P. and Bureau of Economic Analysis, as of December 2025 (left). Survey responses after March 27, 2026, included in Median and forecast range. Shading represents the central 80% of the forecasts (right).

Factors Shaping the Economic Outlook

Negative

- Geopolitical uncertainty
- Higher energy prices
- Net new job creation near zero
- Increasing retail credit card balances
- Rising student loan delinquencies

Neutral

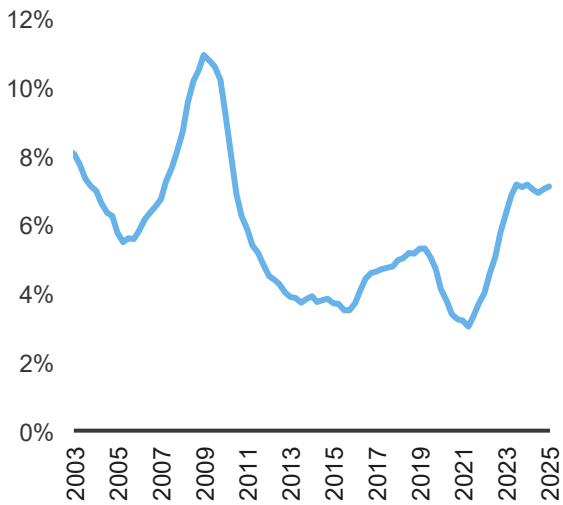
- Stable Fed Policy
- Core inflation stable but above target
- Stabilizing credit card delinquencies

Positive

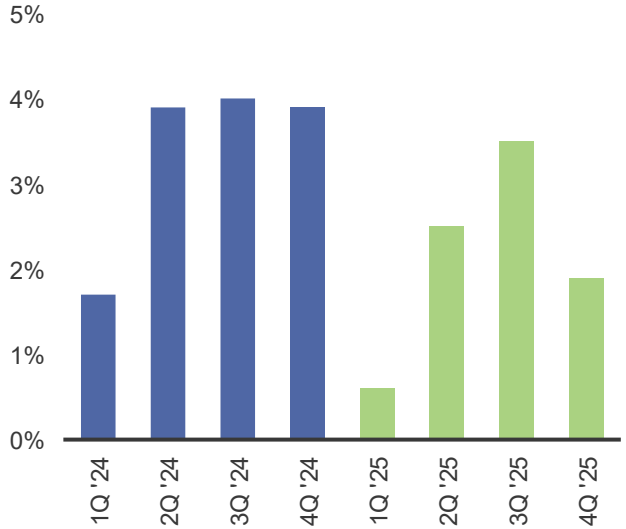
- Above-average tax refunds
- Resilient consumer spending
- Positive real disposable personal income growth
- Corporate fundamentals

Price of Oil
WTI crude oil futures, $/barrel

Credit Card Delinquencies
90+ Days



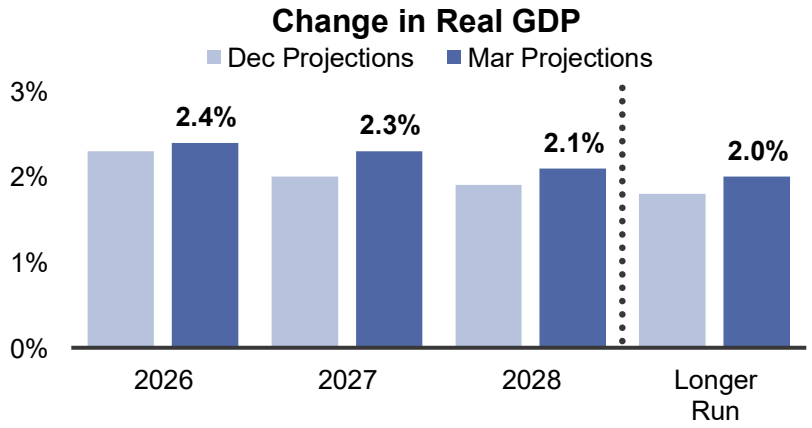
Personal Consumption
Quarter-Over-Quarter Change

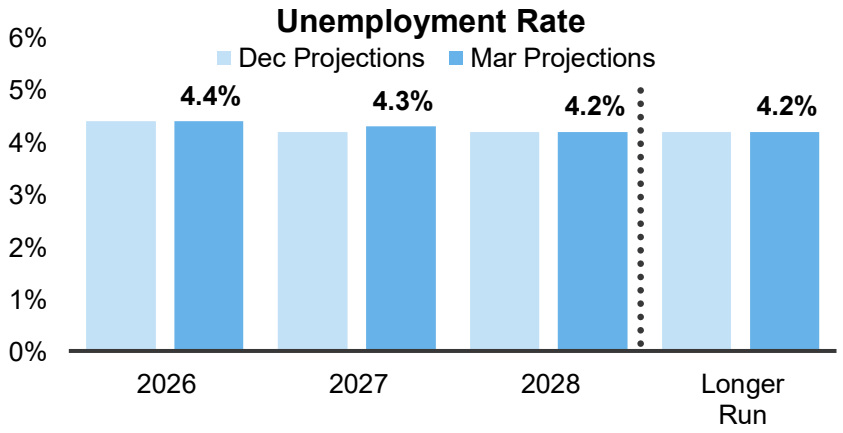


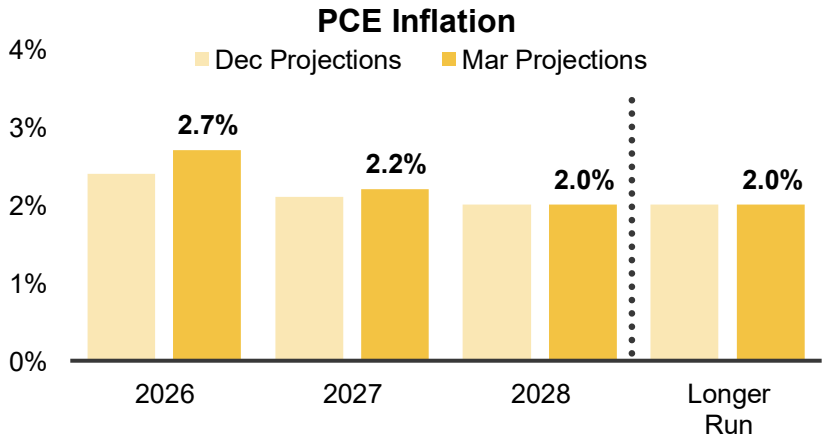
Sources: Bloomberg Finance L.P., March 31, 2026, Federal Reserve Bank of New York as of December 2025, and Bureau of Economic Analysis as of December 2025.

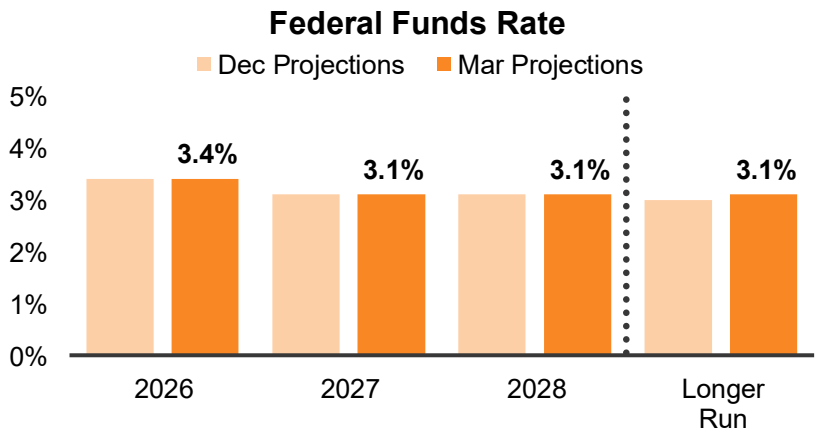
Fed's Updated Summary of Economic Projections

Fed Chair Powell: "The economic effect could be bigger, they could be smaller … We just don't know. People are writing down what seems to make sense to them but have no conviction."







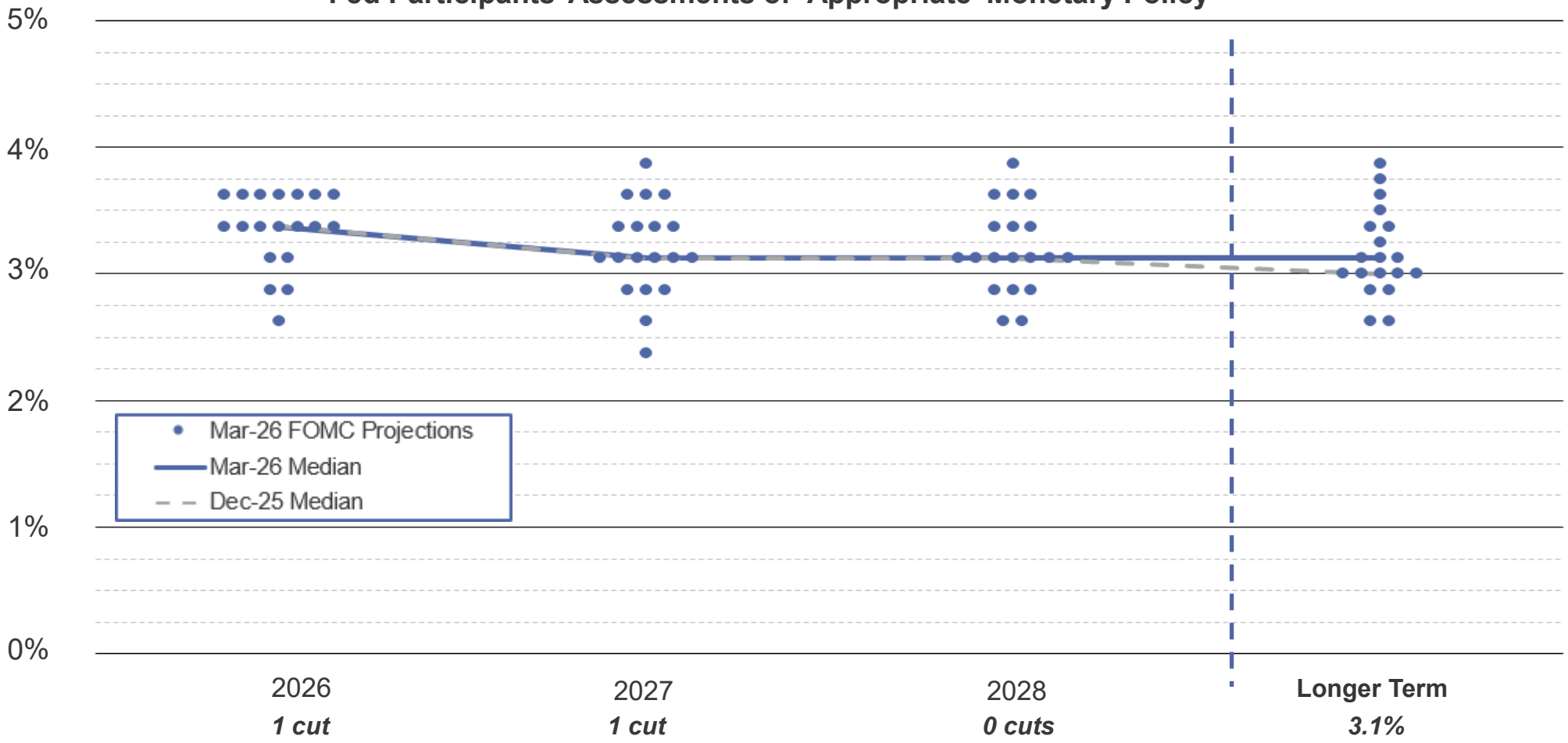


Source: FOMC Chair Jerome Powell Press Conference, March 18, 2026. Federal Reserve, latest median economic projections, as of March 2026.

The Latest Fed "Dot Plot"

Fed Chair Powell: "We feel like the framework calls to balance the risks. We feel where we are now is on the higher borderline of restrictive versus not restrictive, we feel like that is the right place to be."

Fed Participants' Assessments of 'Appropriate' Monetary Policy

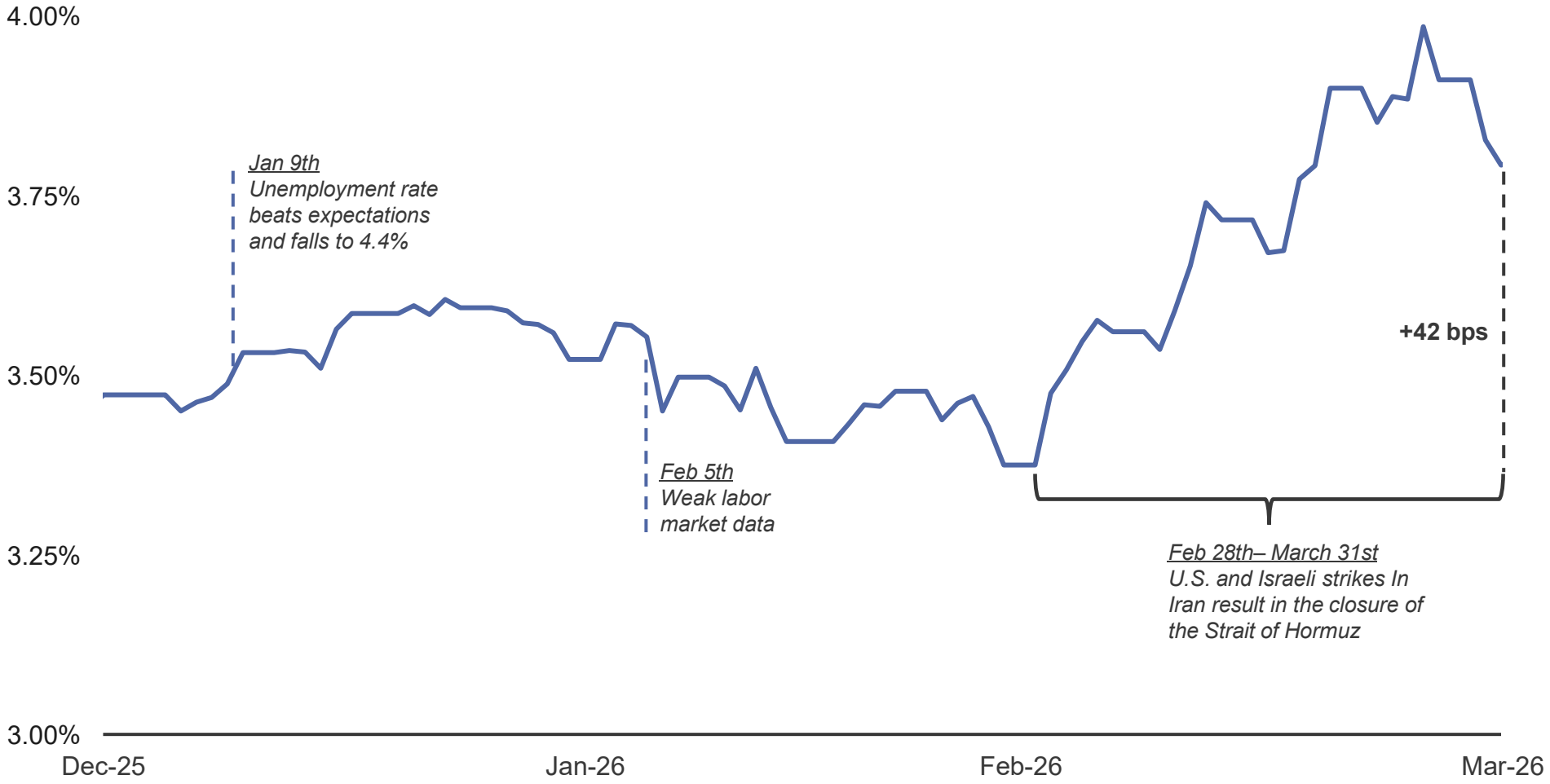


Source: FOMC Chair Jerome Powell Press Conference, March 18, 2026. Federal Reserve; Bloomberg Finance L.P. Individual dots represent each Fed members' judgement of the midpoint of the appropriate target range for the federal funds rate at each year-end. As of March 2026.

Treasury Yields Reach 8-Month High

2-Year U.S. Treasury Yield

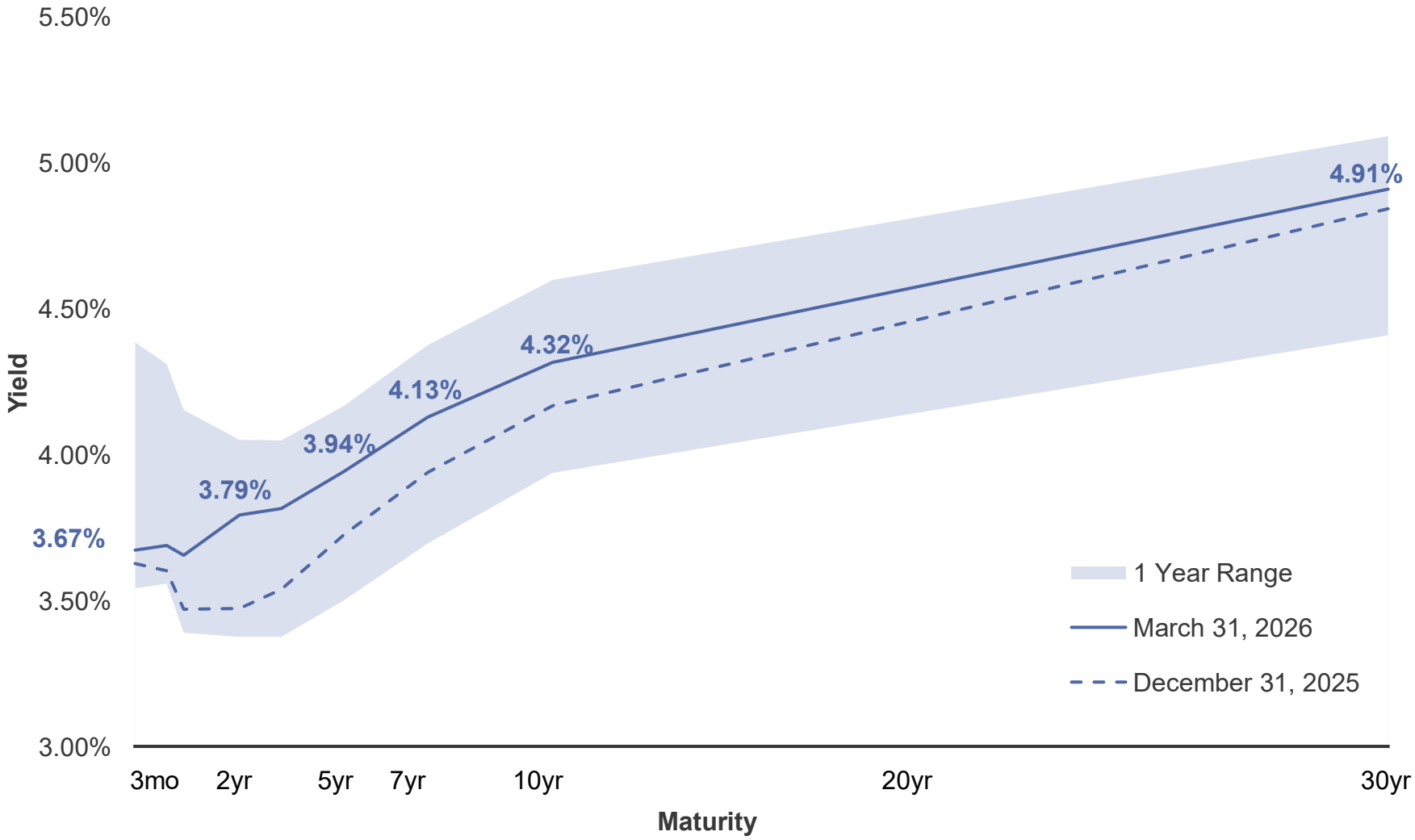
December 31, 2025 – March 31, 2026



Source: Bloomberg Finance L.P., as of March 31, 2026.

Treasury Yields Rise Across the Curve

U.S. Treasury Yield Curve



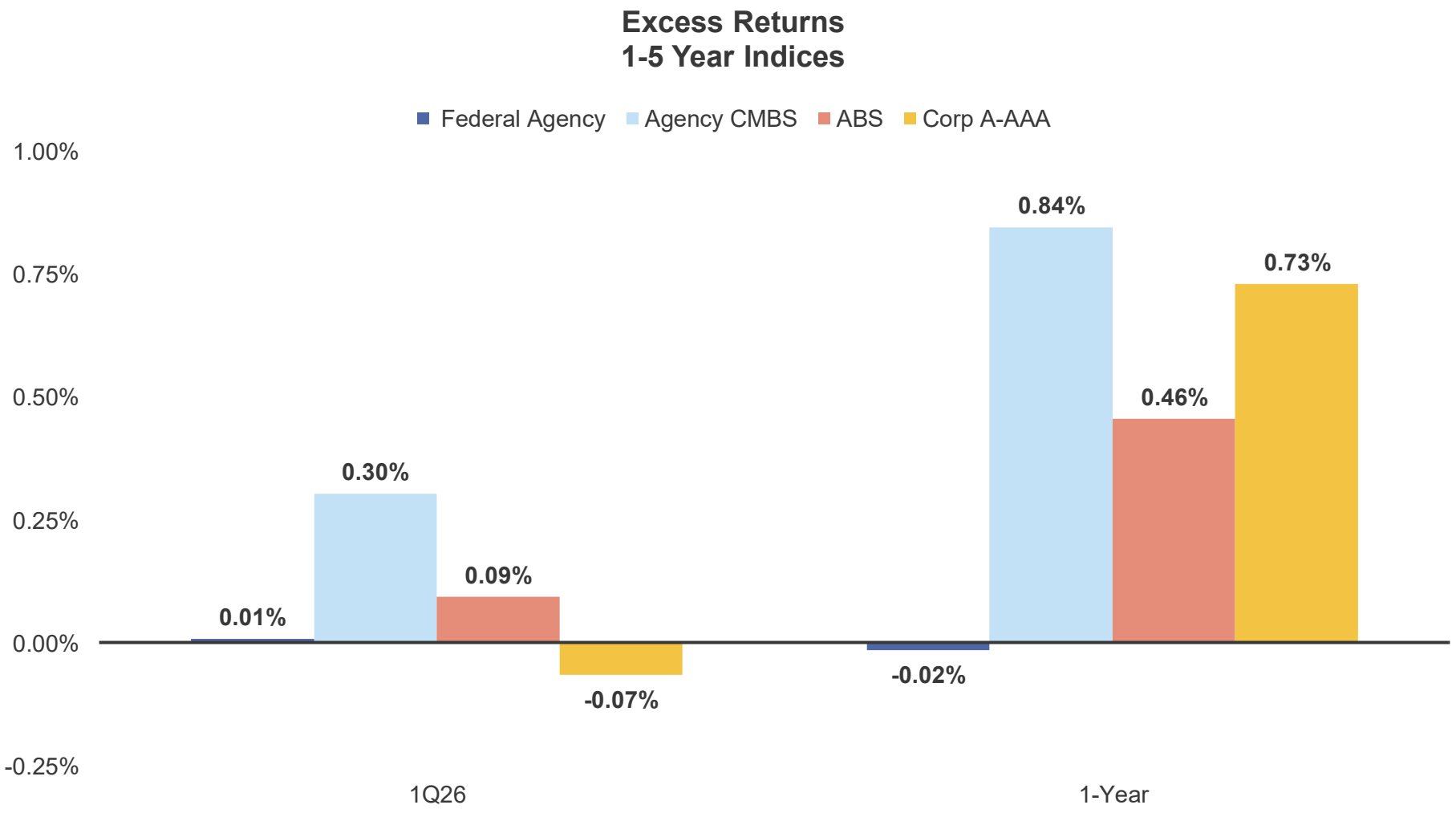
Source: Bloomberg Finance L.P., as of March 31, 2026.

Sector Yield Spreads

1-5 Year Yield Spreads

Source: ICE BofA 1-5 year Indices via Bloomberg Finance L.P. as of March 31, 2026. Spreads on ABS and MBS are option-adjusted spreads based on weighted average life; spreads on agencies are relative to comparable maturity Treasuries.
CMBS is Commercial Mortgage-Backed Securities and represented by the ICE BofA Agency CMBS Index.

Fixed-Income Index Excess Returns

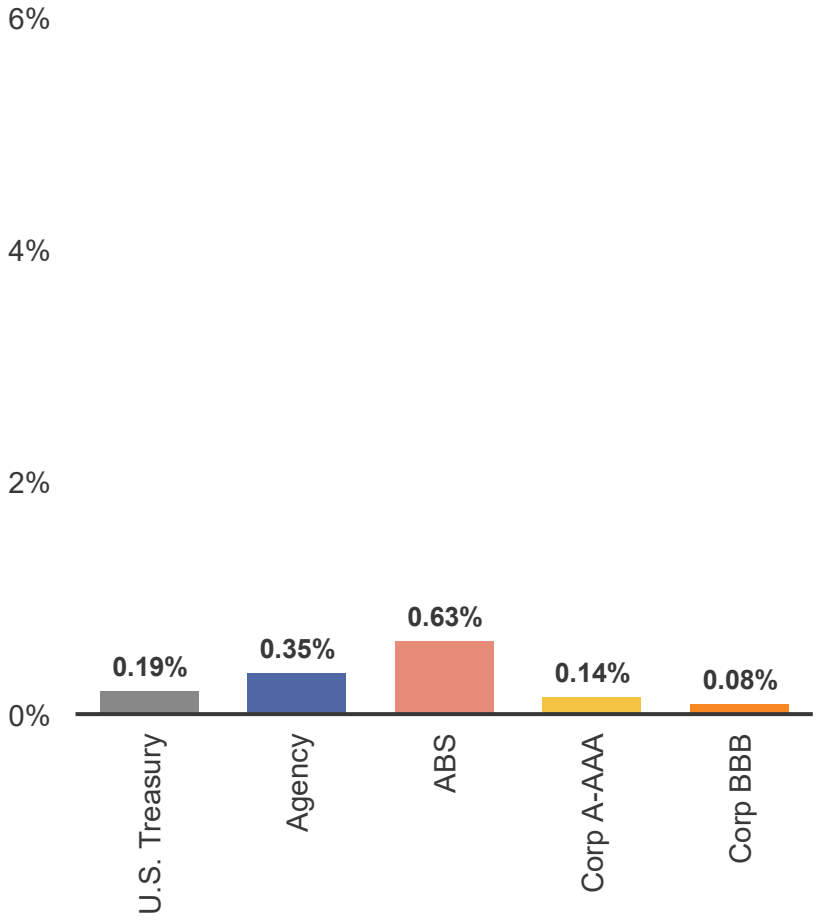


Source: ICE BofA Indices. ABS indices are 0-5 year, based on weighted average life. Agency CMBS represented by ICE BofA CMBY Index. As of March 31, 2026.

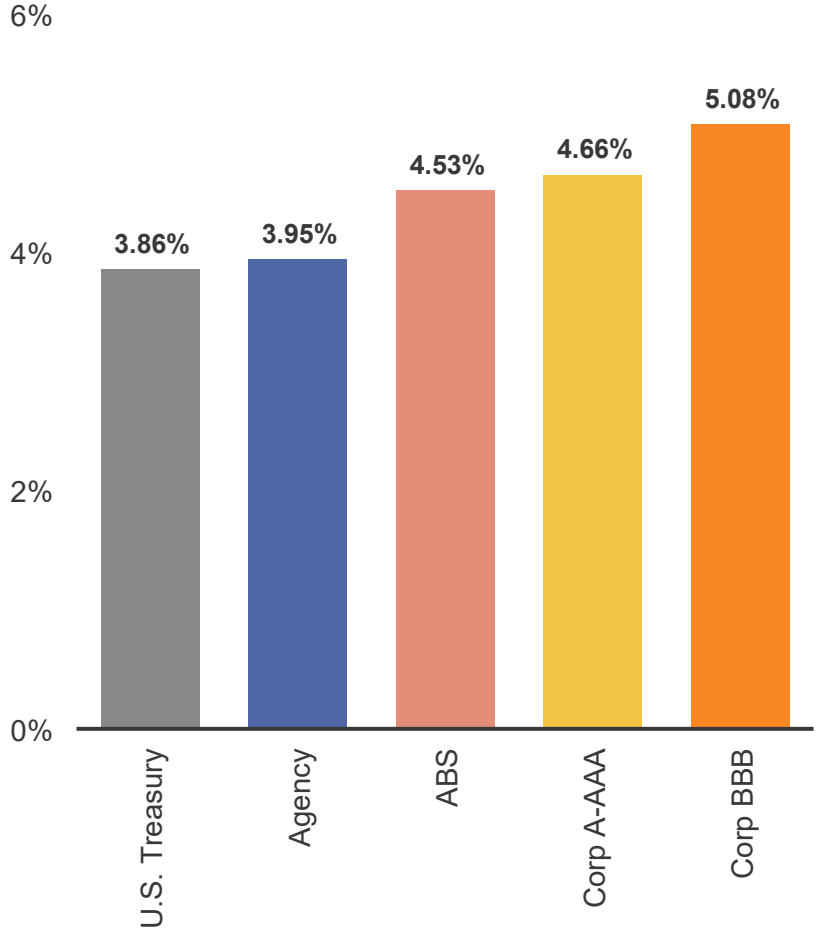
Fixed-Income Index Total Returns in 1Q 2026

1-5 Year Indices

First Quarter 2026 Returns



1-Year Return



Source: ICE BofA Indices. ABS indices are 0-5 year, based on weighted average life. As of March 31, 2026.

Treasury Yields Remain Above Historical Averages

Source: Bloomberg Finance L.P., as of March 31, 2026.

Government Sector Strategy

AGENCY BULLETS

Reduce allocations

Summary:

- Spreads remain rich, especially in the 1–7 year area, trading near or through Treasuries
- Limited issuance outside of 12 months continues to keep spreads narrow

Outlook:

- Spreads expected to remain tight unless issuance increases
- Opportunistically sell for rebalancing or swaps into new issue across sectors
- Continue monitoring ongoing privatization efforts of Fannie Mae and Freddie Mac

CALLABLE AGENCIES

Reduce allocations

Summary:

- Front-end spreads have widened over the month on increased market volatility
- Activity remains elevated versus 1H25 as redemptions drive more issuance
- Valuations remain rich across the front end

Outlook:

- Evaluate callables cautiously with a preference for longer lockouts
- Spread widening has improved valuations but caution remains as most inventory is still at negative OAS

SUPRANATIONALS

Reduce allocations

Summary:

- Spreads remain near historic lows and continues to tighten as issuance slows
- Flat spread curve favors shorter maturities inside 2.5 years
- The sector offers on average 5 to 10 bps of value over Agencies

Outlook:

- New issue opportunities remain historically low and increased volatility could keep issuance muted
- Continue evaluating new issues
- Opportunistically sell for rebalancing or sector rotation

● **Current outlook**

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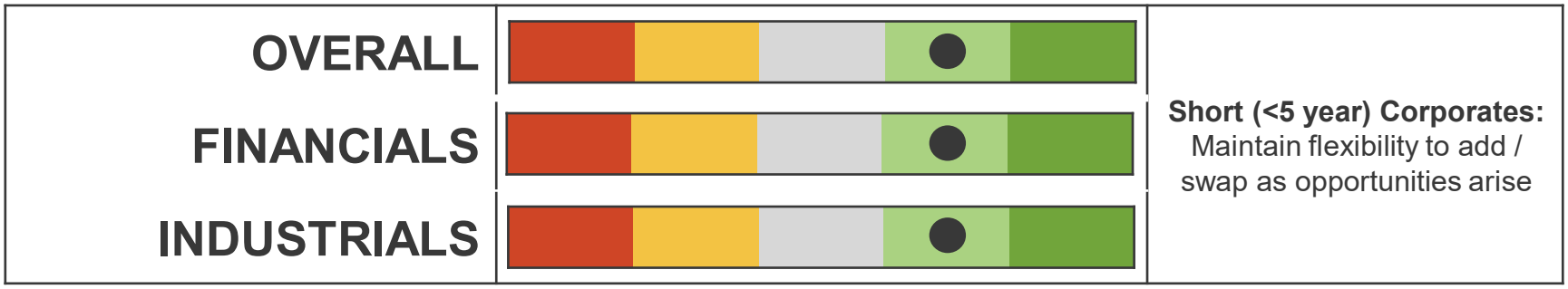
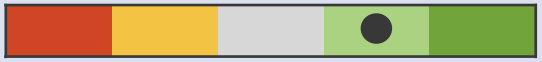
Corporate Sector Strategy

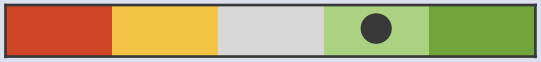


Fundamentals:



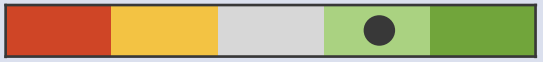
- Corporate balance sheets remain strong and default risk is low
- Some issuers or sectors such as industrials could find credit metrics under pressure on heightened spending and M&A activity
- Credit risks seem to be stabilizing, with upgrades continuing to outpace downgrade
- We view volatility in private credit as contained and not a systemic risk
- Corporate fundamentals will be impacted by direction of economy once Middle East conflict is settled

Technicals:



- Corporate supply remains exceptionally strong with full-year gross issuance projected at a record $2 trillion; however, issuance is expected to slow in Q2
- Strong issuance has been met with extremely robust domestic demand
- Lower yields and higher supply are main risks
- Market positioning is shifting towards higher-quality issuance, with sentiment around spreads pointing towards broader spreads.

Valuations:



- Short-term credit spreads are at their widest levels since May ‘25 with new-issue concessions rising with secondary spreads
- Longer-duration credit remains extremely rich with spreads near decades-long tights
- Breakevens have widened modestly across the curve year-to-date, with the short end still offering value
- Corporate spread curve remains flat but expected to steepen on long end, improving relative value on the short end.
- All-in yields remain elevated

● **Current outlook**

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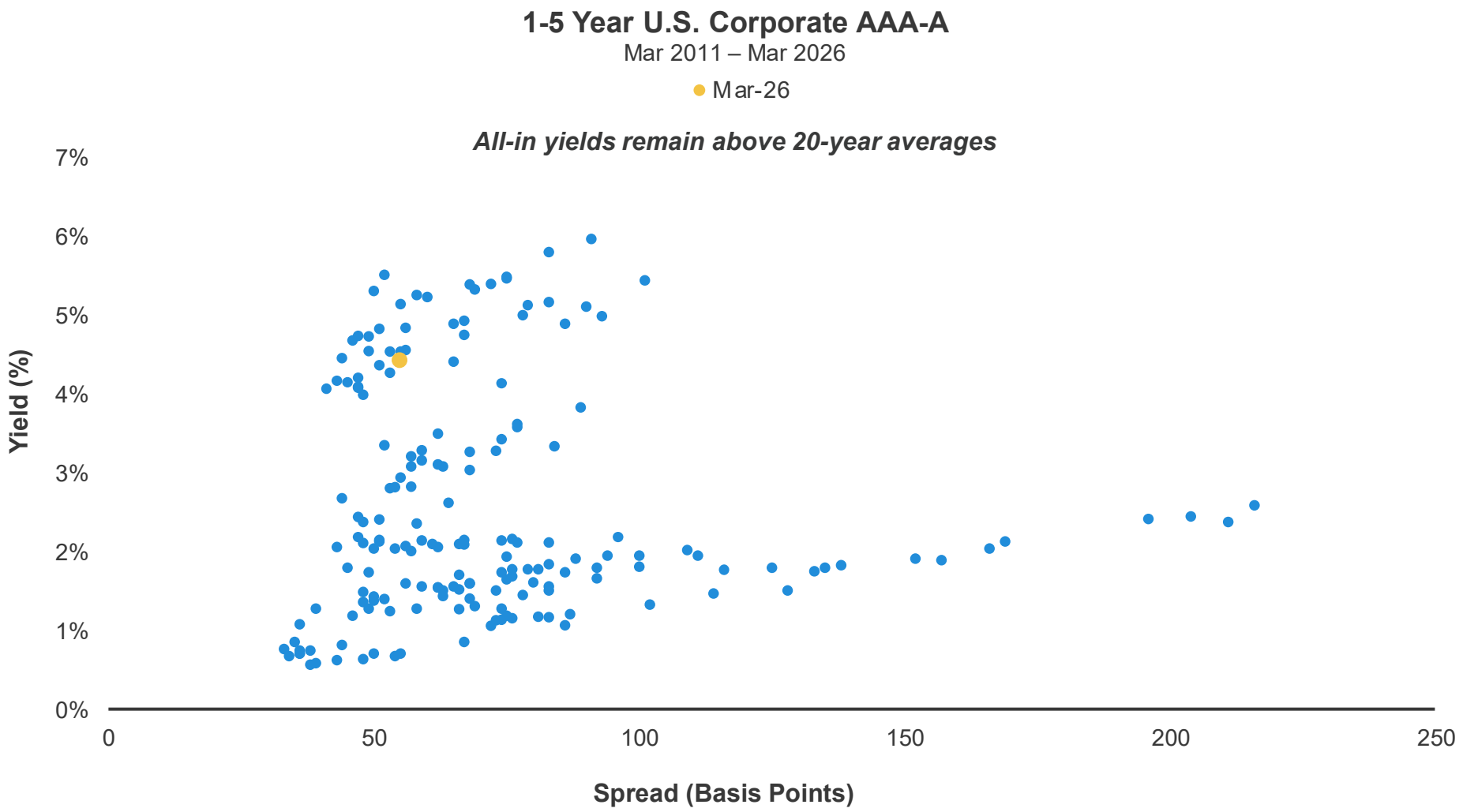
Corporate Index Yield vs OAS (2011 – 2026)



Source: Bloomberg Finance L.P., ICE BofA Indices. Spread is option adjusted spread (OAS). Monthly data from March 2011 to March 2026.

Securitized Sector Strategy

AGENCY MBS

Maintain target allocations

Summary:

- Spreads have widened on geopolitical pressure and increased volatility but remain historically narrow
- 2026 net supply is projected to increase modestly
- The sector is expected to underperform in the short term

Outlook:

- Maintain target underweight with a focus on specific structures

AGENCY CMBS

Reduce through attrition

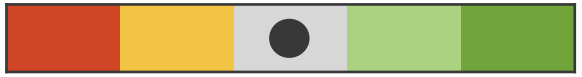
Summary:

- Spreads have barely widened despite market volatility
- Fundamentals are weak but stabilizing with soft rent growth and moderately high vacancies
- Issuance is up notably year-to-date and dealer inventory remains near record highs

Outlook:

- New issue remains extremely robust
- Valuations remain extremely tight
- Sector expected to perform well if/ when volatility increases

ASSET-BACKED



Reduce through attrition

Summary:

- Prime ABS fundamentals remain stable
- Credit metrics have normalized and structures remain resilient to recession scenarios

Outlook:

- Supply expected to be well digested, limiting new issue attractiveness
- Spread versus corporates is narrowing, reducing relative value
- Prime auto and credit card ABS may be more defensive in a widening environment
- Carry expected to be driver of excess returns
- Evolution of labor market and economy remain key risks

● **Current outlook**

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Fixed-Income Sector Outlook – 2Q 2026

Sector	Our Investment Preferences
COMMERCIAL PAPER / CD	
TREASURIES	
T-Bill	
T-Note	
FEDERAL AGENCIES	
Bullets	
Callables	
SUPRANATIONALS	
CORPORATES	
Financials	
Industrials	
SECURITIZED	
Asset-Backed	
Agency Mortgage-Backed	
Agency CMBS	
MUNICIPALS	

Fixed-Income Sector Commentary – 1Q 2026

- The **Federal Open Market Committee (FOMC)** maintained the target range for the federal funds rate, noting continuing challenges to achieving its dual mandate of maximum employment and stable prices.
- **U.S. Treasury** yields rose across the curve with 2- to 5-year tenors experiencing the largest repricing. The short-end curve inversion ended given the move higher in yields.
- **Federal Agency & supranational** issuance remained limited, keeping spreads narrow and excess returns muted. The announcement of $200 billion of mortgage purchases by FNMA and FHLMC is unlikely to materially affect issuance trends with buying funded by cash.
- **Investment-Grade (IG) corporate** bond yield spreads were stable in the first two months of the quarter. However, in response to geopolitical tensions, heightened issuance, and concerns over private debt capital in the last month of the quarter, spreads widened noticeably. Excess returns for the sector were generally negative, but strong carry is expected to provide support.
- Spreads on **Asset-Backed Securities** widened marginally, but spreads versus equivalent-duration corporate notes narrowed. Auto loan collateral marginally outperformed credit receivables.
- 30-year **Agency-backed mortgage-backed securities (MBS)** generated solid excess returns in Q1 and outperformed 15-year tenors. Surging bond volatility toward quarter end neared weighed on excess returns. **Agency-backed commercial MBS (CMBS)** also produced positive excess returns for the quarter.
- **Short-term credit** (commercial paper and negotiable bank CDs) experienced spread widening which created opportunities, particularly in 9- to 12-month tenors. Floating-rate notes also saw notable spread widening, ending the quarter 10 to 15 bps wider versus year end levels.

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Fixed-Income Sector Outlook – 2Q 2026

- While future Fed policy remains uncertain amid the ongoing conflict, we view the meaningful rise in **U.S. Treasury** yields as an opportunity. As a result, for shorter duration strategies, we prefer a modestly longer duration stance. For longer duration strategies, we believe the risk profile is less favorable relative to shorter strategies but will maintain a curve steepening bias by modestly underweighting the long end of the curve.
- **Federal Agency & Supranational** spreads are likely to remain at tight levels. Government-only accounts may find occasional value on an issue-by-issue basis.
- **Taxable Municipals** continue to present limited opportunity due to an ongoing lack of supply and strong demand which is keeping yields low. We do not expect this dynamic to change in the near term.
- **Investment-Grade (IG) Corporate** bond fundamentals remain stable with technicals supportive of the sector. All-in yields remain attractive and wider spreads have improved value. We expect an increase in buying opportunities across both new-issue and secondary markets.
- **Asset-Backed Securities** fundamentals remain within expectations and credit enhancements remain robust. We expect supply to increase as credit card issuers re-enter the market, with demand remaining strong and new issues well-digested. We expect solid consumer fundamentals and structural credit enhancements to insulate the sector from meaningful downturns. We expect carry to be the driver of excess returns.
- **Mortgage-Backed Securities** are expected to remain rich despite increased market volatility modeslty aiding valuations. With spreads remaining historically tight, opportunities are limited, and we will look to other sectors for better value.
- **Short-term credit** (commercial paper and negotiable bank CDs) spreads have widened notably in Q1. We favor maturities beyond 9 months given the positively sloped curve, wider spreads, and added protection against potential Fed rate cuts late this year.

The views expressed within this material constitute the perspective and judgment of PFM Asset Management at the time of distribution (3/31/2026) and are subject to change. Information is obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management cannot guarantee its accuracy, completeness, or suitability.

Factors to Consider for 6-12 Months

Monetary Policy (Global):

- The Fed held rates steady in Q1 amid persistent inflation pressures and limited net job creation.
- Policymakers acknowledged the path forward is complicated, with geopolitical uncertainty adding additional strain to the Fed's dual mandate.
- The "dot plot" projects 25 bps of rate cuts in both 2026 and 2027; however, this is predicated on inflation progress.
- Global central banks remained on pause in Q1 but energy inflation pressures may necessitate hikes.

Economic Growth (Global):

- Stable consumer and business spending support growth, offsetting the weakness seen from the U.S. government shutdown in Q4 GDP.
- Fiscal support and AI investment should aid growth; however, a prolonged conflict in Iran may weigh on consumer discretionary spending.
- Risks to global growth prospects have increased amid the escalating conflict due to higher energy prices, supply-chain disruptions, and increased uncertainty.

Inflation (U.S.):

- The inflation outlook depends on the duration of the Middle East conflict and the degree to which higher energy and commodity costs raise core goods and services prices.
- Inflation remains sticky with limited progress on core services and continuing pressure from tariffs passthroughs.
- Near-term inflation expectations have increased due to the higher energy prices while long-run expectations remain anchored.

Financial Conditions (U.S.):

- Corporate fundamentals and underlying demand remain strong. Spread widening has improved valuations, though the sector is still rich from a historic perspective.
- The conflict in the Middle East has tightened financial conditions. The duration of the conflict and its impact on the economy will be a key driver of corporate fundamentals.
- Geopolitical conflict, higher oil prices, and the evolution of the economy are key risks. At this time we view volatility in private credit as contained and not a systemic risk.

Consumer Spending (U.S.):

- Modest job growth and inflationary pressures continue to weigh on consumer sentiment. Higher energy and food prices will likely drive consumer sentiment lower.
- Wage growth continues to exceed inflation, but this gap has narrowed. Energy shocks may compress real incomes and reduce discretionary spending.
- Lower-income cohorts remained more exposed to higher energy prices as a larger share of household budgets are allocated to essentials.
- Higher-income cohorts benefit from strong equity markets and home price appreciation in recent years.

Labor Markets (U.S.):

- Labor market conditions continued to cool with net new job creation close to zero.
- The unemployment rate remained unchanged as lower job creation was offset by a reduction in the pace of labor force growth.
- The Fed has framed the combination of limited job growth and a stable unemployment rate as an uncomfortable balance.
- Initial jobless claims and layoff rates remain low, consistent with a continued "low-hire/low-fire" environment.

● **Current outlook** ○ **Outlook one quarter ago**

Stance Unfavorable to Risk Assets | **Negative** | **Slightly Negative** | **Neutral** | **Slightly Positive** | **Positive** | **Stance Favorable to Risk Assets**

Statements and opinions expressed about the next 6-12 months were developed based on our independent research with information obtained from Bloomberg Finance L.P. and FactSet. The views expressed within this material constitute the perspective and judgment of PFM Asset Management at the time of distribution (3/31/2026) and are subject to change. Information is obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management cannot guarantee its accuracy, completeness, or suitability.

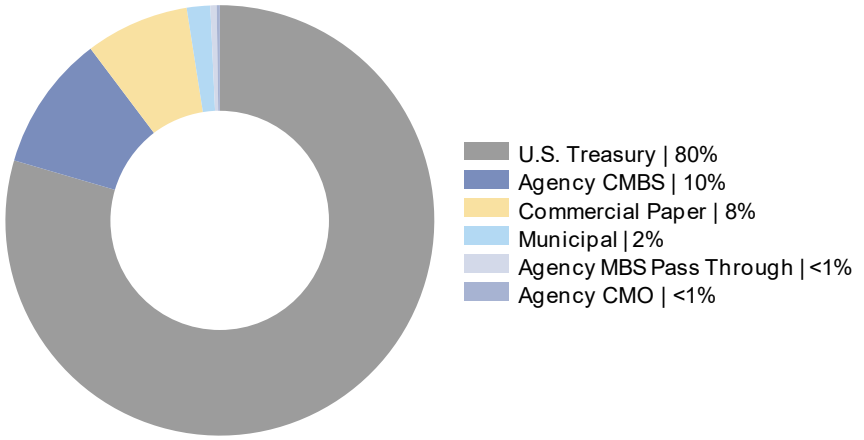
Account Summary

Consolidated Summary

Account Summary

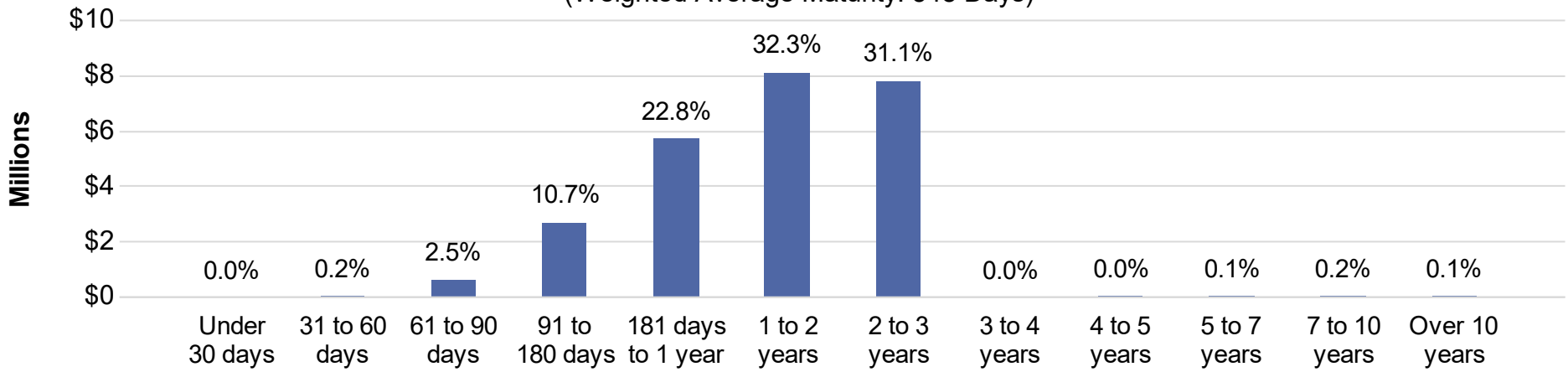
PFMAM Managed Account	$25,153,874
Total Program	**$25,153,874**

Sector Allocation



Maturity Distribution

(Weighted Average Maturity: 548 Days)



1. Account summary and sector allocation include market values, accrued interest, and overnight balances. Maturity distribution includes market values and excludes accrued interest and overnight balances

Account Summary

PFMP-CITY OF NORTHFIELD

Portfolio Values	March 31, 2026
PFMAM Managed Account	$24,848,032
Amortized Cost	$24,832,086
Market Value	$24,848,032
Accrued Interest	$214,348
Cash	$91,495

Analytics[1]	March 31, 2026
Yield at Market	3.83%
Yield on Cost	4.01%
Portfolio Duration	1.39

1. Yield at market, yield on cost, and portfolio duration only include investments held within the separately managed account(s), excludes balances invested in overnight funds.

Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
U.S. Treasury	**79.5%**	
United States Treasury	79.5%	AA / Aa / AA
Agency CMBS	**10.2%**	
Federal Home Loan Mortgage Corp	9.1%	AA / Aa / AA
Federal National Mortgage Association	1.1%	AA / Aa / AA
Agency CMO	**0.2%**	
Federal Home Loan Mortgage Corp	0.1%	AA / Aa / AA
Federal National Mortgage Association	0.1%	AA / Aa / AA
Agency MBS Pass Through	**0.5%**	
Federal Home Loan Mortgage Corp	0.1%	AA / Aa / AA
Federal National Mortgage Association	0.3%	AA / Aa / AA
Municipal	**1.8%**	
City of New York NY	0.6%	AA / Aa / AA
City of Philadelphia PA	0.4%	A / A / A
State of Connecticut	0.5%	AA / Aa / AA
State of Oregon	0.3%	AA / Aa / AA
Commercial Paper	**7.8%**	
Barclays PLC	2.5%	A / NR / A
Credit Agricole Group	2.5%	A / Aa / AA
Toronto-Dominion Bank	2.8%	A / Aa / NR
Total	**100.0%**	

Ratings shown are calculated by assigning a numeral value to each security rating, then calculating a weighted average rating for each security type / issuer category using all available security ratings, excluding Not-Rated (NR) ratings. For security type / issuer categories where a rating from the applicable NRSRO is not available, a rating of NR is assigned. Includes accrued interest and excludes balances invested in overnight funds.

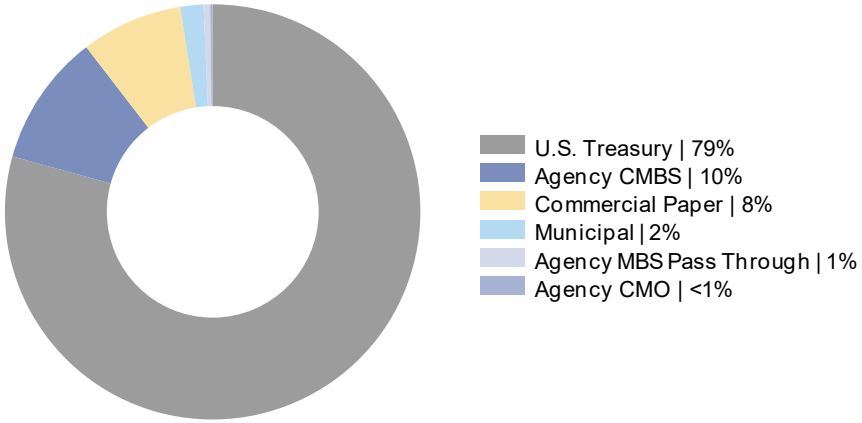
Portfolio Review:
PFMP-CITY OF NORTHFIELD

Portfolio Snapshot - PFMP-CITY OF NORTHFIELD[1]

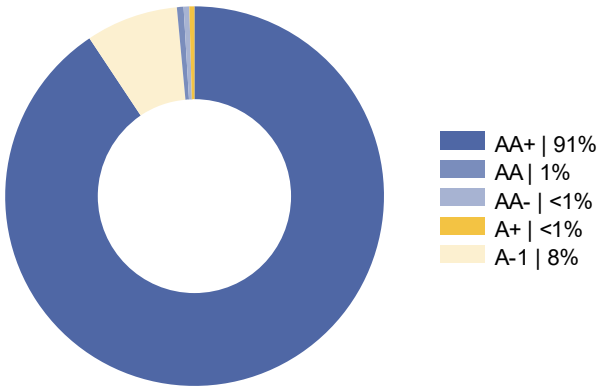
Portfolio Statistics

Total Market Value	$25,153,873.86
Securities Sub-Total	*$24,848,031.72*
Accrued Interest	*$214,347.58*
Cash	*$91,494.56*
Portfolio Effective Duration	1.39 years
Benchmark Effective Duration	1.34 years
Yield At Cost	4.01%
Yield At Market	3.83%
Portfolio Credit Quality	AA

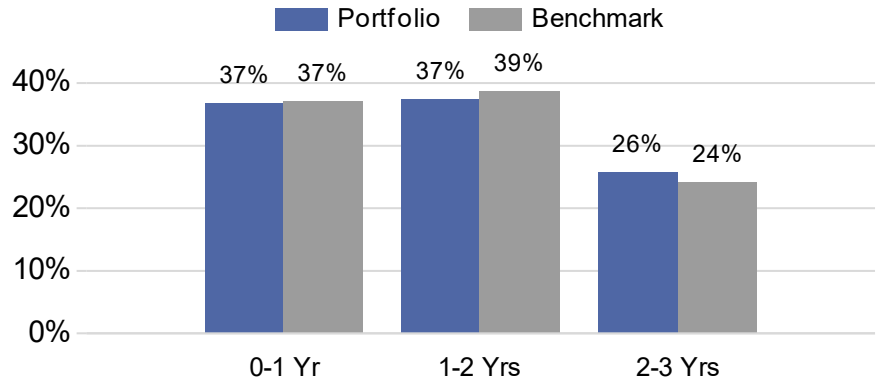
Sector Allocation



Credit Quality - S&P



Duration Distribution



1. *Total market value includes accrued interest and balances invested in PFM AM, as of March 31, 2026.*
Yield and duration calculations exclude balances invested in PFM AM.
The portfolio's benchmark is the ICE BofA 0-3 Year U.S. Treasury Index. Source: Bloomberg Financial LP.
An average of each security's credit rating was assigned a numeric value and adjusted for its relative weighting in the portfolio.

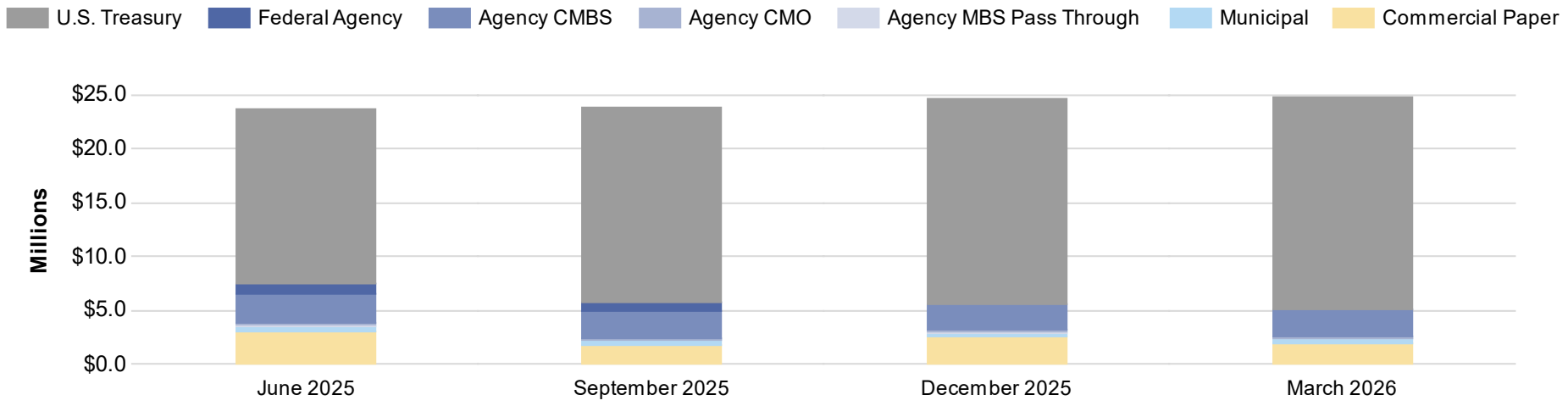
Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
U.S. Treasury	**79.5%**	
United States Treasury	79.5%	AA / Aa / AA
Agency CMBS	**10.2%**	
Federal Home Loan Mortgage Corp	9.1%	AA / Aa / AA
Federal National Mortgage Association	1.1%	AA / Aa / AA
Agency CMO	**0.2%**	
Federal Home Loan Mortgage Corp	0.1%	AA / Aa / AA
Federal National Mortgage Association	0.1%	AA / Aa / AA
Agency MBS Pass Through	**0.5%**	
Federal Home Loan Mortgage Corp	0.1%	AA / Aa / AA
Federal National Mortgage Association	0.3%	AA / Aa / AA
Municipal	**1.8%**	
City of New York NY	0.6%	AA / Aa / AA
City of Philadelphia PA	0.4%	A / A / A
State of Connecticut	0.5%	AA / Aa / AA
State of Oregon	0.3%	AA / Aa / AA
Commercial Paper	**7.8%**	
Barclays PLC	2.5%	A / NR / A
Credit Agricole Group	2.5%	A / Aa / AA
Toronto-Dominion Bank	2.8%	A / Aa / NR
Total	**100.0%**	

Ratings shown are calculated by assigning a numeral value to each security rating, then calculating a weighted average rating for each security type / issuer category using all available security ratings, excluding Not-Rated (NR) ratings. For security type / issuer categories where a rating from the applicable NRSRO is not available, a rating of NR is assigned. Includes accrued interest and excludes balances invested in overnight funds.

Sector Allocation Review - PFMP-CITY OF NORTHFIELD

Security Type	Jun-25	% of Total	Sep-25	% of Total	Dec-25	% of Total	Mar-26	% of Total
U.S. Treasury	$16.3	68.4%	$18.1	75.7%	$19.1	77.3%	$19.7	79.3%
Federal Agency	$1.0	4.3%	$0.8	3.4%	$0.0	0.0%	$0.0	0.0%
Agency CMBS	$2.7	11.2%	$2.5	10.5%	$2.4	9.8%	$2.5	10.3%
Agency CMO	$0.1	0.4%	$0.1	0.3%	$0.1	0.3%	$0.1	0.2%
Agency MBS Pass Through	$0.2	0.7%	$0.2	0.6%	$0.1	0.6%	$0.1	0.5%
Municipal	$0.4	1.9%	$0.4	1.9%	$0.4	1.8%	$0.4	1.8%
Commercial Paper	$3.1	13.1%	$1.8	7.6%	$2.5	10.2%	$2.0	7.9%
Total	**$23.8**	**100.0%**	**$23.8**	**100.0%**	**$24.7**	**100.0%**	**$24.8**	**100.0%**

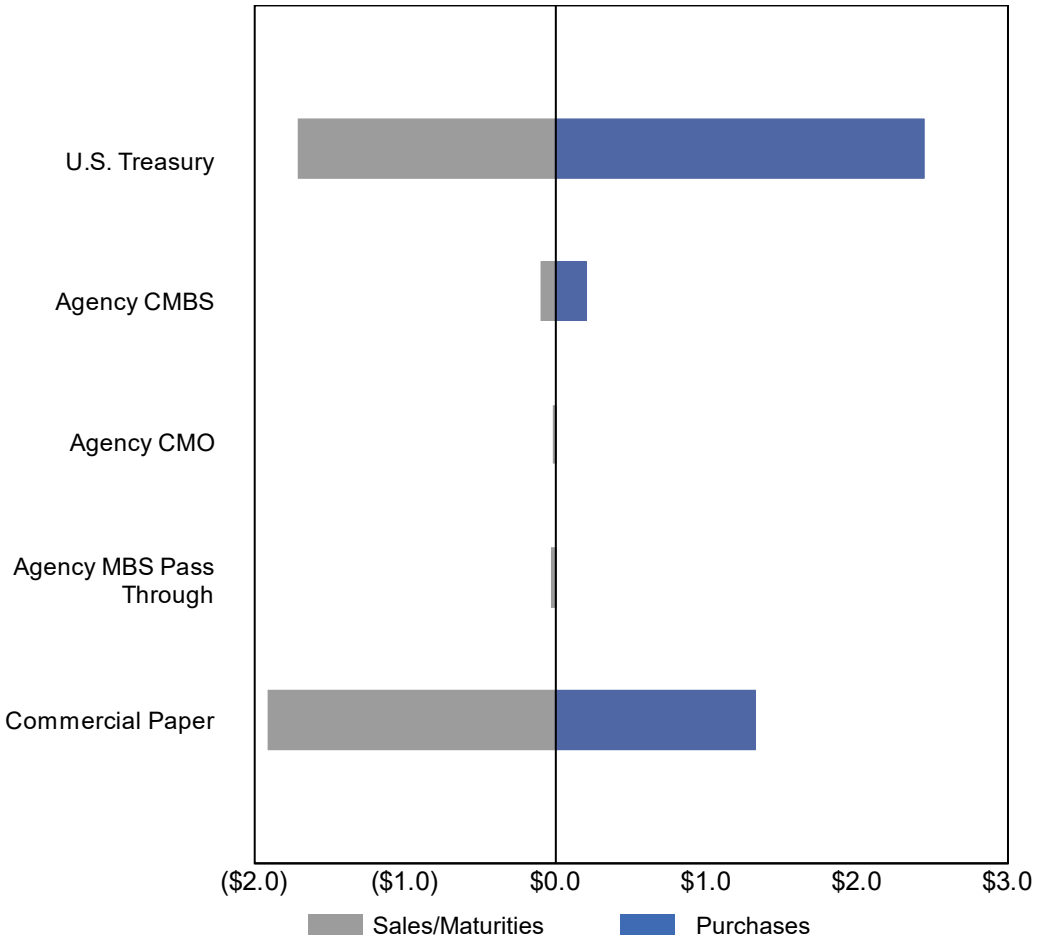


Market values, excluding accrued interest. Only includes fixed-income securities held within the separately managed account(s) and LGIPs managed by PFMAM. Detail may not add to total due to rounding.

Portfolio Activity - PFMP-CITY OF NORTHFIELD

Net Activity by Sector

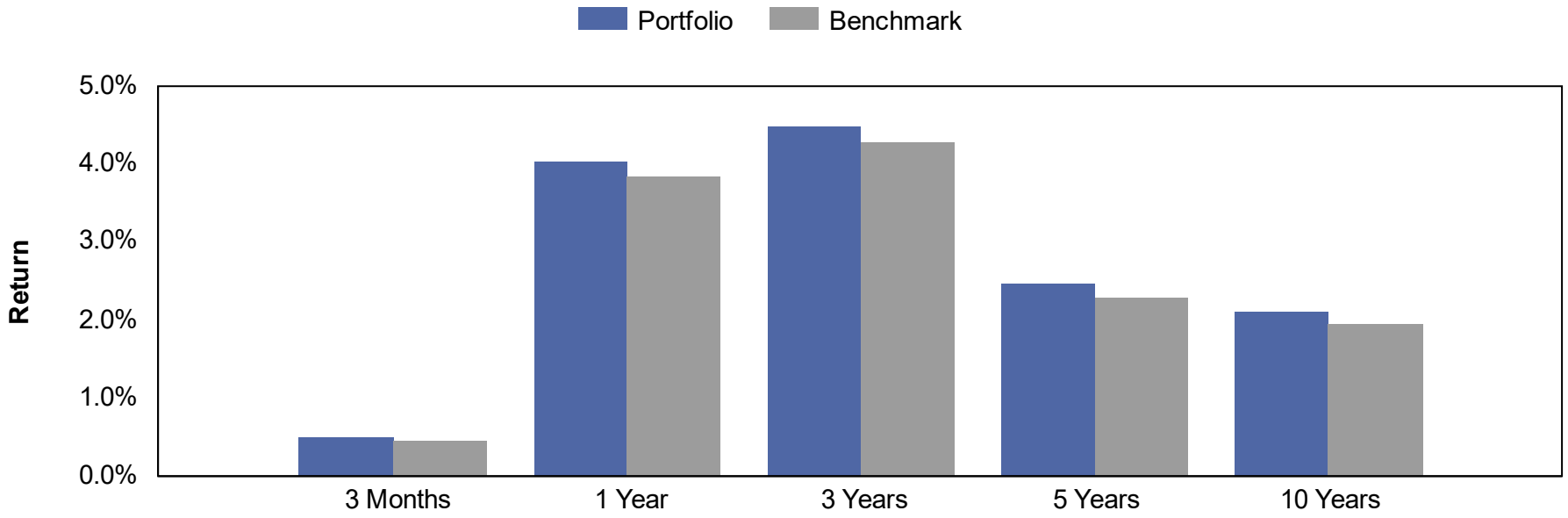
($ millions)



Sector	Net Activity
U.S. Treasury	$741,004
Agency CMBS	$125,696
Agency CMO	($9,550)
Agency MBS Pass Through	($16,323)
Commercial Paper	($579,739)
Total Net Activity	**$261,087**

Based on total proceeds (principal and accrued interest) of buys, sells, maturities, and principal paydowns. Detail may not add to total due to rounding.

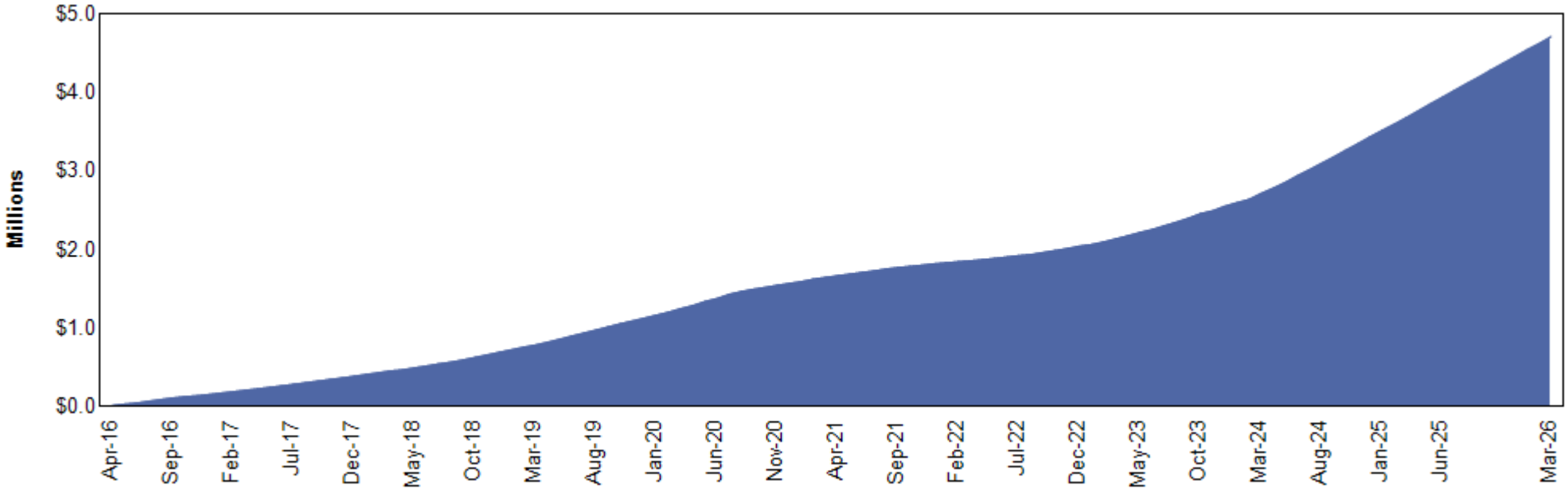
Portfolio Performance



Market Value Basis Earnings	3 Months	1 Year	3 Years	5 Years	10 Years[1]
Interest Earned[2]	$222,744	$882,834	$2,226,699	$2,693,820	$4,172,213
Change in Market Value	($100,750)	$93,861	$875,043	$194,291	$500,721
Total Dollar Return	**$121,994**	**$976,695**	**$3,101,742**	**$2,888,111**	**$4,672,934**
Total Return[3]					
Portfolio	0.49%	4.04%	4.48%	2.47%	2.10%
Benchmark[4]	0.45%	3.85%	4.28%	2.29%	1.95%
Difference	0.04%	0.19%	0.19%	0.17%	0.15%

1. *The lesser of 10 years or since inception is shown. Since inception returns for periods one year or less are not shown. Performance inception date is September 30, 2014.*
2. *Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.*
3. *Returns for periods one year or less are presented on a periodic basis. Returns for periods greater than one year are presented on an annualized basis.*
4. *The portfolio's benchmark is the ICE BofA 0-3 Year U.S. Treasury Index. Source: Bloomberg Financial LP.*

Accrual Basis Earnings - PFMP-CITY OF NORTHFIELD



Accrual Basis Earnings	3 Months	1 Year	3 Years	5 Year	10 Year[1]
Interest Earned[2]	$222,744	$882,834	$2,226,699	$2,693,820	$4,172,213
Realized Gains / (Losses)[3]	$5,915	$11,819	($171,811)	($173,902)	($96,024)
Change in Amortized Cost	$25,697	$136,129	$517,217	$543,686	$633,682
Total Earnings	**$254,357**	**$1,030,782**	**$2,572,105**	**$3,063,604**	**$4,709,872**

1. The lesser of 10 years or since inception is shown. Performance inception date is September 30, 2014.
2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.
3. Realized gains / (losses) are shown on an amortized cost basis.

Issuer Distribution
As of March 31, 2026

Issuer	Market Value ($)	% of Portfolio
UNITED STATES TREASURY	19,725,620	79.38 %
FEDERAL HOME LOAN MORTGAGE CORP	2,338,854	9.41 %
TORONTO-DOMINION BANK	692,430	2.79 %
CREDIT AGRICOLE GROUP	634,764	2.55 %
BARCLAYS PLC	630,520	2.54 %
FEDERAL NATIONAL MORTGAGE ASSOCIATION	386,825	1.56 %
CITY OF NEW YORK NY	141,165	0.57 %
STATE OF CONNECTICUT	116,573	0.47 %
CITY OF PHILADELPHIA PA	110,721	0.45 %
STATE OF OREGON	70,559	0.28 %
Grand Total	**24,848,032**	**100.00 %**

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY N/B DTD 08/15/2023 4.375% 08/15/2026	91282CHU8	915,000.00	AA+	Aa1	8/1/2024	8/2/2024	917,930.86	4.21	4,976.26	915,558.54	916,951.70
US TREASURY N/B DTD 08/15/2023 4.375% 08/15/2026	91282CHU8	100,000.00	AA+	Aa1	9/21/2023	9/22/2023	98,621.09	4.89	543.85	99,822.75	100,213.30
US TREASURY N/B DTD 09/15/2023 4.625% 09/15/2026	91282CHY0	575,000.00	AA+	Aa1	10/2/2023	10/4/2023	571,046.88	4.88	1,228.52	574,355.04	577,233.30
US TREASURY N/B DTD 10/16/2023 4.625% 10/15/2026	91282CJC6	300,000.00	AA+	Aa1	11/6/2023	11/8/2023	299,062.50	4.74	6,403.85	299,818.36	301,356.60
US TREASURY N/B DTD 10/16/2023 4.625% 10/15/2026	91282CJC6	300,000.00	AA+	Aa1	9/26/2024	9/27/2024	305,835.94	3.63	6,403.85	301,574.89	301,356.60
US TREASURY N/B DTD 10/16/2023 4.625% 10/15/2026	91282CJC6	600,000.00	AA+	Aa1	10/1/2024	10/2/2024	612,093.75	3.59	12,807.69	603,283.61	602,713.20
US TREASURY N/B DTD 11/15/2023 4.625% 11/15/2026	91282CJK8	500,000.00	AA+	Aa1	12/7/2023	12/11/2023	503,984.38	4.33	8,751.73	500,886.96	502,551.00
US TREASURY N/B DTD 12/15/2023 4.375% 12/15/2026	91282CJP7	1,240,000.00	AA+	Aa1	1/2/2024	1/4/2024	1,249,590.63	4.09	15,947.12	1,242,400.95	1,245,315.88
US TREASURY N/B DTD 01/16/2024 4.000% 01/15/2027	91282CJT9	700,000.00	AA+	Aa1	2/1/2024	2/5/2024	700,601.56	3.97	5,878.45	700,168.52	701,381.10
US TREASURY N/B DTD 02/15/2024 4.125% 02/15/2027	91282CKA8	700,000.00	AA+	Aa1	3/4/2024	3/6/2024	695,105.47	4.38	3,589.43	698,480.89	702,176.30
US TREASURY N/B DTD 03/15/2024 4.250% 03/15/2027	91282CKE0	430,000.00	AA+	Aa1	4/1/2024	4/3/2024	426,858.99	4.52	844.23	428,938.79	432,076.04
US TREASURY N/B DTD 04/15/2024 4.500% 04/15/2027	91282CKJ9	40,000.00	AA+	Aa1	5/2/2024	5/6/2024	39,714.06	4.76	830.77	39,894.59	40,304.52
US TREASURY N/B DTD 05/15/2024 4.500% 05/15/2027	91282CKR1	800,000.00	AA+	Aa1	6/3/2024	6/4/2024	796,218.75	4.67	13,624.31	798,500.90	805,875.20
US TREASURY N/B DTD 06/17/2024 4.625% 06/15/2027	91282CKV2	650,000.00	AA+	Aa1	7/1/2024	7/2/2024	650,939.45	4.57	8,837.05	650,398.61	656,093.75
US TREASURY N/B DTD 08/15/2024 3.750% 08/15/2027	91282CLG4	885,000.00	AA+	Aa1	9/3/2024	9/4/2024	885,207.42	3.74	4,125.52	885,099.90	883,893.75

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY N/B DTD 10/15/2024 3.875% 10/15/2027	91282CLQ2	650,000.00	AA+	Aa1	10/31/2024	11/1/2024	644,541.02	4.18	11,625.00	647,074.25	650,406.25
US TREASURY N/B DTD 11/15/2024 4.125% 11/15/2027	91282CLX7	700,000.00	AA+	Aa1	12/2/2024	12/4/2024	699,781.25	4.14	10,927.83	699,877.24	703,007.90
US TREASURY N/B DTD 12/16/2024 4.000% 12/15/2027	91282CMB4	400,000.00	AA+	Aa1	1/6/2025	1/7/2025	396,781.25	4.29	4,703.30	398,082.66	401,078.00
US TREASURY N/B DTD 01/15/2025 4.250% 01/15/2028	91282CMF5	395,000.00	AA+	Aa1	2/3/2025	2/5/2025	394,783.99	4.27	3,524.45	394,866.00	397,792.65
US TREASURY N/B DTD 02/18/2025 4.250% 02/15/2028	91282CMN8	600,000.00	AA+	Aa1	2/2/2026	2/3/2026	607,828.13	3.58	3,169.89	607,242.43	604,593.60
US TREASURY N/B DTD 02/18/2025 4.250% 02/15/2028	91282CMN8	850,000.00	AA+	Aa1	3/3/2025	3/4/2025	856,341.80	3.98	4,490.68	854,112.87	856,507.60
US TREASURY N/B DTD 03/17/2025 3.875% 03/15/2028	91282CMS7	500,000.00	AA+	Aa1	4/2/2025	4/7/2025	499,902.34	3.88	895.04	499,933.83	500,566.50
US TREASURY N/B DTD 04/15/2025 3.750% 04/15/2028	91282CMW8	400,000.00	AA+	Aa1	5/5/2025	5/6/2025	399,046.88	3.84	6,923.08	399,328.63	399,453.20
US TREASURY N/B DTD 05/15/2025 3.750% 05/15/2028	91282CND9	730,000.00	AA+	Aa1	6/2/2025	6/3/2025	726,863.28	3.91	10,360.15	727,708.15	729,002.09
US TREASURY N/B DTD 06/16/2025 3.875% 06/15/2028	91282CNH0	500,000.00	AA+	Aa1	7/1/2025	7/2/2025	501,855.47	3.74	5,695.40	501,404.39	500,664.00
US TREASURY N/B DTD 07/15/2025 3.875% 07/15/2028	91282CNM9	420,000.00	AA+	Aa1	8/4/2025	8/5/2025	422,329.69	3.67	3,416.85	421,834.43	420,492.24
US TREASURY N/B DTD 08/15/2025 3.625% 08/15/2028	91282CNU1	850,000.00	AA+	Aa1	9/2/2025	9/3/2025	849,900.39	3.63	3,830.28	849,919.47	846,380.70
US TREASURY N/B DTD 09/15/2025 3.375% 09/15/2028	91282CNY3	505,000.00	AA+	Aa1	10/1/2025	10/2/2025	502,317.19	3.57	787.35	502,752.05	499,792.44
US TREASURY N/B DTD 10/15/2025 3.500% 10/15/2028	91282CPC9	850,000.00	AA+	Aa1	11/4/2025	11/5/2025	848,041.02	3.58	13,730.77	848,298.74	843,392.95
US TREASURY N/B DTD 11/17/2025 3.500% 11/15/2028	91282CPK1	800,000.00	AA+	Aa1	12/1/2025	12/2/2025	799,062.50	3.54	10,596.69	799,164.11	793,531.20
US TREASURY N/B DTD 12/15/2025 3.500% 12/15/2028	91282CPP0	750,000.00	AA+	Aa1	1/5/2026	1/6/2026	749,443.36	3.53	7,716.35	749,485.74	743,789.25
US TREASURY N/B DTD 02/17/2026 3.500% 02/15/2029	91282CQA2	375,000.00	AA+	Aa1	3/12/2026	3/13/2026	372,275.39	3.76	1,631.56	372,322.22	371,748.00

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY N/B DTD 02/17/2026 3.500% 02/15/2029	91282CQA2	700,000.00	AA+	Aa1	3/2/2026	3/4/2026	700,218.75	3.49	3,045.58	700,214.60	693,929.60
Security Type Sub-Total		**19,710,000.00**					**19,724,125.43**	**3.99**	**201,862.88**	**19,712,805.11**	**19,725,620.41**
Municipal											
CONNECTICUT ST-A-TXBL DTD 06/22/2023 5.050% 05/15/2026	20772KTH2	45,000.00	AA-	Aa2	6/1/2023	6/22/2023	45,603.45	4.55	858.50	45,025.46	45,062.19
NEW YORK-B-2 DTD 10/12/2023 5.269% 10/01/2026	64966Q7J3	75,000.00	AA	Aa2	10/5/2023	10/12/2023	75,000.00	5.27	1,975.88	75,000.00	75,474.07
PHILADELPHIA-B-TXBL DTD 06/18/2025 4.460% 08/01/2027	717813D63	110,000.00	A+	A1	6/11/2025	6/18/2025	110,000.00	4.46	817.67	110,000.00	110,721.38
NEW YORK-H-TXBL DTD 04/29/2025 4.669% 02/01/2028	64966SMU7	65,000.00	AA	Aa2	4/15/2025	4/29/2025	65,000.00	4.67	505.81	65,000.00	65,690.69
CONNECTICUT ST-A-TXBL DTD 05/07/2025 5.125% 03/15/2028	20772KZJ1	70,000.00	AA-	Aa2	4/23/2025	5/7/2025	71,481.20	4.33	159.44	71,033.22	71,511.16
OREGON ST-B-TXBL DTD 04/29/2025 4.368% 05/01/2028	68609UNF8	70,000.00	AA+	Aa1	4/15/2025	4/29/2025	70,000.00	4.37	1,274.00	70,000.00	70,558.60
Security Type Sub-Total		**435,000.00**					**437,084.65**	**4.61**	**5,591.30**	**436,058.68**	**439,018.09**
Commercial Paper											
BARCLAYS CAPITAL INC DTD 09/10/2025 0.000% 06/05/2026	06743VF54	635,000.00	A-1	NR	9/29/2025	9/30/2025	617,677.20	3.96	0.00	630,459.75	630,520.08
CABOT TRAIL FUNDING LLC DTD 01/12/2026 0.000% 07/09/2026	12710HG93	700,000.00	A-1	P-1	1/20/2026	1/21/2026	687,808.53	3.71	0.00	692,858.25	692,429.50
CREDIT AGRICOLE CIB NY DTD 02/09/2026 0.000% 11/06/2026	22533UL68	650,000.00	A-1	P-1	2/11/2026	2/12/2026	632,452.17	3.64	0.00	635,606.84	634,764.00
Security Type Sub-Total		**1,985,000.00**					**1,937,937.90**	**3.77**	**0.00**	**1,958,924.84**	**1,957,713.58**
Agency MBS Pass Through											
FG J20795 DTD 10/01/2012 2.500% 10/01/2027	31306X3C5	9,344.13	AA+	Aa1	3/19/2020	3/24/2020	9,437.57	2.35	19.47	9,363.15	9,244.09

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Agency MBS Pass Through											
FN AQ9339 DTD 01/01/2013 2.500% 01/01/2028	3138MRLV1	9,644.87	AA+	Aa1	2/5/2020	2/18/2020	9,816.67	2.26	20.09	9,684.20	9,521.32
FN FM1456 DTD 09/01/2019 2.500% 09/01/2028	3140X4TN6	7,967.65	AA+	Aa1	12/10/2019	12/17/2019	8,047.32	2.37	16.60	7,990.20	7,867.61
FG J32374 DTD 07/01/2015 2.500% 11/01/2028	31307NT79	22,593.42	AA+	Aa1	2/8/2022	2/17/2022	22,988.81	2.22	47.07	22,747.15	22,257.89
FN AL8774 DTD 06/01/2016 3.000% 03/01/2029	3138ETXC5	3,290.44	AA+	Aa1	2/5/2019	2/19/2019	3,299.70	2.97	8.23	3,293.18	3,261.00
FG G16640 DTD 10/01/2018 3.000% 02/01/2032	3128MFS58	3,115.27	AA+	Aa1	2/5/2019	2/6/2019	3,126.95	2.97	7.79	3,120.53	3,078.44
FN BM4614 DTD 10/01/2018 3.000% 03/01/2033	3140J9DU2	27,380.19	AA+	Aa1	8/3/2021	8/17/2021	29,177.02	2.35	68.45	28,461.38	26,670.44
FN FM0047 DTD 01/01/2020 3.000% 12/01/2034	3140X3BR8	39,678.13	AA+	Aa1	6/10/2021	6/17/2021	42,189.01	2.45	99.20	41,299.78	38,209.40
Security Type Sub-Total		**123,014.10**					**128,083.05**	**2.39**	**286.90**	**125,959.57**	**120,110.19**
Agency CMO											
FHR 4096 PA DTD 08/01/2012 1.375% 08/01/2027	3137ATCD2	5,765.22	AA+	Aa1	2/21/2020	2/26/2020	5,718.38	1.49	6.61	5,756.61	5,678.94
FNR 2012-145 EA DTD 12/01/2012 1.250% 01/01/2028	3136AAZ57	7,064.06	AA+	Aa1	2/7/2020	2/12/2020	6,963.90	1.44	7.36	7,041.18	6,920.84
FNR 2013-39 MP DTD 04/01/2013 1.750% 05/01/2028	3136AEEF0	9,344.75	AA+	Aa1	12/9/2019	12/12/2019	9,265.90	1.86	13.63	9,324.69	9,161.68
FNR 2020-33 BG DTD 04/01/2020 2.000% 05/01/2030	3136B9VJ3	5,022.42	AA+	Aa1	6/8/2020	6/11/2020	5,155.44	1.71	8.37	5,077.87	4,899.91
FHR 5050 XL DTD 11/01/2020 1.000% 07/01/2036	3137F7TC9	33,260.95	AA+	Aa1	2/8/2022	2/11/2022	32,471.00	1.18	27.72	32,697.61	30,694.03
Security Type Sub-Total		**60,457.40**					**59,574.62**	**1.39**	**63.69**	**59,897.96**	**57,355.40**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Agency CMBS											
FHMS K736 A2 DTD 09/01/2019 2.282% 07/01/2026	3137FNWX4	105,240.38	AA+	Aa1	10/5/2023	10/11/2023	97,647.46	5.05	200.13	104,378.24	104,739.33
FHMS K057 A2 DTD 09/01/2016 2.570% 07/01/2026	3137BRQJ7	190,315.03	AA+	Aa1	3/2/2023	3/7/2023	176,978.11	4.81	407.59	189,066.75	189,421.12
FNA 2016-M12 A2 DTD 11/01/2016 2.522% 09/01/2026	3136AUKX8	98,660.63	AA+	Aa1	11/20/2023	11/27/2023	92,054.99	5.05	165.88	97,395.29	97,950.18
FHMS K061 A2 DTD 01/01/2017 3.347% 11/01/2026	3137BTUM1	141,521.14	AA+	Aa1	5/19/2023	5/24/2023	137,164.95	4.29	394.73	140,712.78	140,764.15
FHMS K066 A2 DTD 08/01/2017 3.117% 06/01/2027	3137F2LJ3	108,840.38	AA+	Aa1	4/8/2025	4/11/2025	106,382.97	4.18	282.71	107,430.13	107,742.29
FNA 2024-M6 A2 DTD 11/01/2024 2.999% 07/01/2027	3136BTGM9	184,512.61	AA+	Aa1	12/12/2024	12/17/2024	178,054.67	4.32	461.13	181,137.70	182,363.04
FHMS K067 A2 DTD 09/01/2017 3.194% 07/01/2027	3137FAWS3	120,000.00	AA+	Aa1	6/24/2024	6/27/2024	114,487.50	4.84	319.40	117,460.05	118,731.84
FHMS K067 A2 DTD 09/01/2017 3.194% 07/01/2027	3137FAWS3	120,000.00	AA+	Aa1	6/4/2025	6/9/2025	117,459.38	4.23	319.40	118,393.50	118,731.84
FHMS K068 A2 DTD 10/01/2017 3.244% 08/01/2027	3137FBBX3	120,000.00	AA+	Aa1	6/17/2024	6/21/2024	114,478.13	4.80	324.40	117,446.69	118,640.40
FHMS K069 A2 DTD 11/01/2017 3.187% 09/01/2027	3137FBU79	115,894.33	AA+	Aa1	6/17/2024	6/21/2024	110,289.76	4.78	307.80	113,220.49	114,432.56
FHMS K739 A2 DTD 11/01/2020 1.336% 09/01/2027	3137F64P9	253,869.91	AA+	Aa1	3/25/2025	3/28/2025	238,082.38	4.03	282.64	243,923.55	245,766.89
FHMS K074 A2 DTD 03/01/2018 3.600% 01/01/2028	3137F4D41	69,528.76	AA+	Aa1	2/27/2025	3/4/2025	68,037.70	4.39	208.59	68,566.91	68,881.17
FHMS K073 A2 DTD 02/01/2018 3.350% 01/01/2028	3137FETN0	105,000.00	AA+	Aa1	3/7/2025	3/12/2025	102,280.66	4.31	293.13	103,233.88	103,673.43
FHMS K075 A2 DTD 04/01/2018 3.650% 02/01/2028	3137F4X72	70,000.00	AA+	Aa1	3/5/2025	3/10/2025	68,777.73	4.28	212.92	69,194.99	69,361.74
FHMS K076 A2 DTD 05/01/2018 3.900% 04/01/2028	3137FEZU7	80,000.00	AA+	Aa1	3/4/2025	3/7/2025	79,118.75	4.27	260.00	79,404.15	79,592.80
FHMS K076 A2 DTD 05/01/2018 3.900% 04/01/2028	3137FEZU7	70,000.00	AA+	Aa1	3/26/2025	3/31/2025	69,053.91	4.38	227.50	69,330.07	69,643.70
FHMS K743 A2 DTD 06/01/2021 1.770% 05/01/2028	3137H14B9	125,000.00	AA+	Aa1	5/22/2025	5/28/2025	116,245.12	4.32	184.38	118,409.88	119,112.88

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Agency CMBS											
FHMS K079 A2 DTD 08/01/2018 3.926% 06/01/2028	3137FGZT5	180,000.00	AA+	Aa1	4/16/2025	4/22/2025	178,207.03	4.26	588.90	178,711.13	179,085.24
FHMS K506 A2 DTD 09/01/2023 4.650% 08/01/2028	3137HAMH6	110,000.00	AA+	Aa1	5/2/2025	5/7/2025	111,194.53	4.30	426.25	110,887.02	111,108.25
FHMS K086 A2 DTD 12/01/2018 3.859% 11/01/2028	3137FKSH0	210,000.00	AA+	Aa1	1/7/2026	1/12/2026	210,147.66	3.83	675.33	210,137.13	208,471.20
Security Type Sub-Total		**2,578,383.19**					**2,486,143.39**	**4.40**	**6,542.81**	**2,538,440.33**	**2,548,214.05**
Managed Account Sub Total		**24,891,854.69**					**24,772,949.04**	**4.01**	**214,347.58**	**24,832,086.49**	**24,848,031.72**
Securities Sub Total		**$24,891,854.69**					**$24,772,949.04**	**4.01%**	**$214,347.58**	**$24,832,086.49**	**$24,848,031.72**
Accrued Interest											**$214,347.58**
Total Investments											**$25,062,379.30**

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
BUY									
1/5/2026	1/6/2026	750,000.00	91282CPP0	US TREASURY N/B	3.50%	12/15/2028	751,029.90	3.53%	
1/7/2026	1/12/2026	210,000.00	3137FKSH0	FHMS K086 A2	3.85%	11/1/2028	210,395.28	3.83%	
1/20/2026	1/21/2026	700,000.00	12710HG93	CABOT TRAIL FUNDING LLC	0.00%	7/9/2026	687,808.53	3.71%	
2/2/2026	2/3/2026	600,000.00	91282CMN8	US TREASURY N/B	4.25%	2/15/2028	619,746.61	3.58%	
2/11/2026	2/12/2026	650,000.00	22533UL68	CREDIT AGRICOLE CIB NY	0.00%	11/6/2026	632,452.17	3.64%	
3/2/2026	3/4/2026	700,000.00	91282CQA2	US TREASURY N/B	3.50%	2/15/2029	701,369.30	3.49%	
3/12/2026	3/13/2026	375,000.00	91282CQA2	US TREASURY N/B	3.50%	2/15/2029	373,218.07	3.76%	
Total BUY		**3,985,000.00**					**3,976,019.86**		**0.00**
INTEREST									
1/1/2026	1/15/2026		3128MFS58	FG G16640	3.00%	2/1/2032	10.03		
1/1/2026	1/15/2026		31307NT79	FG J32374	2.50%	11/1/2028	55.59		
1/1/2026	1/15/2026		3137ATCD2	FHR 4096 PA	1.37%	8/1/2027	8.38		
1/1/2026	1/15/2026		31306X3C5	FG J20795	2.50%	10/1/2027	24.37		
1/1/2026	1/15/2026		3137F7TC9	FHR 5050 XL	1.00%	7/1/2036	30.35		
1/1/2026	1/25/2026		3137F4D41	FHMS K074 A2	3.60%	1/1/2028	209.78		
1/1/2026	1/25/2026		3137FAWS3	FHMS K067 A2	3.19%	7/1/2027	638.80		
1/1/2026	1/25/2026		3137F2LJ3	FHMS K066 A2	3.11%	6/1/2027	285.73		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
1/1/2026	1/25/2026		3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	459.86		
1/1/2026	1/25/2026		3137FEZU7	FHMS K076 A2	3.90%	4/1/2028	487.50		
1/1/2026	1/25/2026		3137H14B9	FHMS K743 A2	1.77%	5/1/2028	184.38		
1/1/2026	1/25/2026		3138ETXC5	FN AL8774	3.00%	3/1/2029	11.10		
1/1/2026	1/25/2026		3140X4TN6	FN FM1456	2.50%	9/1/2028	20.30		
1/1/2026	1/25/2026		3140X3BR8	FN FM0047	3.00%	12/1/2034	104.10		
1/1/2026	1/25/2026		3136A85N6	FNR 2012-107 GA	1.50%	9/1/2027	0.94		
1/1/2026	1/25/2026		3137BNGT5	FHMS K054 A2	2.74%	1/1/2026	106.25		
1/1/2026	1/25/2026		3136AUKX8	FNA 2016-M12 A2	2.52%	9/1/2026	207.69		
1/1/2026	1/25/2026		3136BTGM9	FNA 2024-M6 A2	2.99%	7/1/2027	447.69		
1/1/2026	1/25/2026		3140J9DU2	FN BM4614	3.00%	3/1/2033	73.37		
1/1/2026	1/25/2026		3137FGZT5	FHMS K079 A2	3.92%	6/1/2028	588.90		
1/1/2026	1/25/2026		3137FBU79	FHMS K069 A2	3.18%	9/1/2027	309.50		
1/1/2026	1/25/2026		3136AEEF0	FNR 2013-39 MP	1.75%	5/1/2028	16.04		
1/1/2026	1/25/2026		3137FETN0	FHMS K073 A2	3.35%	1/1/2028	293.12		
1/1/2026	1/25/2026		3138MRLV1	FN AQ9339	2.50%	1/1/2028	24.52		
1/1/2026	1/25/2026		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	426.25		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
1/1/2026	1/25/2026		3137F64P9	FHMS K739 A2	1.33%	9/1/2027	283.59		
1/1/2026	1/25/2026		3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	210.08		
1/1/2026	1/25/2026		3137FBBX3	FHMS K068 A2	3.24%	8/1/2027	324.40		
1/1/2026	1/25/2026		3136B9VJ3	FNR 2020-33 BG	2.00%	5/1/2030	9.66		
1/1/2026	1/25/2026		3137F4X72	FHMS K075 A2	3.65%	2/1/2028	212.92		
1/1/2026	1/25/2026		3136AAZ57	FNR 2012-145 EA	1.25%	1/1/2028	9.10		
1/1/2026	1/25/2026		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	398.61		
1/2/2026	1/2/2026		MONEY0002	MONEY MARKET FUND	0.00%		291.29		
1/15/2026	1/15/2026		91282CNM9	US TREASURY N/B	3.87%	7/15/2028	8,137.50		
1/15/2026	1/15/2026		91282CMF5	US TREASURY N/B	4.25%	1/15/2028	8,393.75		
1/15/2026	1/15/2026		91282CJT9	US TREASURY N/B	4.00%	1/15/2027	14,000.00		
2/1/2026	2/1/2026		64966SMU7	NEW YORK-H-TXBL	4.66%	2/1/2028	1,517.43		
2/1/2026	2/1/2026		717813D63	PHILADELPHIA-B-TXBL	4.46%	8/1/2027	2,453.00		
2/1/2026	2/15/2026		31306X3C5	FG J20795	2.50%	10/1/2027	22.66		
2/1/2026	2/15/2026		3137ATCD2	FHR 4096 PA	1.37%	8/1/2027	7.82		
2/1/2026	2/15/2026		31307NT79	FG J32374	2.50%	11/1/2028	52.72		
2/1/2026	2/15/2026		3137F7TC9	FHR 5050 XL	1.00%	7/1/2036	29.38		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
2/1/2026	2/15/2026		3128MFS58	FG G16640	3.00%	2/1/2032	9.24		
2/1/2026	2/25/2026		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	426.25		
2/1/2026	2/25/2026		3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	207.21		
2/1/2026	2/25/2026		3137FKSH0	FHMS K086 A2	3.85%	11/1/2028	675.32		
2/1/2026	2/25/2026		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	397.77		
2/1/2026	2/25/2026		3137F64P9	FHMS K739 A2	1.33%	9/1/2027	283.29		
2/1/2026	2/25/2026		3136B9VJ3	FNR 2020-33 BG	2.00%	5/1/2030	9.23		
2/1/2026	2/25/2026		3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	459.00		
2/1/2026	2/25/2026		3140J9DU2	FN BM4614	3.00%	3/1/2033	71.66		
2/1/2026	2/25/2026		3137FGZT5	FHMS K079 A2	3.92%	6/1/2028	588.90		
2/1/2026	2/25/2026		3140X3BR8	FN FM0047	3.00%	12/1/2034	102.82		
2/1/2026	2/25/2026		3137F4D41	FHMS K074 A2	3.60%	1/1/2028	209.41		
2/1/2026	2/25/2026		3136A85N6	FNR 2012-107 GA	1.50%	9/1/2027	0.55		
2/1/2026	2/25/2026		3136BTGM9	FNA 2024-M6 A2	2.99%	7/1/2027	447.68		
2/1/2026	2/25/2026		3140X4TN6	FN FM1456	2.50%	9/1/2028	19.01		
2/1/2026	2/25/2026		3137FBU79	FHMS K069 A2	3.18%	9/1/2027	308.97		
2/1/2026	2/25/2026		3137F4X72	FHMS K075 A2	3.65%	2/1/2028	212.92		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
2/1/2026	2/25/2026		3136AAZ57	FNR 2012-145 EA	1.25%	1/1/2028	8.53		
2/1/2026	2/25/2026		3136AEEF0	FNR 2013-39 MP	1.75%	5/1/2028	15.22		
2/1/2026	2/25/2026		3137FBBX3	FHMS K068 A2	3.24%	8/1/2027	324.40		
2/1/2026	2/25/2026		3137FETN0	FHMS K073 A2	3.35%	1/1/2028	293.12		
2/1/2026	2/25/2026		3138ETXC5	FN AL8774	3.00%	3/1/2029	10.20		
2/1/2026	2/25/2026		3137H14B9	FHMS K743 A2	1.77%	5/1/2028	184.38		
2/1/2026	2/25/2026		3138MRLV1	FN AQ9339	2.50%	1/1/2028	22.73		
2/1/2026	2/25/2026		3137FAWS3	FHMS K067 A2	3.19%	7/1/2027	638.80		
2/1/2026	2/25/2026		3137F2LJ3	FHMS K066 A2	3.11%	6/1/2027	285.73		
2/1/2026	2/25/2026		3136AUKX8	FNA 2016-M12 A2	2.52%	9/1/2026	207.27		
2/1/2026	2/25/2026		3137FEZU7	FHMS K076 A2	3.90%	4/1/2028	487.50		
2/2/2026	2/2/2026		MONEY0002	MONEY MARKET FUND	0.00%		1,806.45		
2/15/2026	2/15/2026		91282CLG4	US TREASURY N/B	3.75%	8/15/2027	16,593.75		
2/15/2026	2/15/2026		91282CMN8	US TREASURY N/B	4.25%	2/15/2028	30,812.50		
2/15/2026	2/15/2026		91282CNU1	US TREASURY N/B	3.62%	8/15/2028	15,406.25		
2/15/2026	2/15/2026		91282CHU8	US TREASURY N/B	4.37%	8/15/2026	27,671.88		
2/15/2026	2/15/2026		91282CKA8	US TREASURY N/B	4.12%	2/15/2027	14,437.50		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
3/1/2026	3/15/2026		31306X3C5	FG J20795	2.50%	10/1/2027	21.14		
3/1/2026	3/15/2026		3128MFS58	FG G16640	3.00%	2/1/2032	8.49		
3/1/2026	3/15/2026		31307NT79	FG J32374	2.50%	11/1/2028	49.77		
3/1/2026	3/15/2026		3137F7TC9	FHR 5050 XL	1.00%	7/1/2036	28.56		
3/1/2026	3/15/2026		3137ATCD2	FHR 4096 PA	1.37%	8/1/2027	7.14		
3/1/2026	3/25/2026		3137F64P9	FHMS K739 A2	1.33%	9/1/2027	282.99		
3/1/2026	3/25/2026		3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	206.88		
3/1/2026	3/25/2026		3136AAZ57	FNR 2012-145 EA	1.25%	1/1/2028	7.99		
3/1/2026	3/25/2026		3137F2LJ3	FHMS K066 A2	3.11%	6/1/2027	285.73		
3/1/2026	3/25/2026		3138MRLV1	FN AQ9339	2.50%	1/1/2028	21.36		
3/1/2026	3/25/2026		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	426.25		
3/1/2026	3/25/2026		3138ETXC5	FN AL8774	3.00%	3/1/2029	9.04		
3/1/2026	3/25/2026		3137FBU79	FHMS K069 A2	3.18%	9/1/2027	308.43		
3/1/2026	3/25/2026		3136BTGM9	FNA 2024-M6 A2	2.99%	7/1/2027	447.73		
3/1/2026	3/25/2026		3136B9VJ3	FNR 2020-33 BG	2.00%	5/1/2030	8.80		
3/1/2026	3/25/2026		3140X4TN6	FN FM1456	2.50%	9/1/2028	17.82		
3/1/2026	3/25/2026		3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	408.51		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
3/1/2026	3/25/2026		3137H14B9	FHMS K743 A2	1.77%	5/1/2028	184.38		
3/1/2026	3/25/2026		3140J9DU2	FN BM4614	3.00%	3/1/2033	70.10		
3/1/2026	3/25/2026		3137F4X72	FHMS K075 A2	3.65%	2/1/2028	212.92		
3/1/2026	3/25/2026		3137FGZT5	FHMS K079 A2	3.92%	6/1/2028	588.90		
3/1/2026	3/25/2026		3136AEEF0	FNR 2013-39 MP	1.75%	5/1/2028	14.41		
3/1/2026	3/25/2026		3137FAWS3	FHMS K067 A2	3.19%	7/1/2027	638.80		
3/1/2026	3/25/2026		3137FEZU7	FHMS K076 A2	3.90%	4/1/2028	487.50		
3/1/2026	3/25/2026		3137FKSH0	FHMS K086 A2	3.85%	11/1/2028	675.32		
3/1/2026	3/25/2026		3136AUKX8	FNA 2016-M12 A2	2.52%	9/1/2026	206.89		
3/1/2026	3/25/2026		3137FBBX3	FHMS K068 A2	3.24%	8/1/2027	324.40		
3/1/2026	3/25/2026		3137FETN0	FHMS K073 A2	3.35%	1/1/2028	293.12		
3/1/2026	3/25/2026		3136A85N6	FNR 2012-107 GA	1.50%	9/1/2027	0.14		
3/1/2026	3/25/2026		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	396.92		
3/1/2026	3/25/2026		3137F4D41	FHMS K074 A2	3.60%	1/1/2028	209.04		
3/1/2026	3/25/2026		3140X3BR8	FN FM0047	3.00%	12/1/2034	101.24		
3/2/2026	3/2/2026		MONEY0002	MONEY MARKET FUND	0.00%		752.41		
3/15/2026	3/15/2026		91282CMS7	US TREASURY N/B	3.87%	3/15/2028	9,687.50		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
3/15/2026	3/15/2026		91282CKE0	US TREASURY N/B	4.25%	3/15/2027	9,137.50		
3/15/2026	3/15/2026		20772KZJ1	CONNECTICUT ST-A-TXBL	5.12%	3/15/2028	1,793.75		
3/15/2026	3/15/2026		91282CNY3	US TREASURY N/B	3.37%	9/15/2028	8,521.88		
3/15/2026	3/15/2026		91282CHY0	US TREASURY N/B	4.62%	9/15/2026	13,296.88		
Total INTEREST		**0.00**					**205,154.52**		**0.00**
MATURITY									
1/12/2026	1/12/2026	700,000.00	22533UAC7	CREDIT AGRICOLE CIB NY	0.00%	1/12/2026	700,000.00		
1/20/2026	1/20/2026	700,000.00	12710HAL2	CABOT TRAIL FUNDING LLC	0.00%	1/20/2026	700,000.00		
2/10/2026	2/10/2026	500,000.00	17327BBA2	CITIGROUP GLOBAL MARKETS	0.00%	2/10/2026	500,000.00		
Total MATURITY		**1,900,000.00**					**1,900,000.00**		**0.00**
PAYDOWNS									
1/1/2026	1/25/2026	257.42	3136B9VJ3	FNR 2020-33 BG	2.00%	5/1/2030	257.42		-3.02
1/1/2026	1/25/2026	302.06	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	302.06		2.39
1/1/2026	1/25/2026	514.59	3140X3BR8	FN FM0047	3.00%	12/1/2034	514.59		-21.63
1/1/2026	1/25/2026	123.29	3137F4D41	FHMS K074 A2	3.60%	1/1/2028	123.29		1.93
1/1/2026	1/25/2026	684.50	3140J9DU2	FN BM4614	3.00%	3/1/2033	684.50		-28.00
1/1/2026	1/25/2026	400.13	3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	400.13		4.70

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
1/1/2026	1/25/2026	46,450.11	3137BNGT5	FHMS K054 A2	2.74%	1/1/2026	46,450.12		62.55
1/1/2026	1/25/2026	200.60	3137FBU79	FHMS K069 A2	3.18%	9/1/2027	200.60		5.36
1/1/2026	1/25/2026	1,511.77	3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	1,511.77		22.17
1/1/2026	1/25/2026	271.05	3137F64P9	FHMS K739 A2	1.33%	9/1/2027	271.05		12.33
1/1/2026	1/25/2026	202.92	3136AUKX8	FNA 2016-M12 A2	2.52%	9/1/2026	202.92		3.88
1/1/2026	1/25/2026	620.58	3140X4TN6	FN FM1456	2.50%	9/1/2028	620.58		-1.94
1/1/2026	1/25/2026	360.12	3138ETXC5	FN AL8774	3.00%	3/1/2029	360.12		-0.32
1/1/2026	1/25/2026	546.90	3136AAZ57	FNR 2012-145 EA	1.25%	1/1/2028	546.90		2.01
1/1/2026	1/25/2026	305.37	3136A85N6	FNR 2012-107 GA	1.50%	9/1/2027	305.37		0.94
1/1/2026	1/25/2026	565.20	3136AEEF0	FNR 2013-39 MP	1.75%	5/1/2028	565.20		1.35
1/1/2026	1/25/2026	858.78	3138MRLV1	FN AQ9339	2.50%	1/1/2028	858.78		-3.99
1/1/2026	1/15/2026	1,376.43	31307NT79	FG J32374	2.50%	11/1/2028	1,376.43		-10.26
1/1/2026	1/15/2026	820.16	31306X3C5	FG J20795	2.50%	10/1/2027	820.16		-1.94
1/1/2026	1/15/2026	484.80	3137ATCD2	FHR 4096 PA	1.37%	8/1/2027	484.80		0.86
1/1/2026	1/15/2026	1,157.17	3137F7TC9	FHR 5050 XL	1.00%	7/1/2036	1,157.17		20.08
1/1/2026	1/15/2026	315.43	3128MFS58	FG G16640	3.00%	2/1/2032	315.43		-0.56
2/1/2026	2/15/2026	733.99	31306X3C5	FG J20795	2.50%	10/1/2027	733.99		-1.66

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
2/1/2026	2/15/2026	981.47	3137F7TC9	FHR 5050 XL	1.00%	7/1/2036	981.47		16.90
2/1/2026	2/15/2026	300.50	3128MFS58	FG G16640	3.00%	2/1/2032	300.50		-0.52
2/1/2026	2/15/2026	1,416.34	31307NT79	FG J32374	2.50%	11/1/2028	1,416.34		-10.25
2/1/2026	2/15/2026	598.65	3137ATCD2	FHR 4096 PA	1.37%	8/1/2027	598.65		1.00
2/1/2026	2/25/2026	258.82	3136B9VJ3	FNR 2020-33 BG	2.00%	5/1/2030	258.82		-2.97
2/1/2026	2/25/2026	176.00	3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	176.00		2.20
2/1/2026	2/25/2026	201.29	3137FBU79	FHMS K069 A2	3.18%	9/1/2027	201.29		5.14
2/1/2026	2/25/2026	303.08	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	303.08		2.18
2/1/2026	2/25/2026	465.30	3138ETXC5	FN AL8774	3.00%	3/1/2029	465.30		-0.41
2/1/2026	2/25/2026	203.60	3136AUKX8	FNA 2016-M12 A2	2.52%	9/1/2026	203.60		3.47
2/1/2026	2/25/2026	23,573.60	3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	23,573.60		236.00
2/1/2026	2/25/2026	574.34	3140X4TN6	FN FM1456	2.50%	9/1/2028	574.34		-1.73
2/1/2026	2/25/2026	629.00	3140X3BR8	FN FM0047	3.00%	12/1/2034	629.00		-26.20
2/1/2026	2/25/2026	552.00	3136AEEF0	FNR 2013-39 MP	1.75%	5/1/2028	552.00		1.28
2/1/2026	2/25/2026	624.11	3140J9DU2	FN BM4614	3.00%	3/1/2033	624.11		-25.23
2/1/2026	2/25/2026	332.49	3136A85N6	FNR 2012-107 GA	1.50%	9/1/2027	332.49		0.97
2/1/2026	2/25/2026	515.19	3136AAZ57	FNR 2012-145 EA	1.25%	1/1/2028	515.19		1.82

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
2/1/2026	2/25/2026	655.92	3138MRLV1	FN AQ9339	2.50%	1/1/2028	655.92		-2.92
2/1/2026	2/25/2026	271.78	3137F64P9	FHMS K739 A2	1.33%	9/1/2027	271.78		11.79
2/1/2026	2/25/2026	123.74	3137F4D41	FHMS K074 A2	3.60%	1/1/2028	123.74		1.86
3/1/2026	3/15/2026	1,014.68	3137F7TC9	FHR 5050 XL	1.00%	7/1/2036	1,014.68		17.32
3/1/2026	3/15/2026	280.23	3128MFS58	FG G16640	3.00%	2/1/2032	280.23		-0.48
3/1/2026	3/15/2026	463.87	3137ATCD2	FHR 4096 PA	1.37%	8/1/2027	463.87		0.73
3/1/2026	3/15/2026	1,296.34	31307NT79	FG J32374	2.50%	11/1/2028	1,296.34		-9.10
3/1/2026	3/15/2026	800.74	31306X3C5	FG J20795	2.50%	10/1/2027	800.74		-1.72
3/1/2026	3/25/2026	256.50	3136B9VJ3	FNR 2020-33 BG	2.00%	5/1/2030	256.50		-2.89
3/1/2026	3/25/2026	240.20	3137FBU79	FHMS K069 A2	3.18%	9/1/2027	240.20		5.84
3/1/2026	3/25/2026	539.04	3136AEEF0	FNR 2013-39 MP	1.75%	5/1/2028	539.04		1.20
3/1/2026	3/25/2026	608.10	3138MRLV1	FN AQ9339	2.50%	1/1/2028	608.10		-2.59
3/1/2026	3/25/2026	151.72	3137F4D41	FHMS K074 A2	3.60%	1/1/2028	151.72		2.19
3/1/2026	3/25/2026	325.84	3138ETXC5	FN AL8774	3.00%	3/1/2029	325.84		-0.28
3/1/2026	3/25/2026	110.31	3136A85N6	FNR 2012-107 GA	1.50%	9/1/2027	110.31		0.31
3/1/2026	3/25/2026	610.25	3136AAZ57	FNR 2012-145 EA	1.25%	1/1/2028	610.25		2.07
3/1/2026	3/25/2026	309.82	3137F64P9	FHMS K739 A2	1.33%	9/1/2027	309.82		12.79

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
3/1/2026	3/25/2026	487.39	3136BTGM9	FNA 2024-M6 A2	2.99%	7/1/2027	487.39		9.46
3/1/2026	3/25/2026	430.10	3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	430.10		3.56
3/1/2026	3/25/2026	659.05	3140J9DU2	FN BM4614	3.00%	3/1/2033	659.05		-26.34
3/1/2026	3/25/2026	3,273.07	3136AUKX8	FNA 2016-M12 A2	2.52%	9/1/2026	3,273.07		48.87
3/1/2026	3/25/2026	1,159.62	3137F2LJ3	FHMS K066 A2	3.11%	6/1/2027	1,159.62		16.00
3/1/2026	3/25/2026	583.63	3140X4TN6	FN FM1456	2.50%	9/1/2028	583.63		-1.71
3/1/2026	3/25/2026	819.25	3140X3BR8	FN FM0047	3.00%	12/1/2034	819.25		-33.80
3/1/2026	3/25/2026	3,545.82	3137FNWX4	FHMS K736 A2	2.28%	7/1/2026	3,545.82		36.69
3/1/2026	3/25/2026	786.66	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	786.66		5.07
Total PAYDOWNS		**110,572.82**					**110,572.83**		**364.80**
SELL									
1/5/2026	1/6/2026	700,000.00	91282CHM6	US TREASURY N/B	4.50%	7/15/2026	718,506.96		3,783.01
1/7/2026	1/8/2026	120,000.00	91282CNY3	US TREASURY N/B	3.37%	9/15/2028	120,860.04		154.91
3/2/2026	3/4/2026	400,000.00	91282CGV7	US TREASURY N/B	3.75%	4/15/2026	405,831.73		191.02
3/2/2026	3/4/2026	100,000.00	91282CGV7	US TREASURY N/B	3.75%	4/15/2026	101,457.94		8.78
3/12/2026	3/13/2026	250,000.00	91282CHU8	US TREASURY N/B	4.37%	8/15/2026	251,478.93		1,198.39

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
SELL									
3/12/2026	3/13/2026	105,000.00	91282CHB0	US TREASURY N/B	3.62%	5/15/2026	106,224.30		214.00
Total SELL		**1,675,000.00**					**1,704,359.90**		**5,550.11**

Important Disclosures

This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation, as it was prepared without regard to any specific objectives or financial circumstances.

PFMAM professionals have exercised reasonable professional care in the preparation of this performance report. Information in this report is obtained from sources external to PFMAM and is generally believed to be reliable and available to the public; however, we cannot guarantee its accuracy, completeness or suitability. We rely on the client's custodian for security holdings and market values. Transaction dates reported by the custodian may differ from money manager statements. While efforts are made to ensure the data contained herein is accurate and complete, we disclaim all responsibility for any errors that may occur. References to particular issuers are for illustrative purposes only and are not intended to be recommendations or advice regarding such issuers. Fixed income manager and index characteristics are gathered from external sources. When average credit quality is not available, it is estimated by taking the market value weights of individual credit tiers on the portion of the strategy rated by a NRSRO.

It is not possible to invest directly in an index. The index returns shown throughout this material do not represent the results of actual trading of investor assets. Third-party providers maintain the indices shown and calculate the index levels and performance shown or discussed. Index returns do not reflect payment of any sales charges or fees an investor would pay to purchase the securities they represent. The imposition of these fees and charges would cause investment performance to be lower than the performance shown.

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- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.

- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. **Past performance is not indicative of future returns.**

- ICE Bank of America Indices provided by Bloomberg Financial Markets.

- Money market fund/cash balances are included in performance and duration computations.

- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.

- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.

- MBS maturities are represented by expected average life.

Glossary

- Accrued Interest: Interest that is due on a bond or other fixed income security since the last interest payment was made.
- Agencies: Federal agency securities and/or Government-sponsored enterprises.
- Amortized Cost: The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- Asset-Backed Security: A financial instrument collateralized by an underlying pool of assets – usually ones that generate a cash flow from debt, such as loans, leases, credit card balances, and receivables.
- Bankers' Acceptance: A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- Commercial Paper: An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- Contribution to Total Return: The weight of each individual security multiplied by its return, then summed for each sector to determine how much each sector added or subtracted from the overall portfolio performance.
- Effective Duration: A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- Effective Yield: The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- FDIC: Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- Interest Rate: Interest per year divided by principal amount and expressed as a percentage.
- Market Value: The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- Maturity: The date upon which the principal or stated value of an investment becomes due and payable.
- Negotiable Certificates of Deposit: A CD with a very large denomination, usually $1 million or more, that can be traded in secondary markets.
- Par Value: The nominal dollar face amount of a security.
- Pass-through Security: A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.

Glossary

- Repurchase Agreements: A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- Settle Date: The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- Supranational: A multinational union or association in which member countries cede authority and sovereignty on at least some internal matters to the group, whose decisions are binding on its members.
- Trade Date: The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- Unsettled Trade: A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- U.S. Treasury: The department of the U.S. government that issues Treasury securities.
- Yield: The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- YTM at Cost: The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- YTM at Market: The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.

File #: 26-282, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk

Consider Approval of May 19, 2026 City Council Meeting Minutes.

Action Requested:
The City Council is asked to consider approval of the May 19, 2026 City Council Meeting Minutes.

Summary Report:
N/A

Alternative Options:
N/A

Financial Impacts:
N/A

Tentative Timelines:
N/A

City of Northfield

Meeting Minutes - Draft
City Council

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

Tuesday, May 19, 2026 | **6:00 PM** | **Council Chambers**

6:00 PM - CITY COUNCIL MEETING AGENDA

CALL TO ORDER

Mayor Zweifel called the meeting to order at 6:00 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: Assistant City Administrator Risi Karim; Community Development Program Associate Emery John; Community Development Director Scott Wopata; City Administrator Ben Martig; and City Clerk Lynette Peterson.

OPEN PUBLIC COMMENT

Rich Graves addressed the Council thanking the Council for their service and commented on safety in the City of Northfield.

APPROVAL OF AGENDA

Mayor Zweifel noted Supplemental Agenda Background Memorandum No. 1.

A motion was made by Council Member Ness, seconded by Council Member Beumer, to approve the 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

PRESENTATIONS

1. 26-255 Recognition of service for our graduating Northfield High School Seniors and youth coming off Boards and Commissions.

Mayor Zweifel introduced Emily Culver, Network Impact Coordinator with Health Community Initiative. Culver recognized graduating seniors that have served on boards and commissions and those no longer serving on a board/commission from Northfield High School.

A group photo was taken after the presentation.

2. 26-256 Friends of Downtown Northfield Annual Presentation

Josh Zimmerman, President of Friends of Downtown Northfield, and Logan Wells,

Treasurer for Friends of Downtown Northfield, presented their annual report highlighting new businesses, current events and microgrants. Wells highlighted 2026 plans and activities.

CONSENT AGENDA

A motion was made by Council Member Ness, 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

3. 26-257 Consider Approval of May 4, 2026 City Council Closed Meeting Minutes.

4. 26-258 Consider Approval of May 5, 2026 City Council Meeting Minutes.

5. 26-259 Consider Approval of May 12, 2026 City Council Work Session Minutes.

6. 26-260 Consider Approving Disbursements totaling $1,240,835.64

7. Res. 2026-051 Consider Resolution Declaring June as Pride Month in the City of Northfield.

8. 26-261 Consider Approval of Mayoral Board and Commission Appointments.

9. 26-262 Consider Approving Application for the MN Department of Commerce Microgrid at Community Lifeline Facilities Grant Program

10. 26-263 Consider Approving Application for the Minnesota Pollution Control Agency Climate Action Planning Grant Program

11. 26-264 City Administrator Biannual Update Summary of Grants Report per the City Council Grants Policy.

12. 26-265 Review and Approval of Amended 4.11 Grant Management Policy.

13. Res. 2026-052 Consideration of a Resolution for the approval of the cannabis retail registration application for Black Bear Wellness MN LLC to operate a cannabis retailer business with an adult-use cannabis retailer endorsement at 680 Professional Drive.

14. 26-266 Consideration of Authorization to Initiate a Request for Proposals (RFP) for the Wastewater Treatment Plant Pretreatment, Primary and Generator Project.

15. Res. 2026-053 Consider Resolution Approving Plans and Spec and Ordering Advertisement for Bid for Northwest Area Water Tower Site.

16. Res. 2026-054 Consider Accepting Bids and Awarding Contract - TH 3 Streetlight

Replacement Project Phase II.

PUBLIC HEARINGS AND RELATED ACTION

17. 26-267 Public hearing regarding the Development Program for the Master Development District and for the Tax Increment Financing (TIF) plan for the Harvest Hills TIF District

Mayor Zweifel opened the public hearing at 6:22 p.m. Community Development Director Scott Wopata presented on the Harvest Hills Housing Tax Increment Financing (TIF) request giving background on the development. Nick Anhut, Senior Financial Advisor with Ehlers and Associates, presented information on what TIF is and the TIF Plan.

Anhut answered questions from the Council.

A motion was made by Council Member Ness, seconded by Council Member Sokup, to close the Public Hearing at 7:00 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

18. Res. 2026-055 Consideration of a resolution modifying the Master Development District and the establishment of the Harvest Hills Tax Increment Financing District

A motion was made by Council Member Beumer, seconded by Council Member Holmes, to approve Resolution No. 2026-055 Approving the Modification of the Development Program for Master Development District, Establishing a Tax Increment Financial District, and Approving a Tax Increment Financing Plan Therefor (Harvest Hills Project). 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

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

19. 26-268 Reports From the Mayor and Council Members.

Council Member Ness - Rice County Meeting with Legislators; 911 Joint Powers Board; Age-Friendly Meeting; NAFRS Finance Committee Meeting; Intergovernmental Meeting at Greenvale Town Hall Wednesday night.
Council Member Peterson White - Quarterly Hiawathaland Transit Meeting.
Council Member Sokup - Pride Event - Saturday, June 6.
Council Member Beumer - Beyond the Yellow Ribbon Meeting - Memorial Day Picnic.
Council Member Dahlen - No report.
Council Member Holmes - No report; Planning Commission on Thursday.
Mayor Zweifel - League of Women Voters Event regarding Northfield Hospital, Signing Agreement for Army Corps of Engineers for Water Tower Site.

REGULAR AGENDA

20. Ord. 1093 Consideration of First Reading of Ordinance No. 1093 Amending Section 2-66 of City Code Relating to 2027 and 2028 Mayor and City Council Compensation.

City Administrator Ben Martig introduced the item explaining the process for updating Mayor and City Council compensation highlighting reasons for increasing the pay.

Council commented on Council compensation.

A motion was made by Council Member Peterson White, seconded by Council Member Holmes, to approve the first reading of Ordinance No. 1093 Amending Section 2-66 of City Code Relating to Council Compensation. The motion carried by the following vote:

Yes: 6 - C. Ness, C. Holmes, C. Sokup, C. Peterson White, C. Beumer, and Mayor Zweifel

No: 1 - C. Dahlen

21. 26-269 2026 Community Survey Report and Presentation

Assistant City Administrator Risi Karim introduced the item and introduced Robert Heacock, ETC Institute, who conducted the survey. Heacock gave background on ETC and highlighted findings of the community survey. Heacock answered questions from the Council. Karim added additional information on next steps with the survey results. City Administrator Ben Martig also added additional comments.

ADMINISTRATORS UPDATE

22. 26-270 City Administrator's Update.

City Administrator Ben Martig presented City updates along with legislative updates.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Beumer, to adjourn the meeting at 8:28 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

File #: 26-283, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council
City Administrator

From: Mary Grant, Accounting Supervisor

Consider Approving Disbursements totaling $3,776,032.45

Action Requested:
The Northfield City Council approves disbursements totaling $3,776,032.45.

Summary Report:

Disbursement Description	Date	Amount
5/15/26 Apr'26 Bldg Surcharge	05/15/2026	1,642.32
5/15/26 Payroll	05/15/2026	320,720.46
5/15/26 PR Ck's EFT's	05/15/2026	524,690.77
5/19/26 Apr'26 Sales & Use Tax	05/19/2026	32,645.00
5/22/26 A/P Ck's EFT's	05/22/2026	2,896,333.90
Total		$3,776,032.45

Alternative Options:
N/A

Financial Impacts:
They are within the limitations of the approved budget and resources available.

Tentative Timelines:
N/A

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 0000 Revenue							
05/15/2026	MAIN	141000	AFLAC	Remittance	22134	0000	733.64
				Remittance	22134	0000	278.22
	Check MAIN 141000 Total for Fund 101 General Fund						1,011.86
05/15/2026	MAIN	141001	FIDELITY SECURITY LIFE	Remittance	22137	0000	151.96
				Remittance	22137	0000	316.82
	Check MAIN 141001 Total for Fund 101 General Fund						468.78
05/15/2026	MAIN	141002	GDO LAW - PAYROLL DRAFT	Remittance	22170	0000	480.38
05/15/2026	MAIN	141003	INT'L UNION OF OPERATING ENG LOCAL	Remittance	22162	0000	1,302.50
				Remittance	22162	0000	708.00
	Check MAIN 141003 Total for Fund 101 General Fund						2,010.50
05/15/2026	MAIN	141004	LAW ENFORCEMENT LABOR SERVICES	Remittance	22160	0000	1,533.00
05/15/2026	MAIN	141005	LEGALSHIELD	Remittance	22172	0000	189.50
				Remittance	22172	0000	89.50
	Check MAIN 141005 Total for Fund 101 General Fund						279.00
05/15/2026	MAIN	141006	MN CHILD SUPPORT PAYMENT CNTR	Remittance	22170	0000	196.12
05/15/2026	MAIN	141007	NCPERS GROUP LIFE INS	Remittance	22133	0000	304.00
05/15/2026	MAIN	4135(E)	BLUE CROSS BLUE SHIELD MINNESOTA	Remittance	22130	0000	48,497.29
				Remittance	22130	0000	98,786.22
	Check MAIN 4135(E) Total for Fund 101 General Fund						147,283.51
05/15/2026	MAIN	4136(E)	ICMA RETIREMENT TRUST - #303324	Remittance	22143	0000	1,236.31
				Remittance	22149	0000	738.46
	Check MAIN 4136(E) Total for Fund 101 General Fund						1,974.77
05/15/2026	MAIN	4137(E)	IRS - PAYROLL DRAFT	Remittance	22110	0000	52,149.66
				Remittance	22113	0000	21,973.99
				Remittance	22113	0000	21,973.99
				Remittance	22114	0000	6,851.05
				Remittance	22114	0000	6,851.05
	Check MAIN 4137(E) Total for Fund 101 General Fund						109,799.74
05/15/2026	MAIN	4138(E)	MINNESOTA STATE RETIREMENT SYSTEM	Remittance	22144	0000	4,515.78
				Remittance	22147	0000	1,984.25
				Remittance	22142	0000	19,238.55
	Check MAIN 4138(E) Total for Fund 101 General Fund						25,738.58
05/15/2026	MAIN	4139(E)	MN DEPT OF REVENUE	Remittance	22170	0000	150.00
05/15/2026	MAIN	4140(E)	MN DEPT OF REVENUE - PAYROLL DRAFT	Remittance	22112	0000	22,525.98
05/15/2026	MAIN	4141(E)	PERA - DRAFT FROM PAYROLL	Remittance	22140	0000	21,835.94
				Remittance	22140	0000	25,195.43
				Remittance	22140	0000	14,527.98
				Remittance	22140	0000	21,792.00
				Remittance	22140	0000	66.04
				Remittance	22140	0000	66.04
	Check MAIN 4141(E) Total for Fund 101 General Fund						83,483.43

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 0000 Revenue							
05/15/2026	MAIN	4142(E)	VANTAGEPOINT TRANSFER AGENTS-#7061	Remittance	22148	0000	403.47
Total For Dept: 0000							397,643.12
Dept: 4150 Human Resources							
05/11/2026	MAIN	4121(A)	CORBETT CHIROPRACTIC & HEALTH ENHA	APRIL SERVICES	43308	4150	650.00
05/11/2026	MAIN	4125(A)	KEENAN KNUTELSKI	Mileage to HR conference	43331	4150	53.65
05/11/2026	MAIN	4129(A)	NATIONAL ENROLLMENT PARTNERS LLC	APRIL SERVICE AGREEMENT - EASE SUPPORT	43300	4150	284.00
Total For Dept: 4150							987.65
Dept: 4190 City Hall Operations							
05/11/2026	MAIN	4120(A)*#	BY ALL MEANS	36X60 JBOND DMV DOOR SIGN	42218	4190	487.00
Total For Dept: 4190							487.00
Dept: 4200 Police Administration							
05/11/2026	MAIN	4122(A)	DAVID JANDRO	FUEL TRNG DULUTH	43331	4200	28.49
				MEALS TRNG DULUTH	43331	4200	81.00
Check MAIN 4122(A) Total for Fund 101 General Fund							109.49
05/11/2026	MAIN	4124(A)#	INNOVATIVE OFFICE SOLUTIONS, LLC	FURNITURE (CHAIRS) TARIFF FEE	42218	4200	250.00
Total For Dept: 4200							359.49
Dept: 4300 Engineering							
05/11/2026	MAIN	4124(A)#	INNOVATIVE OFFICE SOLUTIONS, LLC	POSTIT NOTE AND LEGAL PADS	42218	4300	38.43
Total For Dept: 4300							38.43
Dept: 4310 Streets							
05/11/2026	MAIN	4123(A)	GREAT LAKES SALT COMPANY	SALT	43318	4310	2,834.74
05/11/2026	MAIN	4134(A)	ZIEGLER, INC.	ROLLER REPAIR WO#5311 #0461	42222	4310	113.75
Total For Dept: 4310							2,948.49
Dept: 4330 Facilities							
05/11/2026	MAIN	4130(A)*#	SERVICE MASTER BY AYOTTE	CONTRACT JANITORIAL-CITY HALL, LIBRARY,	43306	4330	5,152.27
				MONTHLY JANITORIAL SERVICES-TRANSIT HUB	43306	4330	1,320.00
				MONTHLY JANITORIAL-BABCOCK WARMING HOUSE	43306	4330	720.00
Check MAIN 4130(A) Total for Fund 101 General Fund							7,192.27
Total For Dept: 4330							7,192.27
Dept: 4550 Library							
05/11/2026	MAIN	4124(A)#	INNOVATIVE OFFICE SOLUTIONS, LLC	PENCILS AND PAPER	42218	4550	97.35
05/11/2026	MAIN	4127(A)	MIDWEST TAPE LLC	LIBRARY MATERIALS	44431	4550	91.98
				LIBRARY MATERIALS	44431	4550	247.95
				LIBRARY MATERIALS	44431	4550	118.98
Check MAIN 4127(A) Total for Fund 101 General Fund							458.91
Total For Dept: 4550							556.26

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Total For Fund: 101							410,212.71
Fund: 211 NCRC							
Dept: 4585 Wellness Center							
05/11/2026	MAIN	4133(A)	WATER SPECIALTY OF MN, INC.	ULTRA CLEAR AND NON-CHLORINE SHOCK FOR F	43305	4585	931.07
Total For Dept: 4585							931.07
Total For Fund: 211							931.07
Fund: 240 Library Gift Fund							
Dept: 4900 Other Financing Uses							
05/11/2026	MAIN	4128(A)	MURILLO PONCIANO, FRANCISCO EMMANU	FFNPL PLA PARKING & MILEAGE	43309	4900	69.35
Total For Dept: 4900							69.35
Total For Fund: 240							69.35
Fund: 427 2026 CAPITAL PROJECTS							
Dept: 4800 Other Services							
05/15/2026	MAIN	141008	TONI M GILMER	M&O/MTST PERMANENT ACQUISITION GILMER RE	45520	4800	5,305.65
Total For Dept: 4800							5,305.65
Total For Fund: 427							5,305.65
Fund: 455 Veh/Equip Replacement							
Dept: 4800 Other Services							
05/11/2026	MAIN	4131(A)	THREE RIVERS COMMUNITY ACTION, INC	MOU INSTALLMENT PAYMENT FOR 2025 & 2026	45520	4800	24,000.00
Total For Dept: 4800							24,000.00
Total For Fund: 455							24,000.00
Fund: 601 Water Fund							
Dept: 6000 Water							
05/11/2026	MAIN	4119(A)	BOLTON & MENK, INC.	WELLHEAD PROTECTION PLAN PROF SVC FEBRUA	43300	6000	6,868.00
				DRINKING WATER STUDY THRU 4/10	45520	6000	12,005.60
	Check MAIN 4119(A) Total for Fund 601 Water Fund						18,873.60
05/11/2026	MAIN	4130(A)*#	SERVICE MASTER BY AYOTTE	JANITORIAL SERVICES JUNE 2026	42220	6000	324.45
Total For Dept: 6000							19,198.05
Total For Fund: 601							19,198.05
Fund: 602 Sewer Fund							
Dept: 6100 Wastewater							
05/11/2026	MAIN	4126(A)*#	MACQUEEN EQUIPMENT	CAMERA HEAD	42222	6100	33,950.00
05/11/2026	MAIN	4132(A)	USA BLUE BOOK	HACH DEIONIZED WATER; TYPELL; 4L	42216	6100	121.71
				FRONT DOOR ASSY KIT	42222	6100	1,859.90
				CLEANING SOLUTION-PHOSPHAX HACH ANALYZER	42216	6100	119.27
	Check MAIN 4132(A) Total for Fund 602 Sewer Fund						2,100.88
Total For Dept: 6100							36,050.88
Total For Fund: 602							36,050.88

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 604 Storm Water Drainage							
Dept: 6300 Storm Water Drainage							
05/11/2026	MAIN	4126(A)*#	MACQUEEN EQUIPMENT	CAMERA CRAWLER BODY	42222	6300	28,200.00
Total For Dept: 6300							28,200.00
Total For Fund: 604							28,200.00
Fund: 609 Liquor Store							
Dept: 6410 Liquor Store - Operations							
05/11/2026	MAIN	4120(A)*#	BY ALL MEANS	ENT GUIDE LIQ MAY 26	43342	6410	125.00
05/11/2026	MAIN	4130(A)*#	SERVICE MASTER BY AYOTTE	JANITORIAL LIQ MAY 26	43306	6410	598.06
Total For Dept: 6410							723.06
Total For Fund: 609							723.06
Report Total:							524,690.77

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CHECK DISBURSEMENT REPORT FOR CITY OF NORTHFIELD

CHECK DATE 05/18/2026 - 05/22/2026

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 0000 Revenue							
05/21/2026	MAIN	141009	MADISON NATIONAL LIFE	Remittance	22132	0000	1,028.07
05/22/2026	MAIN	141020	Baja3 LLC	EANX25-0001 - PANX25-0001	22205	0000	1,375.10
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	PREPAID PURCHASES- FRAUD CHARGE APPLE	11530	0000	16.10
05/22/2026	MAIN	141035	CITY OF NORTHFIELD-PETTY CASH	2026 POOL START UP PETTY CASH	11020	0000	600.00
05/22/2026	MAIN	141045	ELAN CORPORATE	APRIL 2026 PREPAID PURCHASES	11530	0000	26,542.61
05/21/2026	MAIN	4143(E)	GUARDIAN DENTAL	Remittance	22136	0000	2,992.22
				Remittance	22136	0000	2,996.88
	Check MAIN 4143(E) Total for Fund 101 General Fund						5,989.10
05/21/2026	MAIN	4144(E)	MINNESOTA LIFE INSURANCE COMPANY	Remittance	22130	0000	864.00
				Remittance	22130	0000	8.00
				Remittance	22130	0000	1,061.78
	Check MAIN 4144(E) Total for Fund 101 General Fund						1,933.78
05/21/2026	MAIN	4145(E)	MN BENEFITS ASSOCIATION	Remittance	22133	0000	142.36
Total For Dept: 0000							37,627.12
Dept: 4110 Administration							
05/22/2026	MAIN	141014*#	APG MEDIA of SOUTHERN MINNESOTA	HARVEST HILL PUBLIC HEARING NOTICE	43325	4110	214.90
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	4110	116.81
Total For Dept: 4110							331.71
Dept: 4120 City Clerk							
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	PETERSON IIMC ANNUAL MEMBERSHIP	44463	4120	235.00
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	4120	76.80
Total For Dept: 4120							311.80
Dept: 4130 Finance							
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	MN GFOA MEMBERSHIP-BA & MG	44463	4130	160.00
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43300	4130	38.40
Total For Dept: 4130							198.40
Dept: 4150 Human Resources							
05/22/2026	MAIN	141063	INDUSTRIAL HEALTH SERVICES NETWORK	DRUG SCREEN & MRO SERVICES	43308	4150	449.10
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43300	4150	115.20
Total For Dept: 4150							564.30
Dept: 4160 Community Development							
05/22/2026	MAIN	141028*#	BRUCE DAVID JACOBSON	MARCH 2026 - COMMUNITY ENGAGMENT	43300	4160	3,593.75
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	LUNCHEON-OWN YOUR WORTH SEMINAR	43333	4160	39.19
				APA MEMBERSHIP	43333	4160	998.40
				NATL PLANNING CONF 2026	43333	4160	450.00
	Check MAIN 141034 Total for Fund 101 General Fund						1,487.59

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4160 Community Development							
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	4160	230.40
Total For Dept: 4160							5,311.74
Dept: 4170 Planning							
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	REFRESHEMENTS	42218	4170	25.90
				PC MTG SNACKS	42218	4170	16.98
				PC MTG SNACKS	42218	4170	60.39
	Check MAIN 141034 Total for Fund 101 General Fund						103.27
Total For Dept: 4170							103.27
Dept: 4190 City Hall Operations							
05/22/2026	MAIN	141044*#	DSI - DICK'S SANITATION INC	CITY HALL Refuse Disposal	43389	4190	214.27
05/22/2026	MAIN	141055*#	GUTH ELECTRIC, INC	NEW OUTLET FOR TV AT CITY HALL	43302	4190	212.99
05/22/2026	MAIN	141086*#	MENARD'S -DUNDAS	LOW VOLT CABLE, PVC, STEEL DECOR PLATE,	42220	4190	107.16
05/22/2026	MAIN	141108	SCHWICKERT'S TECTA AMERICA LLC	CITY HALL RTU#4 RELATED TO BAS ALARMS- D	43302	4190	236.25
				CITY HALL- RTU#5 NO POWER D/T FAILED TRA	43302	4190	428.11
	Check MAIN 141108 Total for Fund 101 General Fund						664.36
05/22/2026	MAIN	141119*#	TOSHIBA FINANCIAL SERVICES	MAY RENT/OVGS MARCH APRIL FINANCE 19661	43352	4190	105.70
				JUNE RENT/OVGS MARCH-MAY HR/COMM 22548	43352	4190	155.03
				JUNE RENT/OVGS APRIL-MAY CITY HALL COPY	43352	4190	396.51
				JUNE RENT/OVGS APRIL-MAY COMM DEV 87348	43352	4190	244.65
				JUNE RENT/OVGS APRIL-MAY ENGINEER 86049	43352	4190	325.35
				JUNE RENT/OVGS APRIL-MAY ADMIN 87078	43352	4190	245.52
				JUNE RENT/OVGS APRIL-MAY FINANCE 89469	43352	4190	148.23
	Check MAIN 141119 Total for Fund 101 General Fund						1,620.99
05/22/2026	MAIN	141121	TWIN CITY HARDWARE	HINGES	42220	4190	45.00
Total For Dept: 4190							2,864.77
Dept: 4200 Police Administration							
05/22/2026	MAIN	141012*#	AMAZON CAPITAL SERVICES	SHIPPING TAPE, RECYCLING STICKERS	42218	4200	126.42
				BATTERIES	42218	4200	91.94
				TOOL KITS	42218	4200	69.05
				ANIMAL HANDLING GLOVES	42218	4200	51.98
				FIRE EXT VEHICLE BRACKET	42218	4200	29.99
				TRAILER JACK	42218	4200	11.99
	Check MAIN 141012 Total for Fund 101 General Fund						381.37
05/22/2026	MAIN	141015	ARROWHEAD SCIENTIFIC, INC.	STERILE WATER AMPULES	42218	4200	62.27
05/22/2026	MAIN	141030*#	CENTRAL FARM SERVICE	PD FUEL APR 2026	42212	4200	4,435.66
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	KWIK TRIP CAR WASH	42218	4200	10.00
				SWAT SHIRTS KLOBE	41115	4200	352.50
				SUNGLASSES SWAT KLOBE	41115	4200	74.53
				LODGING CHIEF CONF	43331	4200	393.90
				2026 POST RENEWALS	44463	4200	540.00
				BELT SWAT KLOBE	41115	4200	247.56

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4200 Police Administration							
				BOOTS SWAT KLOBE	41115	4200	272.39
				BCA TRNG KRASKEY	43333	4200	75.00
				LODGING CHIEFS CONF HAIDER	43331	4200	131.30
				VISTA PRINT BUSINESS CARDS	42218	4200	91.45
				TARGET MISC	42218	4200	34.88
				HOTEL FELDHAKE SWAT CONF	43331	4200	430.28
				FUEL TRNG FELDHAKE	43331	4200	20.00
	Check MAIN 141034 Total for Fund 101 General Fund						2,673.79
05/22/2026	MAIN	141041	DAKOTA CO TECHNICAL COLLEGE	EVOC CORDOVA	43332	4200	300.00
				EVOC SANCHEZ	43332	4200	300.00
	Check MAIN 141041 Total for Fund 101 General Fund						600.00
05/22/2026	MAIN	141042	DEPUTY REGISTRAR	REG 2026 DURANGO 8589	42218	4200	29.00
05/22/2026	MAIN	141043	DEPUTY REGISTRAR	REG 2026 DURANGO 8590	42218	4200	29.00
05/22/2026	MAIN	141044*#	DSI - DICK'S SANITATION INC	POLICE DEPT. Refuse Disposal	43389	4200	162.03
05/22/2026	MAIN	141053*#	GRAPHIC MAILBOX	SHIPPING TO BCA	42218	4200	17.11
				SHIPPING BCA - 3 PKGS	42218	4200	28.26
				SHIPPING BCA	42218	4200	9.42
				SHIPPING USPS	42218	4200	2.85
	Check MAIN 141053 Total for Fund 101 General Fund						57.64
05/22/2026	MAIN	141055*#	GUTH ELECTRIC, INC	Electric work and EV station at Police	42220	4200	4,021.00
05/22/2026	MAIN	141076*#	LANGUAGE LINE SERVICES	PD TRANSLATION SVCS APR 2026	43300	4200	172.92
05/22/2026	MAIN	141078	LE-AST SERVICES COUNSELING	MONTHLY RETAINER FEE	43300	4200	180.00
05/22/2026	MAIN	141086*#	MENARD'S -DUNDAS	TOOLBOX	42218	4200	8.99
05/22/2026	MAIN	141116	TEDDER INDUSTRIES, LLC	HOLSTERS	41115	4200	355.32
05/22/2026	MAIN	141119*#	TOSHIBA FINANCIAL SERVICES	JUNE RENT/OVGS APRIL-MAY POLICE 84218	44412	4200	198.63
				JUNE RENT/OVGS APRIL-MAY POLICE 86055	44412	4200	142.95
	Check MAIN 141119 Total for Fund 101 General Fund						341.58
05/22/2026	MAIN	141120	TRI-COUNTY LAW ENFORCEMENT ASSN	2026 ANNUAL DUES	44463	4200	90.00
05/22/2026	MAIN	141122	ULINE	TISSUE, DISINFECTANT WIPES, NITRILE GLOV	42218	4200	750.72
05/22/2026	MAIN	141125	WATER SYSTEMS COMPANY	PD WATER QTY 3	42218	4200	26.25
Total For Dept: 4200							14,377.54
Dept: 4240 Building Inspection							
05/22/2026	MAIN	141029	BS& A SOFTWARE	Permit Application Submission Q1	43300	4240	406.00
05/22/2026	MAIN	141030*#	CENTRAL FARM SERVICE	April Fuel B&I	42212	4240	61.12
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	Testing E Permit B&I	43300	4240	8.00
				COLORED PAPER/MARKERS/BADGE HOLDER	42218	4240	61.71
				WORK HOODIES/PENS	42218	4240	105.24
	Check MAIN 141034 Total for Fund 101 General Fund						174.95

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4240 Building Inspection							
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	4240	275.24
Total For Dept: 4240							917.31
Dept: 4300 Engineering							
05/22/2026	MAIN	141030*#	CENTRAL FARM SERVICE	APRIL 2026 FUEL CHARGES ENGINEERING	42212	4300	92.99
05/22/2026	MAIN	141031	CES IMAGING	PLOTTER MONTHLY AGREEMENT/FEE/SVC/USAGE	42222	4300	316.24
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	LARSONS PRINT INTERN CLOTHES APPARELL	42218	4300	73.50
				LARSONS PRINT GIS INTERN CLOTHE APPAREL	42218	4300	65.50
				PW QUARTERLY MEETING CUB DESSERTS	43331	4300	36.01
				GEORGES VINEYARD QUARTERLY MTG LUNCH PIZ	43331	4300	287.69
	Check MAIN 141034 Total for Fund 101 General Fund						462.70
05/22/2026	MAIN	141066	IVES, JACOB D.	WORK BOOTS	41115	4300	185.49
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	4300	347.75
Total For Dept: 4300							1,405.17
Dept: 4310 Streets							
05/22/2026	MAIN	141010	ADVANCE AUTO PARTS	VULCANIZING CEMENT	42222	4310	8.79
05/22/2026	MAIN	141030*#	CENTRAL FARM SERVICE	STREETS AND PARKS FUEL APRIL 2026	42212	4310	6,722.19
05/22/2026	MAIN	141032*#	CINTAS	RYAN KIEFER UNIFORM	42218	4310	3.41
				RYAN KIEFER UNIFORM	42218	4310	10.91
	Check MAIN 141032 Total for Fund 101 General Fund						14.32
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	FLEET FARM DOWNTOWN GARBAGES	43315	4310	102.10
				ALISHA HAYES SUGAR LODGE MAPA LODGING	43333	4310	476.96
				ALDI WELLNESS WEBINAR SNACKS	42218	4310	58.44
	Check MAIN 141034 Total for Fund 101 General Fund						637.50
05/22/2026	MAIN	141037	COMPASS MINERALS	SALT	43318	4310	5,273.57
05/22/2026	MAIN	141044*#	DSI - DICK'S SANITATION INC	STREETS AND PARKS Refuse Disposal	43389	4310	186.00
				STREETS AN PARKS EXTRA Refuse Disposal	43389	4310	164.92
				DOWNTOWN CANS Downtown Maintenance	43315	4310	2,151.48
				DOG PARK Refuse Disposal	43389	4310	202.50
	Check MAIN 141044 Total for Fund 101 General Fund						2,704.90
05/22/2026	MAIN	141051	GOPHER STATE SEALCOAT INC	CRACK SEALING 2026	43316	4310	25,000.00
05/22/2026	MAIN	141068	J&BS' GREENHOUSE	PANSIES - DOWNTOWN PLANTERS	43315	4310	240.00
05/22/2026	MAIN	141075	L MFG & E, INC.	MONTHLY DUMPSTER RENTAL	42218	4310	50.00
05/22/2026	MAIN	141077#	LAWSON PRODUCTS, INC.	WO#5320 #1790 ZAMBONI TOOLS	42218	4310	503.79
05/22/2026	MAIN	141083	MARTIN MARIETTA MATERIALS, INC.	POTHOLE MATERIALS	42226	4310	293.46
05/22/2026	MAIN	141086*#	MENARD'S -DUNDAS	PATCHING TRUCK PARTS	42222	4310	29.10
				CHEMICALS - BRIDGE SQUARE FOUNTAIN	43315	4310	64.98
				PATCHING TRUCK PARTS	42222	4310	19.48
				SPRAY PAINT-DOWNTOWN GARBAGE CANS	43315	4310	47.46

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4310 Streets							
				RETURN - GALV POULTRY NET	42218	4310	(29.99)
	Check MAIN 141086 Total for Fund 101 General Fund						131.03
05/22/2026	MAIN	141090	NAPA AUTO PARTS	WO#5321 #6712 LIFT GATE TRUCK REPAIR	42222	4310	78.17
05/22/2026	MAIN	141094#	NORTHFIELD ACE HARDWARE	MOUNTING TAPE, SHOP TOWELS, BRAKE CLEANE	42218	4310	25.97
05/22/2026	MAIN	141095	NOVAK'S GARAGE, LLC	WO#5323 #7036 FUEL TANK REPAIR-PATCHING	42222	4310	130.00
05/22/2026	MAIN	141097	PAISLEY GARDENS, LLC	BRIDGE SQUARE FLOWERS FOR PLANTERS	43315	4310	432.00
05/22/2026	MAIN	141119*#	TOSHIBA FINANCIAL SERVICES	MAY RENT/OVGS MARCH APRIL STREETS & PARK	42218	4310	133.42
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	4310	542.46
Total For Dept: 4310							42,921.57
Dept: 4320 Street Lighting							
05/22/2026	MAIN	141048	FRANEK ELECTRIC, INC.	LOCATE ELECTRIC 3RD ST W DEPOT	42228	4320	170.00
05/22/2026	MAIN	141130	XCEL ENERGY	APRIL 2026 - 303 POPLAR ST. LIGHTING	43381	4320	51.68
05/22/2026	MAIN	141132	XCEL ENERGY	APRIL 2026 - HILLCREST LANE SIGNAL	43381	4320	39.18
05/22/2026	MAIN	141133	XCEL ENERGY	APRIL 2026 - 905 CANNON VALLEY DR. SIGNA	43381	4320	15.10
05/22/2026	MAIN	141134	XCEL ENERGY	APRIL 2026 - 411 JEFFERSON PKWY LIGHTING	43381	4320	253.05
Total For Dept: 4320							529.01
Dept: 4330 Facilities							
05/22/2026	MAIN	141030*#	CENTRAL FARM SERVICE	FACILITIES FUEL APRIL 2026	42212	4330	109.93
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	4330	76.80
Total For Dept: 4330							186.73
Dept: 4510 Ice Arena							
05/22/2026	MAIN	141012*#	AMAZON CAPITAL SERVICES	TOOL BOX, TOOL ORGANIZER AND SPORTS WHIS	42218	4510	187.94
05/22/2026	MAIN	141030*#	CENTRAL FARM SERVICE	WO#5320 #1790 FACILITIES ZAMBONI	42222	4510	890.45
05/22/2026	MAIN	141032*#	CINTAS	ICE ARENA MATS	42211	4510	18.00
05/22/2026	MAIN	141044*#	DSI - DICK'S SANITATION INC	ICE ARENA Refuse Disposal	43389	4510	594.65
05/22/2026	MAIN	141077#	LAWSON PRODUCTS, INC.	JIC SWVLZ FITTINGS, HOSE	42222	4510	1,285.75
05/22/2026	MAIN	141114	STZR HOLDINGS LLC	CHAIN, SPROCKETS AND HEADLIGHT	42222	4510	416.83
05/22/2026	MAIN	141118	THE RINK LLC	JUNE 2026 RENT - ICE ARENA	43300	4510	10,000.00
Total For Dept: 4510							13,393.62
Dept: 4520 General Parks							
05/22/2026	MAIN	141039*#	CSG DIRTWORKS	SECHLER DAMAGE-PD FILED REPORT	43315	4520	3,500.00
05/22/2026	MAIN	141044*#	DSI - DICK'S SANITATION INC	CITY PARKS Refuse Disposal	43389	4520	193.10
05/22/2026	MAIN	141055*#	GUTH ELECTRIC, INC	CONCESSION LIGHT AT SECHLER	43315	4520	160.88

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4520 General Parks							
05/22/2026	MAIN	141086*#	MENARD'S -DUNDAS	CONTRACTOR BAGS - PARKS	43313	4520	263.84
				MULCH MAINTENANCE	43313	4520	83.92
				TOILET PLUNGER/BRUSH-BABCOCK	43313	4520	17.76
		Check MAIN 141086 Total for Fund 101 General Fund					365.52
05/22/2026	MAIN	141089	MTI DISTRIBUTING CO	RADIATOR CAP-TORO 5900 MOWER	42222	4520	68.20
05/22/2026	MAIN	141091	NELSON LAWN CARE INC	SOCCER MOWING	43300	4520	1,250.00
05/22/2026	MAIN	141131	XCEL ENERGY	APRIL 2026 - BABCOCK PARK GAS	43380	4520	43.83
Total For Dept: 4520							5,581.53
Dept: 4530 Athletic Facilities							
05/22/2026	MAIN	141047	FARMERS MILL AND ELEVATOR, INC	ATHLETIC FIELD CHEMCIAL APPLICATION	43300	4530	1,960.00
05/22/2026	MAIN	141102	PIONEER MFG CO	PAINT FOR FIELD STRIPING	42214	4530	2,893.22
Total For Dept: 4530							4,853.22
Dept: 4540 Outdoor Pool							
05/22/2026	MAIN	141012*#	AMAZON CAPITAL SERVICES	POLISHING PADS & PRESSURE WASHER SURFACE	42220	4540	78.21
05/22/2026	MAIN	141086*#	MENARD'S -DUNDAS	PAIL, MURIATIC ACID, FLOOR SCRUB & NITRI	42211	4540	111.58
				WATERWELD EPOXY PUTTY AND 7" POLISHER KI	42220	4540	121.83
				TAPCON, ANGL CLP & GREEN TREATED LUMBER	42220	4540	93.04
		Check MAIN 141086 Total for Fund 101 General Fund					326.45
05/22/2026	MAIN	141094#	NORTHFIELD ACE HARDWARE	WASH AND FLUSH NOZZLE	42218	4540	19.98
				HOSE, CLAMP, SPLYICE MAKER, PRESSURE WAS	42220	4540	114.74
		Check MAIN 141094 Total for Fund 101 General Fund					134.72
Total For Dept: 4540							539.38
Dept: 4545 Recreation Administration							
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	4545	76.80
Total For Dept: 4545							76.80
Dept: 4550 Library							
05/22/2026	MAIN	141032*#	CINTAS	RUG RENTAL	42220	4550	10.58
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	PASSPORT SHIPPING	43321	4550	327.45
				SIGN HOLDERS,PHOTO PAPER,AIR FILTER, FEL	42218	4550	1,065.00
				MLA CONFERENCE REGISTRATION	43333	4550	275.00
				LIBRARY MATERIALS GN AND MEDIA	44431	4550	822.04
				LIBRARY MANAGEMENT TRAINING	43333	4550	276.75
		Check MAIN 141034 Total for Fund 101 General Fund					2,766.24
05/22/2026	MAIN	141044*#	DSI - DICK'S SANITATION INC	LIBRARY Refuse Disposal	43389	4550	98.74
05/22/2026	MAIN	141064*#	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	44431	4550	13.59
				SHIPPING	43321	4550	9.00
				LIBRARY MATERIALS	44431	4550	18.00
				LIBRARY MATERIALS	44431	4550	343.51
				BOOK COVERS	42218	4550	16.50

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4550 Library							
				SHIPPING	43321	4550	3.00
				LIBRARY MATERIALS	44431	4550	358.46
				BOOK COVERS	42218	4550	19.80
				SHIPPING	43321	4550	3.00
				LIBRARY MATERIALS	44431	4550	112.05
				BOOK COVERS	42218	4550	1.10
				SHIPPING	43321	4550	9.00
				LIBRARY MATERIALS	44431	4550	263.49
				BOOK COVERS	42218	4550	8.80
				SHIPPING	43321	4550	3.00
				LIBRARY MATERIALS	44431	4550	284.17
				BOOK COVERS	42218	4550	13.20
				SHIPPING	43321	4550	3.00
				LIBRARY MATERIALS	44431	4550	488.76
				BOOK COVERS	42218	4550	25.30
				SHIPPING	43321	4550	3.00
				LIBRARY MATERIALS	44431	4550	438.96
				BOOK COVERS	42218	4550	27.50
				SHIPPING	43321	4550	3.00
				LIBRARY MATERIALS	44431	4550	523.89
				BOOK COVERS	42218	4550	19.80
				SHIPPING	43321	4550	3.00
				LIBRARY MATERIALS	44431	4550	309.59
				BOOK COVERS	42218	4550	14.30
				SHIPPING	43321	4550	3.00
				LIBRARY MATERIALS	44431	4550	501.40
				BOOK COVERS	42218	4550	14.30
				SHIPPING	43321	4550	3.00
				LIBRARY MATERIALS	44431	4550	205.47
				BOOK COVERS	42218	4550	11.00
				SHIPPING	43321	4550	3.00
				LIBRARY MATERIALS	44431	4550	242.90
				BOOK COVERS	42218	4550	4.40
				SHIPPING	43321	4550	3.00
				LIBRARY MATERIALS	44431	4550	194.59
				BOOK COVERS	42218	4550	8.80
				SHIPPING	43321	4550	3.00
				LIBRARY MATERIALS	44431	4550	247.58
				SHIPPING	43321	4550	3.00
	Check MAIN 141064 Total for Fund 101 General Fund						4,788.21
05/22/2026	MAIN	141065	INNOVATIVE OFFICE SOLUTIONS, LLC	TISSUES, POST ITS, PAPER	42218	4550	126.89
05/22/2026	MAIN	141117	THE CREATIVE COMPANY	LIBRARY MATERIALS	44431	4550	591.84
05/22/2026	MAIN	141119*#	TOSHIBA FINANCIAL SERVICES	JUNE RENT/OVGS APRIL-MAY LIBRARY NCRC OA	43352	4550	137.39
				JUNE RENT/OVGS APRIL-MAY LIBRARY 84483	43352	4550	214.79
				JUNE RENT/OVGS APRIL-MAY LIBRARY 61251	43352	4550	299.52
	Check MAIN 141119 Total for Fund 101 General Fund						651.70
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	4550	407.27
				04/11/2026 - 05/10/2026 CELL PHONES	43320	4550	40.01

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4550 Library							
	Check MAIN 141124 Total for Fund 101 General Fund						447.28
Total For Dept: 4550							9,481.48
Total For Fund: 101							141,576.47
Fund: 211 NCRC							
Dept: 4580 NCRC							
05/22/2026	MAIN	141039*#	CSG DIRTWORKS	FIFTY NORTH PROJECT-6X10 CONCRETE PADS	45520	4580	1,850.00
05/22/2026	MAIN	141044*#	DSI - DICK'S SANITATION INC	NCRC Refuse Disposal	43389	4580	1,044.54
05/22/2026	MAIN	141052	GRAINGER	BATTERY AND AIR FILTER	42220	4580	139.11
05/22/2026	MAIN	141055*#	GUTH ELECTRIC, INC	ROPE ON FLAG POLE-BUCKET TRUCK USE	42220	4580	202.00
05/22/2026	MAIN	141069	JAY GROSSMAN	DAILY CLEANING OF NS COMMONS & CRC UPSTA	43306	4580	1,200.00
05/22/2026	MAIN	141107	SCHILLING SUPPLY COMPANY	TOWELS, DISINFECTANT WIPES	42211	4580	215.78
Total For Dept: 4580							4,651.43
Dept: 4585 Wellness Center							
05/22/2026	MAIN	141104	RAINBOW INTERNATIONAL OF THE NORTH	GENERAL CLEANING 3/30/26-4/12/26 AT FIFT	43306	4585	2,700.00
Total For Dept: 4585							2,700.00
Total For Fund: 211							7,351.43
Fund: 215 Motor Vehicle Fund							
Dept: 5600 Motor Vehicle							
05/22/2026	MAIN	141119*#	TOSHIBA FINANCIAL SERVICES	MAY RENT/OVGS MARCH APRIL DMV 82213	43352	5600	195.29
Total For Dept: 5600							195.29
Total For Fund: 215							195.29
Fund: 229 Communications							
Dept: 4180 Communication							
05/22/2026	MAIN	141076*#	LANGUAGE LINE SERVICES	Translation, interpretation	43300	4180	31.17
Total For Dept: 4180							31.17
Total For Fund: 229							31.17
Fund: 240 Library Gift Fund							
Dept: 4900 Other Financing Uses							
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	GIFTS PLA CONFERENCE MEALS	43309	4900	60.78
				GIFTS PLA PARKING	43309	4900	20.00
				FFNPL GIFTS PLA LUNCH	43309	4900	14.57
				ALA COMM. CONNECT GRANT-IMAG. STATION TH	43309	4900	773.60
				GIFTS PLA PARKING	43309	4900	38.87
				FFNPL OUTREACH- BUBBLE MACHINE	43309	4900	21.24
				GIFTS PLA PARKING, NATALIA HOTEL PLA	43309	4900	468.04
				FFNPL OUTREACH-VEGGIES	43309	4900	5.95
				FFNPL GIFTS PLA MEALS	43309	4900	79.82
				FFNPL SPANISH-JUICE, CHIPS, WAX, JARS	43309	4900	181.05

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 240 Library Gift Fund							
Dept: 4900 Other Financing Uses							
	Check MAIN 141034 Total for Fund 240 Library Gift Fund						1,663.92
05/22/2026	MAIN	141057	Heidy Barrientos Ramirez	FFNPL SEMAC GRANT HHC PERFORMER	43309	4900	100.00
05/22/2026	MAIN	141064*#	INGRAM LIBRARY SERVICES	FFNPL COLLECTIONS	43309	4900	28.94
				FFNPL GIFTS COLLECTIONS	43309	4900	20.40
				FFNPL GIFTS COLLECTIONS	43309	4900	20.40
				FFNPL GIFTS COLLECTIONS	43309	4900	19.20
				FFNPL GIFTS COLLECTIONS	43309	4900	111.77
				FFNPL GIFT COLLECTIONS	43309	4900	29.14
				FFNPL GIFTS COLLECTIONS	43309	4900	55.71
	Check MAIN 141064 Total for Fund 240 Library Gift Fund						285.56
Total For Dept: 4900							2,049.48
Total For Fund: 240							2,049.48
Fund: 242 Scriver Memorial Fund							
Dept: 4900 Other Financing Uses							
05/22/2026	MAIN	141064*#	INGRAM LIBRARY SERVICES	GIFTS- SCRIVER	44431	4900	21.28
				GIFTS- SCRIVER	44431	4900	25.20
				GIFTS-SCRIVER	44431	4900	25.20
				GIFTS- SCRIVER	44431	4900	55.44
				GIFTS- SCRIVER	44431	4900	18.45
				GIFTS- SCRIVER	44431	4900	16.80
				GIFTS-SCRIVER	44431	4900	22.39
	Check MAIN 141064 Total for Fund 242 Scriver Memorial Fund						184.76
Total For Dept: 4900							184.76
Total For Fund: 242							184.76
Fund: 257 Carbon Reduction Fund							
Dept: 4590 Carbon Reduction							
05/22/2026	MAIN	141055*#	GUTH ELECTRIC, INC	Electric work and EV station at Police	43300	4590	2,300.00
05/22/2026	MAIN	141079	LHB INC	Sustainability building policy	43300	4590	2,553.50
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43300	4590	38.40
05/22/2026	MAIN	141128	WOLF RIVER ELECTRIC	NCRC battery install downpayment	43300	4590	39,000.00
Total For Dept: 4590							43,891.90
Total For Fund: 257							43,891.90
Fund: 295 HRA							
Dept: 5200 HRA General Operating							
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	NAHRO CONF. MEALS/LODGING	43331	5200	701.83
Total For Dept: 5200							701.83
Dept: 5210 HRA Rental Projects							
05/22/2026	MAIN	141135	XCEL ENERGY	APRIL 2026 - 706 2ND ST. - GAS/ELECTRIC	43387	5210	52.33
Total For Dept: 5210							52.33

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 295 HRA							
Dept: 5220 HRA LMI Housing							
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	72 VIK TERR - PODS	43309	5220	10.00
				72 VIK TERR - PODS	43309	5220	120.79
	Check MAIN 141034 Total for Fund 295 HRA						130.79
05/22/2026	MAIN	141106	RON'S NORTHFIELD REFRIGERATION	INSTALL GAS LINE - 72 VIK TERR	43309	5220	1,520.00
Total For Dept: 5220							1,650.79
Total For Fund: 295							2,404.95
Fund: 426 2025 CAPITAL PROJECTS							
Dept: 4800 Other Services							
05/22/2026	MAIN	141110	SHORT ELLIOT HENDRICKSON, INC	2025 RECLAM OVERLAY PROF SVCS THRU 4/30	45520	4800	3,684.84
Total For Dept: 4800							3,684.84
Total For Fund: 426							3,684.84
Fund: 427 2026 CAPITAL PROJECTS							
Dept: 4800 Other Services							
05/22/2026	MAIN	141014*#	APG MEDIA of SOUTHERN MINNESOTA	TH3 STREET LIGHT PHASE III AD FOR BID	45520	4800	871.93
Total For Dept: 4800							871.93
Total For Fund: 427							871.93
Fund: 451 Park Fund							
Dept: 4520 General Parks							
05/22/2026	MAIN	141028*#	BRUCE DAVID JACOBSON	MARCH 2026 - COMMUNITY ENGAGMENT	45520	4520	1,156.25
Total For Dept: 4520							1,156.25
Total For Fund: 451							1,156.25
Fund: 454 City Facilities Fund							
Dept: 4800 Other Services							
05/22/2026	MAIN	141055*#	GUTH ELECTRIC, INC	WATER HEATER-RELOCATED SPLICE BOX/REPLAC	45520	4800	116.07
				BOILER AND WATER HEATER AT CITY HALL	45520	4800	1,799.63
	Check MAIN 141055 Total for Fund 454 City Facilities Fund						1,915.70
Total For Dept: 4800							1,915.70
Total For Fund: 454							1,915.70
Fund: 455 Veh/Equip Replacement							
Dept: 4800 Other Services							
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	HUSKY LINERS - DURANGO	45550	4800	82.13
				HUSKY LINERS - DURANGO	45550	4800	164.26
	Check MAIN 141034 Total for Fund 455 Veh/Equip Replacement						246.39
05/22/2026	MAIN	141054	GUARDIAN FLEET SAFETY	SQUAD FULL BUILD-2026 DURANGO- 2619	45550	4800	7,914.96
05/22/2026	MAIN	141067	J & N TACTICAL	SQUAD EQUIPMENT 2607	45550	4800	1,375.00
05/22/2026	MAIN	141092	NORTH COUNTY GMC	2026 CHEV TAHOE 4792	45550	4800	55,381.92
Total For Dept: 4800							64,918.27

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 455 Veh/Equip Replacement							
Total For Fund: 455							64,918.27
Fund: 459 ICE ARENA CONSTRUCTION							
Dept: 4800 Other Services							
05/22/2026	MAIN	141012*#	AMAZON CAPITAL SERVICES	CLOSED FOR CLEANING SIGNS & INDUSTRIAL C	45520	4800	1,785.83
05/22/2026	MAIN	141059	HILLYARD / HUTCHINSON	SQUEEGEE	45520	4800	50.97
05/22/2026	MAIN	141080	LIFELINE INCORPORATED	ZOLL STAT-PADZ MULTI-FUNCTION ELECTRODES	45520	4800	301.99
05/22/2026	MAIN	141105	RJM CONSTRUCTION	PAY#15 M40 NEW ICE ARENA PROF SVCS 4/1-3	45520	4800	2,484,554.84
Total For Dept: 4800							2,486,693.63
Total For Fund: 459							2,486,693.63
Fund: 465 WATER & 5TH ST REDEVELOPMENT							
Dept: 4800 Other Services							
05/22/2026	MAIN	141136	XCEL ENERGY	411 1/2 WATER ST. #2 - ELECTRIC	43381	4800	14.60
Total For Dept: 4800							14.60
Total For Fund: 465							14.60
Fund: 475 Capital Reserve Fund							
Dept: 0000 Revenue							
05/22/2026	MAIN	141129	WSB & ASSOCIATES, INC.	CEDAR MEADOWS 1ST ADDITION PROF SVCS 4/1	22205	0000	3,752.50
Total For Dept: 0000							3,752.50
Total For Fund: 475							3,752.50
Fund: 601 Water Fund							
Dept: 0000 Revenue							
05/22/2026	MAIN	141011	ALAN MUHLENKORT	WATER BASE FEE	22000	0000	140.31
05/22/2026	MAIN	141013*	ANDY ANDERSON	A01-RES MAIN WATER	22000	0000	0.80
				MF1-MN DEPT OF HEALTH	22000	0000	1.53
				WATER BASE FEE	22000	0000	16.91
Check MAIN 141013 Total for Fund 601 Water Fund							19.24
05/22/2026	MAIN	141040*	CYNTHIA CLAUSON	A01-RES MAIN WATER	22000	0000	0.43
				MF1-MN DEPT OF HEALTH	22000	0000	4.05
				WATER BASE FEE	22000	0000	3.56
Check MAIN 141040 Total for Fund 601 Water Fund							8.04
05/22/2026	MAIN	141046*	ERIK WARDENAAR	A01-RES MAIN WATER	22000	0000	7.22
				MF1-MN DEPT OF HEALTH	22000	0000	0.89
				WATER BASE FEE	22000	0000	14.13
Check MAIN 141046 Total for Fund 601 Water Fund							22.24
05/22/2026	MAIN	141049*	GIANNA ZELEDON	A01-RES MAIN WATER	22000	0000	2.67
				MF1-MN DEPT OF HEALTH	22000	0000	4.65
				WATER BASE FEE	22000	0000	51.31
Check MAIN 141049 Total for Fund 601 Water Fund							58.63
05/22/2026	MAIN	141070*	JEFFREY & AMY BELMORE	A01-RES MAIN WATER	22000	0000	0.64

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 Water Fund							
Dept: 0000 Revenue							
				MF1-MN DEPT OF HEALTH	22000	0000	1.88
				WATER BASE FEE	22000	0000	20.66
	Check MAIN 141070 Total for Fund 601 Water Fund						23.18
05/22/2026	MAIN	141072*	KARI PFLAUM	A01-RES MAIN WATER	22000	0000	0.19
				MF1-MN DEPT OF HEALTH	22000	0000	1.46
				WATER BASE FEE	22000	0000	15.72
	Check MAIN 141072 Total for Fund 601 Water Fund						17.37
05/22/2026	MAIN	141073*	KATHRYN SUMMA	A01-RES MAIN WATER	22000	0000	0.05
				MF1-MN DEPT OF HEALTH	22000	0000	0.73
				WATER BASE FEE	22000	0000	8.05
	Check MAIN 141073 Total for Fund 601 Water Fund						8.83
05/22/2026	MAIN	141074*	KENT SMITH	A01-RES MAIN WATER	22000	0000	1.75
				MF1-MN DEPT OF HEALTH	22000	0000	0.26
				WATER BASE FEE	22000	0000	2.88
	Check MAIN 141074 Total for Fund 601 Water Fund						4.89
05/22/2026	MAIN	141099	PENNY ROY	WATER BASE FEE	22000	0000	125.00
05/22/2026	MAIN	141100*	PHILIP HOLM	A01-RES MAIN WATER	22000	0000	0.08
				MF1-MN DEPT OF HEALTH	22000	0000	0.58
				WATER BASE FEE	22000	0000	6.42
	Check MAIN 141100 Total for Fund 601 Water Fund						7.08
Total For Dept: 0000							434.81
Dept: 6000 Water							
05/22/2026	MAIN	141017	AT & T MOBILITY	UTILITIES RTK WIFI SVC MARCH 26-APRIL 25	43320	6000	34.80
05/22/2026	MAIN	141018	AUTOMATIC SYSTEMS CO	UPS REPLACEMENT SCADA PROGRAMMING	42222	6000	652.50
05/22/2026	MAIN	141030*#	CENTRAL FARM SERVICE	APRIL 2026 WATER DEPT. FUEL	42212	6000	528.75
05/22/2026	MAIN	141033	CINTAS CORPORATION	FIRST AID SUPPLIES	42218	6000	85.99
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	H. REDFIELD ANNUAL CLOTHING ORDER-LARSON	42218	6000	347.50
				J. KNIGHT ANNUAL CLOTHING ORDER-LARSON	41115	6000	350.00
				J. VONRUDEN ANNUAL CLOTHING ORDER-LARSON	41115	6000	347.00
	Check MAIN 141034 Total for Fund 601 Water Fund						1,044.50
05/22/2026	MAIN	141038	CORE & MAIN, LP	ARCHERY RANGE CULVERTS	45520	6000	2,039.40
05/22/2026	MAIN	141044*#	DSI - DICK'S SANITATION INC	WATER DEPT Refuse Disposal	43389	6000	120.16
05/22/2026	MAIN	141053*#	GRAPHIC MAILBOX	SHIPPING WATER SAMPLE TO MDH	43321	6000	17.18
05/22/2026	MAIN	141056*#	HAWKINS INC.	CHLORINE TANK CHARGE	42216	6000	150.00
05/22/2026	MAIN	141086*#	MENARD'S -DUNDAS	CLEANING BRUSHES	42218	6000	28.88
				METAL FITTINGS	42218	6000	25.60
	Check MAIN 141086 Total for Fund 601 Water Fund						54.48
05/22/2026	MAIN	141119*#	TOSHIBA FINANCIAL SERVICES	JUNE RENT/OVGS MARCH-MAY WATER DPT 22030	42222	6000	100.13
05/22/2026	MAIN	141123	UTILITY CONSULTANTS, INC	APRIL 2026 WATER TESTING	42216	6000	558.65

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 Water Fund							
Dept: 6000 Water							
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	6000	445.64
Total For Dept: 6000							5,832.18
Total For Fund: 601							6,266.99
Fund: 602 Sewer Fund							
Dept: 0000 Revenue							
05/22/2026	MAIN	141013*	ANDY ANDERSON	A01-RES SEWER	22000	0000	1.89
				SEWER BASE FEE	22000	0000	12.56
	Check MAIN 141013 Total for Fund 602 Sewer Fund						14.45
05/22/2026	MAIN	141040*	CYNTHIA CLAUSON	A01-RES SEWER	22000	0000	1.02
				SEWER BASE FEE	22000	0000	33.25
	Check MAIN 141040 Total for Fund 602 Sewer Fund						34.27
05/22/2026	MAIN	141046*	ERIK WARDENAAR	A01-RES SEWER	22000	0000	17.94
				SEWER BASE FEE	22000	0000	11.10
	Check MAIN 141046 Total for Fund 602 Sewer Fund						29.04
05/22/2026	MAIN	141049*	GIANNA ZELEDON	A01-RES SEWER	22000	0000	6.28
				SEWER BASE FEE	22000	0000	38.08
	Check MAIN 141049 Total for Fund 602 Sewer Fund						44.36
05/22/2026	MAIN	141070*	JEFFREY & AMY BELMORE	A01-RES SEWER	22000	0000	1.49
				SEWER BASE FEE	22000	0000	15.32
	Check MAIN 141070 Total for Fund 602 Sewer Fund						16.81
05/22/2026	MAIN	141072*	KARI PFLAUM	A01-RES SEWER	22000	0000	0.44
				SEWER BASE FEE	22000	0000	11.99
	Check MAIN 141072 Total for Fund 602 Sewer Fund						12.43
05/22/2026	MAIN	141073*	KATHRYN SUMMA	A01-RES SEWER	22000	0000	0.11
				SEWER BASE FEE	22000	0000	5.97
	Check MAIN 141073 Total for Fund 602 Sewer Fund						6.08
05/22/2026	MAIN	141074*	KENT SMITH	A01-RES SEWER	22000	0000	4.12
				SEWER BASE FEE	22000	0000	2.13
	Check MAIN 141074 Total for Fund 602 Sewer Fund						6.25
05/22/2026	MAIN	141100*	PHILIP HOLM	A01-RES SEWER	22000	0000	0.19
				SEWER BASE FEE	22000	0000	4.76
	Check MAIN 141100 Total for Fund 602 Sewer Fund						4.95
Total For Dept: 0000							168.64
Dept: 6100 Wastewater							
05/22/2026	MAIN	141022	BAUER BUILT TIRE & SERVICE	JETVAC TIRE REPAIR WO#5325 #2823	42222	6100	97.30
05/22/2026	MAIN	141044*#	DSI - DICK'S SANITATION INC	WWTP Refuse Disposal	43389	6100	1,174.28
				WWTP ROLL OFF Refuse Disposal	43389	6100	125.74
	Check MAIN 141044 Total for Fund 602 Sewer Fund						1,300.02
05/22/2026	MAIN	141055*#	GUTH ELECTRIC, INC	EXPLOSION PROOF EMERGENCY LIGHT-UPPER LE	43302	6100	3,320.68
				BATTERY BACKUP INVERTER - EMERGENCY LIGH	43302	6100	1,439.49

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 602 Sewer Fund							
Dept: 6100 Wastewater							
	Check MAIN 141055 Total for Fund 602 Sewer Fund						4,760.17
05/22/2026	MAIN	141056*#	HAWKINS INC.	AZONE 15, LPC-AM AND SODIUM BISULFATE 40	42216	6100	3,367.26
05/22/2026	MAIN	141086*#	MENARD'S -DUNDAS	BATH TISSUE, KLEENEX, RISER CLAMP, PVC C	42218	6100	99.90
05/22/2026	MAIN	141112	SOUTHERN MN INSPECTION CO, LLC	HOIST/EQUIPMENT INSPECTIONS	43302	6100	2,778.00
05/22/2026	MAIN	141119*#	TOSHIBA FINANCIAL SERVICES	MAY RENT/OVGS MARCH APRIL WWTP 22440	43311	6100	77.64
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	6100	301.21
Total For Dept: 6100							12,781.50
Total For Fund: 602							12,950.14
Fund: 603 Garbage Fund							
Dept: 0000 Revenue							
05/22/2026	MAIN	141013*	ANDY ANDERSON	N03-GARBAGE -64 GALL	22000	0000	21.89
				N03-GARBAGE -64 GALL	22000	0000	2.14
	Check MAIN 141013 Total for Fund 603 Garbage Fund						24.03
05/22/2026	MAIN	141040*	CYNTHIA CLAUSON	N02-GARBAGE -35 GALL	22000	0000	42.70
				N02-GARBAGE -35 GALL	22000	0000	4.17
	Check MAIN 141040 Total for Fund 603 Garbage Fund						46.87
05/22/2026	MAIN	141046*	ERIK WARDENAAR	N03-GARBAGE -64 GALL	22000	0000	18.70
				N03-GARBAGE -64 GALL	22000	0000	1.83
	Check MAIN 141046 Total for Fund 603 Garbage Fund						20.53
05/22/2026	MAIN	141049*	GIANNA ZELEDON	N04-GARBAGE -96 GALL	22000	0000	85.09
				N04-GARBAGE -96 GALL	22000	0000	8.31
				Y21-96 YARD WASTE	22000	0000	19.84
	Check MAIN 141049 Total for Fund 603 Garbage Fund						113.24
05/22/2026	MAIN	141070*	JEFFREY & AMY BELMORE	N02-GARBAGE -35 GALL	22000	0000	19.70
				N02-GARBAGE -35 GALL	22000	0000	1.92
	Check MAIN 141070 Total for Fund 603 Garbage Fund						21.62
05/22/2026	MAIN	141072*	KARI PFLAUM	DB-GARBAGE -DRIVE BY	22000	0000	12.37
				DB-GARBAGE -DRIVE BY	22000	0000	1.21
	Check MAIN 141072 Total for Fund 603 Garbage Fund						13.58
05/22/2026	MAIN	141073*	KATHRYN SUMMA	N02-GARBAGE -35 GALL	22000	0000	7.68
				N02-GARBAGE -35 GALL	22000	0000	0.75
	Check MAIN 141073 Total for Fund 603 Garbage Fund						8.43
05/22/2026	MAIN	141074*	KENT SMITH	N02-GARBAGE -35 GALL	22000	0000	2.73
				N02-GARBAGE -35 GALL	22000	0000	0.27
	Check MAIN 141074 Total for Fund 603 Garbage Fund						3.00
05/22/2026	MAIN	141100*	PHILIP HOLM	N02-GARBAGE -35 GALL	22000	0000	6.11
				N02-GARBAGE -35 GALL	22000	0000	0.60
	Check MAIN 141100 Total for Fund 603 Garbage Fund						6.71
Total For Dept: 0000							258.01

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 603 Garbage Fund							
Total For Fund: 603							258.01
Fund: 604 Storm Water Drainage							
Dept: 0000 Revenue							
05/22/2026	MAIN	141013*	ANDY ANDERSON	STW-STORM WATER	22000	0000	9.05
05/22/2026	MAIN	141040*	CYNTHIA CLAUSON	STW-STORM WATER	22000	0000	16.59
05/22/2026	MAIN	141046*	ERIK WARDENAAR	STW-STORM WATER	22000	0000	25.04
05/22/2026	MAIN	141049*	GIANNA ZELEDON	STW-STORM WATER	22000	0000	42.42
05/22/2026	MAIN	141070*	JEFFREY & AMY BELMORE	STW-STORM WATER	22000	0000	16.96
05/22/2026	MAIN	141072*	KARI PFLAUM	STW-STORM WATER	22000	0000	3.92
05/22/2026	MAIN	141073*	KATHRYN SUMMA	STW-STORM WATER	22000	0000	13.04
05/22/2026	MAIN	141074*	KENT SMITH	STW-STORM WATER	22000	0000	2.87
05/22/2026	MAIN	141100*	PHILIP HOLM	STW-STORM WATER	22000	0000	5.61
Total For Dept: 0000							135.50
Dept: 6300 Storm Water Drainage							
05/22/2026	MAIN	141021	BARR ENGINEERING	L37 AMES MILL DAM RECONSTRUCT STUDY PROF	43300	6300	3,793.00
05/22/2026	MAIN	141030*#	CENTRAL FARM SERVICE	APRIL 2026 FUEL CHARGES STORMWATER	42212	6300	41.63
05/22/2026	MAIN	141034*#	CITY OF NORTHFIELD	USPS SHIPPING SIMONSON	43321	6300	24.04
05/22/2026	MAIN	141086*#	MENARD'S -DUNDAS	NCRC CB REPAIR - BRICKS, GLOVES	42231	6300	329.08
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	6300	98.43
Total For Dept: 6300							4,286.18
Total For Fund: 604							4,421.68
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
05/22/2026	MAIN	141016	ARTISAN BEER COMPANY	THC	42251	6400	201.45
				Beer Purchases	42251	6400	270.75
				Misc Taxable Purchases	42251	6400	58.45
				THC	42251	6400	723.00
				Beer Purchases	42251	6400	808.45
				THC	42251	6400	431.00
				Beer Purchases	42251	6400	1,150.00
Check MAIN 141016 Total for Fund 609 Liquor Store							3,643.10
05/22/2026	MAIN	141024	BELLBOY CORPORATION	Liquor Purchases	42251	6400	422.48
				Freight Costs	42259	6400	7.00
				Freight Costs	42259	6400	4.00
				THC	42251	6400	164.00
				Freight Costs	42259	6400	2.69
				Misc Non-Taxable Purchases	42251	6400	29.70
				Liquor Purchases	42251	6400	608.25
				Freight Costs	42259	6400	10.50

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
				Freight Costs	42259	6400	2.00
				THC	42251	6400	140.00
	Check MAIN 141024 Total for Fund 609 Liquor Store						1,390.62
05/22/2026	MAIN	141025	BRAU BROTHERS BREWING	Beer Purchases	42251	6400	120.00
05/22/2026	MAIN	141026	BREAKTHRU BEV MN BEER, INC	Misc Taxable Purchases	42251	6400	395.85
				Liquor Purchases	42251	6400	489.19
				Beer Purchases	42251	6400	10,025.45
				Misc Taxable Purchases	42251	6400	405.80
				Liquor Purchases	42251	6400	703.23
				Beer Purchases	42251	6400	8,703.40
				Beer Credit	42251	6400	(15.25)
				Beer Credit	42251	6400	(27.70)
				Beer Credit	42251	6400	(21.60)
	Check MAIN 141026 Total for Fund 609 Liquor Store						20,658.37
05/22/2026	MAIN	141027	BREAKTHRU BEV MN WINE & SPIRITS	Liquor Purchases	42251	6400	170.50
				Wine Purchases	42251	6400	341.80
				Freight Costs	42259	6400	8.94
				Liquor Purchases	42251	6400	222.38
				Wine Purchases	42251	6400	1,392.00
				Freight Costs	42259	6400	20.62
				Misc Taxable Purchases	42251	6400	52.11
	Check MAIN 141027 Total for Fund 609 Liquor Store						2,208.35
05/22/2026	MAIN	141036	COLLEGE CITY BEVERAGE, INC.	Freight Costs	42259	6400	4.00
				Liquor Purchases	42251	6400	1,850.50
				Wine Purchases	42251	6400	45.00
				Freight Costs	42259	6400	7.00
				Beer Purchases	42251	6400	9,228.75
				Misc Taxable Purchases	42251	6400	174.90
				Liquor Purchases	42251	6400	100.00
				Freight Costs	42259	6400	7.00
				Beer Purchases	42251	6400	2,812.10
				Misc Taxable Purchases	42251	6400	277.20
				Liquor Purchases	42251	6400	100.00
				Freight Costs	42259	6400	460.70
				Beer Credit	42251	6400	(31.35)
	Check MAIN 141036 Total for Fund 609 Liquor Store						15,035.80
05/22/2026	MAIN	141050	GLOBAL RESERVE DISTRIBUTION	THC	42251	6400	184.00
05/22/2026	MAIN	141058	HERMEL WHOLESALE	Freight Costs	42259	6400	8.95
				Misc Taxable Purchases	42251	6400	274.49
				Cigarettes Purchases	42251	6400	697.72
	Check MAIN 141058 Total for Fund 609 Liquor Store						981.16
05/22/2026	MAIN	141060	HOHENSTEIN'S INC	Beer Purchases	42251	6400	1,270.20
				Liquor Purchases	42251	6400	327.40
				Beer Purchases	42251	6400	1,493.70
				Liquor Purchases	42251	6400	252.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
	Check MAIN 141060 Total for Fund 609 Liquor Store						3,343.30
05/22/2026	MAIN	141061	HOME CITY ICE COMPANY	Ice Purchases	42251	6400	123.12
				Freight Costs	42259	6400	6.50
	Check MAIN 141061 Total for Fund 609 Liquor Store						129.62
05/22/2026	MAIN	141062	IMMINENT BREWING LLC	Beer Purchases	42251	6400	456.80
				BEER	42251	6400	378.00
	Check MAIN 141062 Total for Fund 609 Liquor Store						834.80
05/22/2026	MAIN	141071	JOHNSON BROTHERS WHOLESALE	Freight Costs	42259	6400	3.78
				Liquor Purchases	42251	6400	211.80
				Freight Costs	42259	6400	19.50
				Wine Purchases	42251	6400	718.00
				Freight Costs	42259	6400	19.50
				Liquor Purchases	42251	6400	1,240.41
				Freight Costs	42259	6400	23.40
				Liquor Purchases	42251	6400	1,271.08
				Freight Costs	42259	6400	11.70
				Wine Purchases	42251	6400	440.00
				Freight Costs	42259	6400	21.95
				Wine Purchases	42251	6400	928.00
				Misc Taxable Purchases	42251	6400	41.50
				Freight Costs	42259	6400	23.40
				Liquor Purchases	42251	6400	1,907.50
				Liquor CREDIT	42251	6400	(4.30)
				Wine CREDIT	42251	6400	(19.33)
	Check MAIN 141071 Total for Fund 609 Liquor Store						6,857.89
05/22/2026	MAIN	141082	LITTLE THISTLE BREWING CO.	Beer Purchases	42251	6400	204.00
05/22/2026	MAIN	141084	MAVERICK WINE	Freight Costs	42259	6400	17.50
				Wine Purchases	42251	6400	515.94
	Check MAIN 141084 Total for Fund 609 Liquor Store						533.44
05/22/2026	MAIN	141085	MEGA BEER LLC	Beer Purchases	42251	6400	74.25
05/22/2026	MAIN	141088	MONTGOMERY BREWING	Beer Purchases	42251	6400	62.00
05/22/2026	MAIN	141093	NORTH STAR HEMP LLC	THC	42251	6400	105.00
05/22/2026	MAIN	141096	OXFORD STREET MERCHANTS	Wine Purchases	42251	6400	1,124.00
				Freight Costs	42259	6400	13.65
				Misc Taxable Purchases	42251	6400	50.00
				Wine CREDIT	42251	6400	(1,128.00)
				Freight CREDIT	42259	6400	(11.70)
	Check MAIN 141096 Total for Fund 609 Liquor Store						47.95
05/22/2026	MAIN	141098	PAUSTIS & SONS WINE COMPANY	Wine Purchases	42251	6400	1,448.67
				Freight Costs	42259	6400	25.50
				THC	42251	6400	160.00
				Wine Purchases	42251	6400	1,044.00
				Freight Costs	42259	6400	13.50
	Check MAIN 141098 Total for Fund 609 Liquor Store						2,691.67

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
05/22/2026	MAIN	141101	PHILLIPS WINE AND SPIRITS,INC.	Liquor Purchases	42251	6400	51.45
				Wine Purchases	42251	6400	566.25
				Freight Costs	42259	6400	27.30
				Misc Taxable Purchases	42251	6400	139.00
				Liquor Purchases	42251	6400	1,805.48
				Freight Costs	42259	6400	23.40
				Liquor Purchases	42251	6400	811.95
				Freight Costs	42259	6400	13.65
				Liquor Purchases	42251	6400	102.90
				Wine Purchases	42251	6400	273.60
				Freight Costs	42259	6400	17.55
				Liquor Purchases	42251	6400	1,955.75
				Freight Costs	42259	6400	25.35
				Liquor Purchases	42251	6400	102.90
				Wine Purchases	42251	6400	351.55
				Freight Costs	42259	6400	15.60
				Misc Taxable Purchases	42251	6400	28.05
				Liquor Purchases	42251	6400	471.23
				Freight Costs	42259	6400	6.50
				Liquor Purchases	42251	6400	134.40
				Wine Purchases	42251	6400	1,024.00
				Freight Costs	42259	6400	25.35
	Check MAIN 141101 Total for Fund 609 Liquor Store						7,973.21
05/22/2026	MAIN	141103	PRYES BREWING COMPANY	Beer Purchases	42251	6400	113.08
05/22/2026	MAIN	141111	SOCIABLE CIDER WERKS	Beer Purchases	42251	6400	129.00
05/22/2026	MAIN	141113	SOUTHERN WINE & SPIRITS OF MN, LLC	Wine Purchases	42251	6400	1,343.49
				Freight Costs	42259	6400	32.20
				Freight Costs	42259	6400	2.80
				Liquor Purchases	42251	6400	2,692.98
				Wine Purchases	42251	6400	23.50
				Freight Costs	42259	6400	23.89
				Liquor Purchases	42251	6400	4,987.12
				Wine Purchases	42251	6400	7.50
				Freight Costs	42259	6400	56.81
				Freight Costs	42259	6400	1.40
				Wine Purchases	42251	6400	2,121.95
				Freight Costs	42259	6400	29.86
				Wine CREDIT	42251	6400	(12.61)
				Wine CREDIT	42251	6400	(59.84)
	Check MAIN 141113 Total for Fund 609 Liquor Store						11,251.05
05/22/2026	MAIN	141115	SXSE BREWING	Beer Purchases	42251	6400	48.00
05/22/2026	MAIN	141126	WINE COMPANY	Wine Purchases	42251	6400	6,598.67
				Freight Costs	42259	6400	169.70
				Wine Purchases	42251	6400	1,458.00
				Freight Costs	42259	6400	22.00
				Wine Purchases	42251	6400	192.00
				Freight Costs	42259	6400	14.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
				Wine Purchases	42251	6400	120.00
				Freight Costs	42259	6400	3.00
		Check MAIN 141126 Total for Fund 609 Liquor Store					8,577.37
05/22/2026	MAIN	141127	WINEBOW	Wine Purchases	42251	6400	486.00
				Freight Costs	42259	6400	6.75
		Check MAIN 141127 Total for Fund 609 Liquor Store					492.75
Total For Dept: 6400							87,689.78
Dept: 6410 Liquor Store - Operations							
05/22/2026	MAIN	141012*#	AMAZON CAPITAL SERVICES	SHELF LINERS	42218	6410	20.39
05/22/2026	MAIN	141032*#	CINTAS	ENTRY RUGS	42220	6410	40.27
05/22/2026	MAIN	141119*#	TOSHIBA FINANCIAL SERVICES	MAY RENT/OVGS MARCH APRIL LIQUOR STORE 8	42222	6410	87.71
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43300	6410	38.40
Total For Dept: 6410							186.77
Total For Fund: 609							87,876.55
Fund: 701 Information Tech							
Dept: 4140 Information Technology							
05/22/2026	MAIN	141012*#	AMAZON CAPITAL SERVICES	USB-C Cables for Police Squads	42218	4140	42.30
05/22/2026	MAIN	141019	B & H PHOTO-VIDEO	Wireless access points for city	42210	4140	862.76
				Logitech mouse and Anker 4-port USB hubs	42218	4140	171.12
		Check MAIN 141019 Total for Fund 701 Information Tech					1,033.88
05/22/2026	MAIN	141023	BAYCOM INC	Toughbooks, docking station, power suppl	42210	4140	12,464.00
05/22/2026	MAIN	141081	LINKEDIN	LinkedIn Learning - city	43333	4140	7,000.00
05/22/2026	MAIN	141087	METRONET HOLDINGS LLC	Dark fiber - city	43320	4140	533.34
05/22/2026	MAIN	141109	SHI INTERNATIONAL CORP	Cisco Duo Essentials Edition	44446	4140	2,203.60
05/22/2026	MAIN	141124*#	VERIZON WIRELESS	04/11/2026 - 05/10/2026 CELL PHONES	43320	4140	590.24
Total For Dept: 4140							23,867.36
Total For Fund: 701							23,867.36
Report Total:							2,896,333.90

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

File #: 26-284, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk

Consideration of Joint Powers Agreement Between Dakota County and the City of Northfield for the Conduct of the Post-Election Review

Action Requested:
The Northfield City Council consider adopting a motion to approve the Joint Powers Agreement between the City of Northfield and Dakota County for administration of post-election review services following state general elections.

Summary Report:
Minnesota Statute 206.89 requires counties to conduct a post-election review (PER) following each state general election. The review consists of a public manual hand count of ballots from precincts selected by lot and must be completed within 14 days after the election.

Dakota County is proposing a countywide approach in which the County would administer the post-election review process on behalf of participating municipalities using county-appointed election judges. The purpose of the agreement is to provide consistent procedures, maintain required party balance among election judges, and improve administrative efficiency during the review process.

Under the agreement, Dakota County would hire, schedule, supervise, and compensate election judges conducting the post-election review. If a City precinct is selected for review, the City would be responsible only for the actual hourly election judge costs incurred by the County. Municipalities not selected for review would incur no costs. The County would also coordinate ballot handling and secure storage during the review process. Dakota County utilized this process during the 2024 election cycle and reported it to be both efficient and cost-effective.

The agreement is limited solely to post-election review activities and does not affect other election administration responsibilities of the City. The agreement term extends through December 31, 2027, with automatic two-year renewals unless terminated by either party with 90 days written notice.

Staff recommends approval of the Joint Powers Agreement with Dakota County for post-election review services.

Alternative Options:
The City could choose to appoint its own election judges to conduct the Post-Election Review at Dakota County; however, the County would still be required to train those judges, and the City could incur additional costs related to election judge hours and mileage reimbursement for travel to Dakota County.

Financial Impacts:
There is no cost to the City unless our Dakota County precinct (W3, P2) is selected for post-election review. If selected, the City would reimburse Dakota County only for the actual hourly wages paid to election judges conducting the review. With only one precinct in Dakota County, the estimated cost per election would be $200 -$400.

Tentative Timelines:
This agreement covers the 2026 and 2027 elections. Currently, the City of Northfield has no elections scheduled for 2027 unless a special election is called.

Dakota County Contract No. DCA31484
JOINT POWERS AGREEMENT BETWEEN
DAKOTA COUNTY AND
_____
FOR CONDUCT OF THE POST-ELECTION REVIEW

This is a Joint Powers Agreement ("Agreement") between _____ ("Municipality") and the County of Dakota ("County"), 1590 Highway 55, Hastings, MN 55033, entered into pursuant to Minn. Stat. §471.59, for conduct of the post-election review (PER) as required by Minn. Stat. § 206.89 after every state general election. Municipality and County are referred to individually as the "Party" and are collectively referred to as the "Parties".

Recitals

WHEREAS, Minn. Stat. § 206.89 requires a postelection review of the state general election by a manual count of the ballots used in the selected precincts and must be performed in the manner provided by Minn Stat § 204C.21; and

WHEREAS, at the canvass of the state primary, the Dakota County Canvassing Board must set the date, time, and place for the postelection review of the state general election; and

WHEREAS, at the canvass of the state general election, the Dakota County Canvassing Board must select the precincts to be reviewed by lot and include three percent of the total number of precincts in the County; and

WHEREAS, the postelection review must not begin before the ninth day after the state general election and must be complete no later than the 14th day after the state general election; and

WHEREAS, the Dakota County Canvassing Board appoints the postelection review official, which is generally the County Election Director; and

WHEREAS, the costs of the postelection review in the selected precincts are allocated to the governing body responsible for each precinct selected for review pursuant to Minn. Stat. § 206.89, subd. 9;

WHEREAS, the Parties desire efficient use of resources for the coordination, scheduling and performance of postelection reviews; and

NOW THEREFORE, in consideration of the promises and mutual covenants contained herein and subject to the provisions of Minn. Stat. § 471.59, the Parties agree as follows:

Section 1
Term And Renewal

1. The term of this Agreement shall commence when all signatures of the Parties are obtained and shall remain in full force and effect until December 31, 2027, subject to automatic renewals. Beginning January 1, 2028, this Agreement will automatically renewal each even calendar year for a two-year term, unless terminated as provided in Section 2 of this Agreement.

Section 2
Agreement Termination

2. This Agreement may be terminated as follows:
   2.1. Participation in this Agreement may be terminated without cause either Party upon at least 90 days' written notice to the other Party. Notice of termination shall be sent as provided in Section 12 of this Agreement.
   2.2. Termination of this Agreement does not discharge any liability, responsibility, or right of the Parties that may arise from the performance of, or failure to adequately perform the provisions of this Agreement prior to the effective date of termination, such as payment of an invoice for services satisfactorily performed prior to the effective date of termination. Termination of the Agreement does not discharge any obligation of the terminating Party, which, by its nature, would survive after the date of termination.

Section 3
Post-Election Review

3.1 The County shall conduct the post-election review of the state general elections in the County as defined by Minn. Stat. § 206.89. The review shall be conducted in accordance with all applicable Minnesota laws as well as any additional information or guidance the State provides.

3.2 In order to ensure efficient scheduling and organization, the post-election review will be conducted by the post-election review official, assisted by election judges designated by the post-election review official for this purpose. The party-balance requirement under Minn. Stat § 204B.19 applies to election judges designated for the post-election review. Any election judge that is appointed pursuant to this section shall be hired, scheduled, and paid by the County.

3.3 At the conclusion of the general election canvass, the County will contact the municipalities that have one or more precincts selected for review (collectively, the "PER Municipalities" or, individually, the "PER Municipality") and request all ballots in possession of the municipality.

3.4 The PER Municipalities will arrange to have all ballots for the selected precinct(s) in the custody of the PER Municipality delivered to the County at the location chosen by the Dakota County Canvasing Board as soon as practicable in advance of the post-election review. The ballots shall be securely stored by the County until the post-election review and the ballots shall be returned to the municipality at the conclusion of the post-election review.

3.5 Postelection reviews are conducted in a public location. Clerks and/or their deputies are invited to attend the post-election review and witness the process as it is completed for their precinct(s).

Section 4
Applicability

4. This Agreement between the County and the Municipality is limited to the post-election review as required by Minn. Stat. § 206.89. All other voting processes are outside of the scope of this Agreement.

Section 5
Payment and Invoicing

5. If one or more precincts in the Municipality is selected for postelection review, the Municipality shall pay for the actual costs incurred for the review based on the hourly salary of each election judge performing the review of the Municipality's precinct(s). The County will invoice the Municipality its actual cost of conducting the post-election review. Any invoice submitted to the Municipality shall be paid in the same manner as other claims made to the Municipality. The County will not invoice the Municipality for non-election judge costs, including other County expenses associated with the review. Municipalities that are not selected for precincts in the post-election review will pay no costs in relation to the services provided under this Agreement.

Section 6
Independent Contractor

6. It is agreed that nothing in this Agreement is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the Parties hereto or as constituting the County or the Municipality as the employee of the other entity for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the Municipality, for any purpose. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law.

Section 7
Data Practices

7. All data created, collected, received, maintained, or disseminated for any purpose in the course of this Agreement is governed by the Minnesota Government Data Practices Act ("Act"), any other applicable statute, or any rules adopted to implement the Act or statute, as well as any state or federal statutes and regulations on data privacy and election data.

Section 8
No Waiver

8. No delay or omission by the Parties to exercise any right or power occurring upon any noncompliance or default with respect to any of the terms of this Agreement shall not impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by the County or the Municipality of any of the covenants, conditions, or agreements to be observed by the Parties shall not be construed to be a waiver of any succeeding breach or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to the Parties at law, in equity, or otherwise.

Section 9
Governing Law

9. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any action commenced pursuant to this Agreement must be venued in Dakota County District Court.

Section 10
Entire Agreement

10. It is understood and agreed, as to the subject matter of this Agreement, that the entire Agreement between the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter and hereby rescinds and replaces all prior agreements with the respective Governmental Entities with this Agreement. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the Parties hereto.

Section 11
No Assignment

11. The Parties may not assign, sublet, or transfer this Agreement, either in whole or in part, without the prior written consent of the other Party and any attempt to do so shall be void and have no force and effect.

Section 12
Notice

12. Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

To the Municipality: City/Town Clerk
_____
_____
_____

To the County: Dakota County Elections Director
1590 Highway 55
Hastings MN 55033

Section 13
Audit Provision

13. The Parties agree that the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the respective Parties and involve transactions relating to this Agreement. Such materials shall be maintained, and such access and rights shall be in force and effect during the period of this Agreement and for six (6) years after its termination or cancellation.

Section 14
Liability, Indemnification and Insurance

14. Each Party shall be solely liable for the acts of its elected officials, officers, employees, or agents and shall not be responsible for the acts of the other Party to this Agreement, their elected officials, officers, employees, or agents.

a. The provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity." It is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability as set forth in Minnesota Statutes, Section 471.59, subd. 1a(b). For the purpose of Minnesota Statutes, Section 471.59, subd, 1a(a), it is the intent that this Agreement does not create any liability or exposure to the Parties for the acts or omissions of the other Party or other individual governmental entities participating in a PER.

b. The County agrees to defend, hold harmless and indemnify the Municipality and its officials, agents, and employees, from any liability, loss, or damages the Municipality may suffer or incur as a result of demands, claims, judgments, or costs arising out of or caused by the County in the performance of its obligations under this Agreement.

c. Municipality agrees to defend, hold harmless and indemnify the County and its officials, agents, and employees, from any liability, loss, or damages the County may suffer or incur as a result of demands, claims, judgments, or costs arising out of or caused by its performance of its respective obligations under this Agreement.

d. Nothing in this Agreement shall be construed nor operate as a waiver of any applicable limitation of liability, defenses, immunities, or exceptions by statute or common law, nor does it impose or imply responsibility for the acts or omissions of the County or Municipality. The County and the Municipality warrant that they are able to comply with the aforementioned indemnification requirements and have sufficient insurance coverage consistent with the liability limits contained in Minnesota Statutes, Chapter 466.

Section 15
Survival of Provisions

15. It is expressly understood and agreed that Sections 8, 10, 14 and 15 hereof shall survive the completion of performance and termination or cancellation of this Agreement.

Section 16
Authority

16. The person or persons executing this Agreement on behalf of the Municipality and County represent that they are duly authorized to execute this Agreement on behalf of the Municipality and the County and represent and warrant that this Agreement is a legal, valid and binding obligation and is enforceable in accordance with its terms. Each Party agrees that the electronic signatures of the Parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands.

COUNTY OF DAKOTA

By: _____
Director, Elections
Dated: _____

CITY OF *

By: _____
****, Its Mayor

Dated: _____

By: _____
***, Its Clerk

Dated: _____

TOWNSHIP OF *

By: _____
****, Its Board Chair

Dated: _____

By: _____
***, Its Clerk

Dated: _____

File #: 26-285, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk
Jeff Schroepfer, Chief of Police

Consider Approval of a Temporary Liquor License for Loon Liquors LLC dba Loon Liquor Company for July 16, 2026 for the Friends of Downtown Northfield Third Thursday Event.

Action Requested:
The Northfield City Council hereby approves a temporary on-sale intoxicating liquor license for Loon Liquors LLC dba Loon Liquor Company for July 16, 2026 for the Friends of Downtown Northfield Third Thursday event subject to the following:

a. Applicant is responsible to ensure compliance with all local and state regulations.
b. Non-compliance with conditions will result in the license being revoked.
c. License shall be issued upon:
    1. Completion and submission of all required documents.
    2. Receipt of approval from Alcohol & Gambling Enforcement Division.
    3. Approval of event layout and enclosures by the Chief of Police or designee.

Summary Report:
The City Council is being asked to consider approval of the above motion for a temporary liquor license for Loon Liquors LLC dba Loon Liquor Company on July 16, 2026 at the Friends of Downtown Northfield Third Thursday event. Temporary on-sale liquor licenses are approved by the City and issued by the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division.

Staff discussed the event with representatives of Loon Liquor Company. The event will be held in Bridge Square and the surrounding streets as part of the Friends of Downtown Northfield Third Thursday event. Loon Liquor Company applied for a temporary liquor license in 2025 for one event. The licensed area will be monitored by event staff with barricades at entrances of the area alcohol will be served.

In addition to clubs, charitable, religious, or other nonprofit organizations, the City may issue to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year or a microdistillery, a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer or microdistillery. Temporary licenses are limited to a total of 12 days per year, to any one organization or any one location within a 12-month period. This is the first temporary license for Loon Liquor Company for 2026.

Alternative Options:
N/A

Financial Impacts:
The City receives $50 for each temporary liquor license.

Tentative Timelines:
Licenses must be sent to the Minnesota Alcohol & Gambling Enforcement Division for review and approval a minimum of 30 days prior to the event.

File #: 26-286, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk

Consider a motion approving the lower-potency hemp edible retailer application for Ziggy's LLC dba Ziggy's, 109 Water Street N.

Action Requested:
The Northfield City Council is asked to approve a motion approving the lower-potency hemp edible retailer registration for Ziggy's LLC dba Ziggy's, 109 Water Stret N.

Summary Report:
The applicant, Ziggy's LLC has submitted a complete application for a lower-potency hemp edible (LPHE) retailer registration to sell qualifying lower-potency hemp edibles as permitted under Minnesota law and the City of Northfield Code. The application has been reviewed by Community Development, the Police Department, and the City Clerk's office for compliance with applicable state and local requirements.

Lower-potency hemp edibles are regulated by the State of Minnesota through the Minnesota Office of Cannabis Management (OCM) and by the City of Northfield through local registration and zoning standards. The City's role includes verification of zoning compliance, business registration, and adherence to operational standards adopted by ordinance.

Retailers of LPHE products must obtain both local approval from the City and an active LPHE retailer license with the Minnesota Office of Cannabis Management prior to commencing sales.

Retailers of LPHE products must comply with all applicable statutes, rules, and guidance issued by the Minnesota Office of Cannabis Management, including but not limited to:

- Product potency limits and ingredient restrictions;
- Packaging and labeling requirements;
- Age verification requirements (21+);
- Prohibition on marketing to minors;
- Product sourcing, testing, and recordkeeping requirements; and
- Applicable advertising, storage, and operational standards.

City Code provisions regulate LPHE retailers with respect to:

- Zoning and land use compliance;
- Separation distances from sensitive land uses, if applicable;
- Local registration requirements;
- Compliance with nuisance, signage, building, fire, and operating standards; and

- Ongoing cooperation with inspections and enforcement.

The proposed business location is within a zoning district that permits retail tobacco and specialty retail sales. Staff has reviewed the location and finds it to be compliant with the City's zoning regulations for LPHE retail. Staff reviewed the submitted application materials, including:

- Business registration documentation;
- Proof of compliance with OCM requirements;
- Floor plan and description of business operations; and
- Attestation regarding age-restricted sales and compliance with state potency limits.

The applicant has provided all required documentation and paid the applicable registration fees. The Northfield Police Department reviewed the application and reported no outstanding concerns related to the applicant or proposed operation at this time.
The applicant has affirmed that:

- All LPHE products sold will comply with OCM potency limits and labeling requirements;
- Products will be stored and displayed in compliance with City Code; and
- Sales will be restricted to individuals age 21 and over, with age verification procedures in place.

The application for Ziggy's LLC is complete and meets the requirements of City Code. The proposed location is appropriately zoned for the requested use. The applicant has demonstrated the ability and intent to comply with OCM regulations governing lower-potency hemp edibles. No adverse impacts to public health, safety, or welfare have been identified through staff review. The applicant has received approval of a LPHE retailer license from the OCM subject to local approval of the retail registration.

This staff report summarizes applicable regulatory requirements but does not replace or supersede the requirements of state law, OCM rules, or the City of Northfield Code, all of which remain fully enforceable.

Staff recommends approval of the LPHE retailer registration for Ziggy's LLC, subject to the following conditions:

1. The registration shall be contingent upon continued compliance with all requirements of the Minnesota Office of Cannabis Management and the City of Northfield Code.
2. The applicant shall maintain their OCM-issued LPHE retailer license.
3. The registration may be suspended or revoked upon violation of state law, OCM rules, or City Code provisions.
4. The applicant shall permit inspections by City staff and law enforcement as authorized by law.
5. Any change in ownership, location, or business operations related to hemp-derived products shall require updated City approval.

Alternative Options:
N/A

Financial Impacts:
The City receives a $125 application fee annually for LPHE retail operations endorsement.

Tentative Timelines:
Following City approval, the applicant must submit proof of local authorization to the Minnesota Office of Cannabis Management for final activation of the state LPHE retailer license. The applicant may not commence sales until both local approval and state registrations are active.

File #: 26-287, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk

Consider a motion approving the lower-potency hemp edible retailer application for Posh Puff LLC dba Posh Puff Tobacco, 2010 Jefferson Road, Suite D.

Action Requested:
The Northfield City Council is asked to approve a motion approving the lower-potency hemp edible retailer registration for Posh Puff LLC dba Posh Puff Tobacco, 2010 Jefferson Road, Suite D.

Summary Report:
The applicant, Posh Puff LLC has submitted a complete application for a lower-potency hemp edible (LPHE) retailer registration to sell qualifying lower-potency hemp edibles as permitted under Minnesota law and the City of Northfield Code. The application has been reviewed by Community Development, the Police Department, and the City Clerk's office for compliance with applicable state and local requirements.

Lower-potency hemp edibles are regulated by the State of Minnesota through the Minnesota Office of Cannabis Management (OCM) and by the City of Northfield through local registration and zoning standards. The City's role includes verification of zoning compliance, business registration, and adherence to operational standards adopted by ordinance.

Retailers of LPHE products must obtain both local approval from the City and an active LPHE retailer license with the Minnesota Office of Cannabis Management prior to commencing sales.

Retailers of LPHE products must comply with all applicable statutes, rules, and guidance issued by the Minnesota Office of Cannabis Management, including but not limited to:

- Product potency limits and ingredient restrictions;
- Packaging and labeling requirements;
- Age verification requirements (21+);
- Prohibition on marketing to minors;
- Product sourcing, testing, and recordkeeping requirements; and
- Applicable advertising, storage, and operational standards.

City Code provisions regulate LPHE retailers with respect to:

- Zoning and land use compliance;
- Separation distances from sensitive land uses, if applicable;
- Local registration requirements;
- Compliance with nuisance, signage, building, fire, and operating standards; and

- Ongoing cooperation with inspections and enforcement.

The proposed business location is within a zoning district that permits retail tobacco and specialty retail sales. Staff has reviewed the location and finds it to be compliant with the City's zoning regulations for LPHE retail. Staff reviewed the submitted application materials, including:

- Business registration documentation;
- Proof of compliance with OCM requirements;
- Floor plan and description of business operations; and
- Attestation regarding age-restricted sales and compliance with state potency limits.

The applicant has provided all required documentation and paid the applicable registration fees. The Northfield Police Department reviewed the application and reported no outstanding concerns related to the applicant or proposed operation at this time.
The applicant has affirmed that:

- All LPHE products sold will comply with OCM potency limits and labeling requirements;
- Products will be stored and displayed in compliance with City Code; and
- Sales will be restricted to individuals age 21 and over, with age verification procedures in place.

The application for Posh Puff LLC is complete and meets the requirements of City Code. The proposed location is appropriately zoned for the requested use. The applicant has demonstrated the ability and intent to comply with OCM regulations governing lower-potency hemp edibles. No adverse impacts to public health, safety, or welfare have been identified through staff review. The applicant has received approval of a LPHE retailer license from the OCM subject to local approval of the retail registration.

This staff report summarizes applicable regulatory requirements but does not replace or supersede the requirements of state law, OCM rules, or the City of Northfield Code, all of which remain fully enforceable.

Staff recommends approval of the LPHE retailer registration for Posh Puff LLC, subject to the following conditions:

1. The registration shall be contingent upon continued compliance with all requirements of the Minnesota Office of Cannabis Management and the City of Northfield Code.
2. The applicant shall maintain their OCM-issued LPHE retailer license.
3. The registration may be suspended or revoked upon violation of state law, OCM rules, or City Code provisions.
4. The applicant shall permit inspections by City staff and law enforcement as authorized by law.
5. Any change in ownership, location, or business operations related to hemp-derived products shall require updated City approval.

Alternative Options:
N/A

Financial Impacts:
The City receives a $125 application fee annually for LPHE retail operations endorsement.

Tentative Timelines:
Following City approval, the applicant must submit proof of local authorization to the Minnesota Office of Cannabis Management for final activation of the state LPHE retailer license. The applicant may not commence sales until both local approval and state registrations are active.

File #: 26-288, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council
City Administrator

From: James McDermott, Water Quality Technician
Sean Simonson, Engineering Manager

Consideration of a Stormwater Maintenance Agreement with Carleton College.

Action Requested:
The Northfield City Council approves a Motion authorizing the City to enter into a required Maintenance Agreement and Maintenance Plan with Carleton College for private stormwater management facilities for the Carleton College Three Oaks Drive Reconstruction.

Summary Report:
The Development Review Committee approved a site plan for improvements consisting of a road reconstruction and parking lot alteration. As part of the project, to meet stormwater requirements, private on-site stormwater facilities were approved to collect, convey and treat stormwater runoff.

According to Northfield City Code, Chapter 22 - Environment, stormwater treatment is required to treat the additional stormwater generated from the added impervious surface on the site. Linda Weingarten, Associate Vice President of Facilities and Capital Planning for Carleton College, has executed the agreement and is ready for the city to execute the agreement.

The City of Northfield Ordinance Section 22-306 requires the execution of a Maintenance Agreement (Attachment 1) with the City of Northfield to ensure proper inspections and maintenance are performed on the proposed stormwater management facility. This agreement also grants the City of Northfield and its representatives right of entry for the purpose of inspecting the stormwater management facilities, and performing any maintenance on the stormwater management facilities should the owner fail to perform the required maintenance detailed in the Maintenance Agreement.

Financial Impacts:
There are no financial obligations for the City of Northfield with this agreement.

Tentative Timelines:
N/A

(Top 3 inches reserved for recording data)

DECLARATION OF COVENANTS, EASEMENT AND AGREEMENT FOR MAINTENANCE OF STORMWATER FACILITIES

This Declaration of Covenants, Easement and Agreement for Maintenance of Stormwater Facilities (the "Agreement") is made by and between Carleton College, a Minnesota nonprofit corporation, One North College Street, Northfield, MN 55057 (the "Owner" or "Responsible Party"), and the City of Northfield, a Minnesota municipal corporation, 801 Washington Street, Northfield, MN 55057 (the "City"); (collectively the "parties").

RECITALS:

WHEREAS, the Owner is the owner of certain real property located in the City of Northfield, Rice County, Minnesota, legally described as follows:

> See Exhibit A attached hereto and incorporated herein by reference (the "Property"); and

WHEREAS, the City Development Review Committee ("DRC") approved a site plan for improvements for a development consisting of a road reconstruction and parking lot alteration and associated improvements including storm sewer, storm water management facilities, grading and erosion control facilities and other private improvements (the "project") upon the Property; and

WHEREAS, all construction and site improvements for the project must be in conformance with the approved site plan (the "Site Plan") and in conformance with City Code; and

WHEREAS, the Owner plans to install, operate, repair and maintain storm water facilities consisting of a stormwater infiltration system, filtration basins, sedimentation basins, pretreatment devices, and related appurtenances (the "Facilities") on a portion of the Property for future use and benefit of the project; and

WHEREAS, the Facilities on the Property were designed by TKDA: Engineering, Architecture, and Planning in accordance with the requirements of City Code, Chapter 22, Environment, Article VI, Surface Water Management, Division 2, Stormwater Management; and

WHEREAS, the Owner shall install, operate, repair, and maintain the Facilities pursuant to City Code and in accordance with those approved plans and specifications, including but not limited to the following plans, attached hereto as Exhibits and incorporated herein by reference, hereinafter collectively referred to as the "specifications":

Exhibit B Erosion and Sediment Control Plan (C100 – C102)
Exhibit C SWPPP Narrative (C103 – C104)
Exhibit D Utility Plan (C300 - C302)
Exhibit E Storm Profiles and Schedules (C303 -C304)
Exhibit F Grading Plan (C400 – C402)
Exhibit G Landscape Plan and Planting Schedule (C600 – C603)
Exhibit H Site Details (C700 – C705)
Exhibit I Stormwater Management, Operation and Maintenance Plan/Checklist (The Plan is on file with the City of Northfield. The Plan outlines the schedule for inspections and the locations and items to be inspected. The Plan shall provide guidance as to when and where maintenance should be completed.)
; and

WHEREAS, in order to provide stormwater management and control, to meet the City's stormwater permitting requirements, and to promote the water quality and volume control to the City's stormwater system and water bodies, the Owner and the City agree that it is reasonable and appropriate for the City to require the Owner and all subsequent owners of the Property to inspect, operate, repair, maintain and replace, at the Owner's cost and expense, the Facilities on a regular basis to ensure that the Facilities function as intended in compliance with the specifications, applicable law, stormwater permitting requirements, as applicable, and this Agreement; and

WHEREAS, pursuant to City Code, the Owner and the City desire to set forth, in this recordable instrument, their agreement to establish covenants and declarations upon the Property for the installation of and ongoing operation, repair, maintenance and replacement of the Facilities on the Property by the Owner and the Owner's successors and assigns at the Owner's and the Owner's successors' and assigns' cost and expense.

NOW, THEREFORE, in consideration of the foregoing facts and circumstances, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Installation, Construction and Maintenance.

    a. Construction and Installation Requirements. The Owner shall construct and install the Facilities in accordance with the Site Plan, the approved specifications and this Agreement, at the Owner's sole cost and expense.

    b. Maintenance Obligation. The Owner shall operate, maintain, repair and replace, as applicable, the Facilities in accordance with the Site Plan, the approved

specifications, this Agreement, and applicable law and City Code, as amended, at the Owner's sole cost and expense.

c. Snow and Leaf Removal and Prohibited Storage. The Owner shall sweep clean the private streets, driveways, parking area and walkways on the Property in April or May and October or November each year to remove from the Property all sand and salt deposited on the private streets, driveways, parking area and walkways. The Owner shall also remove all tree leaves from the Property after they fall to the ground in October or November each year.

d. Personal Property or Debris Storage Prohibited. The Owner shall not deposit or store any personal property or debris, litter, or other objects within the Facilities or in any manner that will otherwise interfere with the proper operation and maintenance of the Facilities, and the Owner shall use reasonable efforts to keep the Facilities free of any debris, leaves, litter, or other objects.

e. Maintenance of Vegetation. As applicable, the Owner shall maintain and, when necessary, replace approved plants and vegetation set forth in the specifications. Notwithstanding normal plant maintenance, such as pruning, dividing or thinning vegetation, the Owner shall seek approval from the City before materially altering the plants used as part of or in relation to the Facilities. The Owner shall not use any chemicals within the Facilities unless first approved by the City and only when necessary for the protection of the Facilities or vegetation associated therewith. The Owner shall repair any erosion within or surrounding the Facilities. The Owner shall conduct monthly inspections of the Facilities during the growing season, at the Owner's sole cost and expense, to ensure the Facilities and associated vegetation are maintained in material compliance with the specifications, this Agreement, and applicable law and City Code, as amended. If necessary, the Owner shall repair the Facilities if not in conformance with the standards set forth herein. Repairing landscape and vegetation to maintain a healthy plant community associated with the Facilities may include replacement of dead or diseased plants, vegetation or mulch and removal of noxious weeds, litter or other debris.

f. Maintenance Costs. The Owner shall incur and pay all costs associated with operating, maintaining, repairing and replacing the Facilities on the Property pursuant to the terms and conditions of this Agreement and applicable law and City Code, as amended.

g. Record Drawing Submittal. The Owner shall submit a record drawing to the City of the installed Stormwater Management Facilities. The Owner shall include all information referenced in the Record Plan Requirement document.

2. Inspections.

a. Annual Inspections. The Facilities shall be inspected annually by a Qualified Person selected by the Owner to determine whether or not the same are functioning

in accordance with the specifications, this Agreement, and applicable law and City Code, as amended. As used in this Agreement, the term "Qualified Person" shall mean a professional engineer licensed by the State of Minnesota, or a person approved by the City Engineer based on training and experience. The Owner's responsibilities under this Section shall be at the Owner's sole cost and expense. If, as a result of the inspection, the Facilities or any portion thereof are determined not to be functioning in accordance with the specifications, this Agreement, or applicable law and the City Code, as amended, the Owner shall restore/repair/replace, as necessary, the Facilities, or portions thereof, as necessary or required by the City, to function as specified herein. Upon request from the Owner, the City Engineer may establish an inspection schedule permitting such inspections to be performed less frequently than annually, but the City Engineer may reinstate the annual inspection schedule at any time by notice to the Owner in the City Engineer's sole judgment and discretion.

b. City Notification of Inspection. The City shall be notified at least 48 hours prior to the annual inspections or any repair, maintenance or replacement of the Facilities and, at the sole cost of the City, a representative of the City may observe any inspection, repair, maintenance or replacement. The same shall be subject to any permitting that is applicable to the same.

c. City Right of Entry and Independent Inspection. Pursuant to City Code, Section 22-306, which is incorporated herein by reference as amended, The City shall have right of entry onto the Property to inspect the Facilities at any reasonable time and in a reasonable manner, provided that the City shall use reasonable efforts to provide prior written notice to the Owner of its intent to enter the Property to inspect in order to allow a representative of the Owner to be present and observe any inspection. The City shall have the right to enter the Property upon reasonable notice to Owner (except in the event of an emergency) when the City has a reasonable basis to believe that a violation of the specifications, this Agreement, or applicable law and City Code, as amended, is occurring or has occurred and to enter upon the Property when necessary, in the City Engineer's sole judgment and discretion, for abatement of a public nuisance or correction and enforcement of a violation of City Code or this Agreement. The City shall not be subject to or liable for any claims of trespass by the Owner in exercising its rights under this Agreement.

d. Inspection and Maintenance Report. The Owner shall submit a report to the City, no later than two (2) weeks after any annual inspection or maintenance of the Facilities, providing the following information:

    i. Date and time of inspection;
    ii. Log of findings;
    iii. Date and time of maintenance; and
    iv. Log of maintenance performed.

3. Remediation and Waiver of Rights.

a. Remediation Plan. If the City Engineer determines that the Facilities do not conform to the Site Plan, the approved specifications, this Agreement, or applicable law and City Code, as amended, the City Engineer shall notify the Owner of the deficiency in writing. The Owner shall submit a proposed remediation plan and schedule to the City Engineer within thirty (30) days after receipt of such written notice from the City. City and Owner shall use good faith efforts to agree on remediation plans. If the proposed remediation plan and schedule are not acceptable to the City Engineer, the City Engineer shall provide written notice to the Owner of the deficiency, and the Owner shall submit a revised plan to the City Engineer within fourteen (14) days after receipt of such written notice. If the City Engineer approves the proposed remediation plan and schedule, the Owner shall perform the remediation in compliance therewith at the Owner's sole cost and expense, subject to any applicable permitting requirements.

b. Failure to Repair. If the Owner fails to submit a proposed remediation plan and schedule to the City Engineer as prescribed above, or fails to implement a City Engineer approved remediation plan to bring the Facilities into compliance with the specifications, this Agreement, or applicable law and City Code, as amended, then the same shall constitute an event of default, and at the sole cost and expense of the Owner, the City shall have the right, but no obligation, to prepare a remediation plan for the Facilities, enter upon the Property and complete all work necessary to correct the Facilities so as to bring the Facilities into compliance.

c. Reimbursement to the City. The Owner shall reimburse the City within thirty (30) days after receipt of an invoice from the City for any and all reasonable costs incurred by the City in connection with preparing a remediation plan for the Facilities and all work completed by the City to bring the Facilities back into compliance or cure an event of default of any of the terms and conditions of this Agreement.

d. Waiver of Rights and Certification. If the Owner does not timely reimburse the City as required above, the City may recover its costs by levying a special assessment against the Property certifying the same to the Rice County Auditor for collection in the same manner as property taxes upon the Property. The Owner, on behalf of itself and its successors and assigns, hereby acknowledges the benefit of such inspection/maintenance/repair/replacement of the Facilities to the Property by the City and hereby expressly waives any rights to hearings, notice of hearings, objections or appeal relating to the levying of any City assessments, the right to contest the City levied assessments under Minnesota Statutes § 429.081 or the certification of such levied assessments to the Rice County Auditor for collection with property taxes upon the Property.

e. Right of Entry. The City shall have the right to enter the Property to implement the terms of this Paragraph 3 and enforce City Code, including but not limited to

Chapter 22, and applicable law. The City shall not be subject to or liable for any claims of trespass by the Owner. City Code, Section 22-308 is incorporated herein by reference, as amended.

4. Standards for Performance. Any act of construction, installation, operation, maintenance, repair or replacement to be performed under this Agreement shall be performed in a good and workmanlike manner pursuant to sound engineering practices and in compliance with all applicable governmental requirements, City Code, the Site Plan, the approved specifications, and applicable law and rules.

5. Grant of Easement. For valuable consideration, Owner conveys to the City an easement for inspection, maintenance and repair of the Facilities for purposes over, under, and across the Property (the "Easement"). The Easement hereby conveyed includes the right of the City, its contractors, employees, agents and assigns to:

   a. reasonable right of ingress and egress to inspect the Facilities in accordance with the Agreement;

   b. reasonable right of ingress and egress to perform the Owner's remediation obligations upon default by Owner in accordance with this Agreement;

   c. locate, construct, reconstruct, replace, operate, maintain, inspect, alter and repair the Facilities in accordance with this Agreement in the event the Owner fails to timely perform such obligations to the City Engineer's satisfaction following notice thereof from the City to the Owner; and

   d. cut, trim, or remove trees, shrubs, or other vegetation that, in the City's judgment, unreasonably interfere with the Facilities in the event the Owner fails to timely perform such obligations to the City Engineer's satisfaction following notice thereof from the City to the Owner.

6. Amendment, Release or Termination. Notwithstanding anything herein to the contrary, no amendment, release or termination of any of the provisions of this Agreement shall be effective or may be filed of record unless the City consents in writing to the amendment, release or termination. Such consent must be evidenced by a resolution duly approved by the City Council, or successor body. The Owner, on behalf of itself and its successors and assigns, expressly acknowledges and agrees that the City has no obligation whatsoever to approve or act upon any proposed amendment, release or termination, and may withhold or delay consent for any reason or no reason whatsoever, or may condition consent upon such terms and conditions as the City deems desirable, it being the City's absolute right and prerogative to insist that the terms of this Agreement remain in effect and unaltered and to permit amendment, release or termination only at such times and under such circumstances, if any, as the City deems necessary or desirable in the exercise of the City's sole judgment and discretion. The Owner, on behalf of itself and its successors and assigns, further agrees and covenants, consistent with this acknowledgment, not to institute any legal proceedings against the City on the grounds that the City failed to respond

appropriately to a proposed amendment, release or termination, and to indemnify the City against any expense, including litigation costs and attorneys fees, which the City incurs as a result of any violation by that party of this covenant. The City may, at any time, give up the right to approval granted hereunder, said action to be evidenced by City Council resolution. Notwithstanding anything herein to the contrary, the Property shall not be deemed dedicated to the public or otherwise public land. The City shall have no obligation and no right, other than as provided in this Agreement or under the ordinances, statutes and other laws, as applicable, under which the City operates, to maintain or administer the Property.

7. Duration. This Agreement shall constitute a covenant running with the land and shall be binding upon and inure to the benefit of the parties, and any and all of their successors and assigns.

8. Authority. The Owner covenants with the City that they are the fee owners of the Property as described above and have good right to create the covenants contained herein.

9. Attorney's Fees. If any action at law or in equity shall be brought by the City on account of any breach or default of this Agreement by the Owner, the City shall be entitled to recover from the Owner reasonable attorney's fees, the amount of which shall be fixed by the Court and shall be made a part of any judgment or decree rendered.

10. General Terms.

    a. RECITALS. The recitals to this Agreement are made a part hereof and incorporated herein by reference.

    b. VOLUNTARY AND KNOWING ACTION. The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.

    c. AUTHORIZED SIGNATORIES. The parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.

    d. NOTICES. All communications, demands, notices, or objections permitted or required to be given or served under this Agreement shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its authorized agent or if deposited in the United States mail, postage prepaid, for mailing by certified or registered mail, and addressed to the other party to this Agreement, to the address set forth in this Agreement, or if to a party not a party to this Agreement, to the address designated by a party to this Agreement in the

foregoing manner. Any party may change its address by giving notice in writing, stating its new address, to any other party as provided in the foregoing manner. Commencing on the 10th day after the giving of such notice, such newly designated address shall be such address for the purpose of all communications, demands, notices, or objections permitted or required to be given or served under this Agreement.

e. NOT PARTNERSHIP, JOINT VENTURE, OR FIDUCIARY RELATIONSHIP CREATED HEREBY. Nothing contained in this Agreement shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between the City and the Owner.

f. CUMULATIVE RIGHTS. Except as otherwise expressly stated herein, no right or remedy herein conferred on or reserved to the City is intended to be exclusive of any other right or remedy hereby provided by law, but each shall be cumulative in, and in addition to, every other right or remedy given herein or hereafter existing at law, in equity, or by statute.

g. COMPLIANCE WITH LAWS. Owner shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the Facilities, improvements, personal property, programs and staff for which the Owner is responsible.

h. GOVERNING LAW. This Agreement shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles. Northfield City Code, Chapter 22, Environment, Article VI, Surface Water Management, Division 2, Stormwater Management, is incorporated herein by reference, as amended.

i. DATA PRACTICES. The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq.

j. NO WAIVER. Any party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving party.

k. SEVERABILITY. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this

Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.

l. HEADINGS AND CAPTIONS. Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.

m. SURVIVABILITY. All covenants, indemnities, guarantees, releases, representations and warranties by any party or parties, and any undischarged obligations of City and Owner arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.

n. RECORDING. This Agreement shall bind the heirs, executors, administrators, assigns and successors of the parties. This Agreement shall be recorded by the City at the expense of the Owner within 30 days of full execution hereof.

[Remainder of page left intentionally blank.]

IN WITNESS WHEREOF, the parties hereto have hereunto executed this document on the latest date affixed to the signatures hereto.

CARLETON COLLEGE

By: _____ Date: 10/2/25

Linda Weingarten, Its Associate Vice President of Facilities and Capital Planning

COUNTY OF RICE)
) ss.
STATE OF MINNESOTA)

The foregoing instrument was acknowledged before me, a notary public in and for the above named County and State, on October 2, 2025, by Linda Weingarten, Its Associate Vice President of Facilities and Capital Planning, on behalf of Carleton College, a Minnesota nonprofit corporation under the laws of the State of Minnesota, Owner.

KARI LYN SCHEURER
NOTARY PUBLIC
MINNESOTA
My Commission Expires Jan. 31, 2029

_____
Notary Public

CITY OF NORTHFIELD

By: _____ Date: _____
Erica Zweifel, Its Mayor

By: _____ Date: _____
Lynette Peterson, Its City Clerk

COUNTY OF RICE)
) ss.
STATE OF MINNESOTA)

The foregoing instrument was acknowledged before me, a notary public in and for the above named County and State, on _____, 20____, by Erica Zweifel and Lynette Peterson, respectively the Mayor and City Clerk, on behalf of the City of Northfield, a municipal corporation under the laws of the State of Minnesota.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Northfield – Engineering Division
801 Washington Street
Northfield, MN 55057
507-645-3020

EXHIBIT A

Legal Description of Property
(See Following 6 Pages)

STORM WATER AGREEMENT DESCRIPTIONS

That part of the Northeast Quarter of Section 31, Township 112, Range 19, Rice County, Minnesota, described as commencing at the southeast corner of said Northeast Quarter; thence North 89 degrees 58 minutes 07 seconds West, assumed bearing, along the south line of said Northeast Quarter 2029.99 feet; thence North 00 degrees 01 minute 53 seconds East 460.31 feet to the point of beginning; thence North 00 degrees 44 minutes 35 seconds West 71.11 feet; thence North 88 degrees 41 minutes 31 seconds East 18.00 feet; thence South 00 degrees 44 minutes 35 seconds East 71.27 feet; thence South 89 degrees 15 minutes 25 seconds West 18.00 feet to the point of beginning.

And

That part of the Northeast Quarter of Section 31, Township 112, Range 19, Rice County, Minnesota, described as commencing at the southeast corner of said Northeast Quarter; thence North 89 degrees 58 minutes 07 seconds West, assumed bearing, along the south line of said Northeast Quarter 1907.88 feet; thence North 00 degrees 01 minute 53 seconds East 671.00 feet to the point of beginning; thence North 13 degrees 38 minutes 56 seconds West 10.80 feet; thence North 76 degrees 21 minutes 04 seconds East 33.49 feet; thence North 42 degrees 50 minutes 13 seconds East 5.21 feet; thence North 10 degrees 07 minutes 43 seconds East 22.71 feet; thence South 79 degrees 52 minutes 17 seconds East 16.54 feet; thence South 01 degree 00 minutes 03 seconds East 40.72 feet; thence South 88 degrees 59 minutes 57 seconds West 54.54 feet to the point of beginning.

And

That part of the Northeast Quarter of Section 31, Township 112, Range 19, Rice County, Minnesota, described as commencing at the southeast corner of said Northeast Quarter; thence North 89 degrees 58 minutes 07 seconds West, assumed bearing, along the south line of said Northeast Quarter 2134.28 feet; thence North 00 degrees 01 minute 53 seconds East 703.09 feet to the point of beginning; thence North 01 degree 18 minutes 31 seconds East 191.14 feet; thence South 88 degrees 41 minutes 29 seconds East 22.29 feet; thence South 06 degrees 43 minutes 03 seconds East 64.84 feet; thence South 00 degrees 05 minutes 42 seconds East 126.86 feet; thence North 88 degrees 41 minutes 29 seconds West 34.46 feet to the point of beginning.

And

That part of the Northeast Quarter of Section 31, Township 112, Range 19, Rice County, Minnesota, described as commencing at the southeast corner of said Northeast Quarter; thence North 89 degrees 58 minutes 07 seconds West, assumed bearing, along the south line of said Northeast Quarter 2062.29 feet; thence North 00 degrees 01 minute 53 seconds East a distance of 866.56 feet to the point of beginning; thence on a bearing of North 22.00 feet; thence South 89 degrees 42 minutes 37 seconds East 93.13 feet; thence on a bearing of South 22.00 feet; thence North 89 degrees 42 minutes 37 seconds West 93.13 feet to the point of beginning.

And

That part of the Northeast Quarter of Section 31, Township 112, Range 19, Rice County, Minnesota, described as commencing at the southeast corner of said Northeast Quarter; thence North 89 degrees 58 minutes 07 seconds West, assumed bearing, along the south line of said Northeast Quarter 2111.77 feet; thence North 00 degrees 01 minute 53 seconds East a distance of 1034.41 feet to the point of beginning; thence South 89 degrees 06 minutes 30 seconds West 78.40 feet; thence North 58 degrees 45 minutes 49 seconds East 94.28 feet; thence South 02 degrees 40 minutes 30 seconds West 47.72 feet to the point of beginning.

I hereby certify that this sketch, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

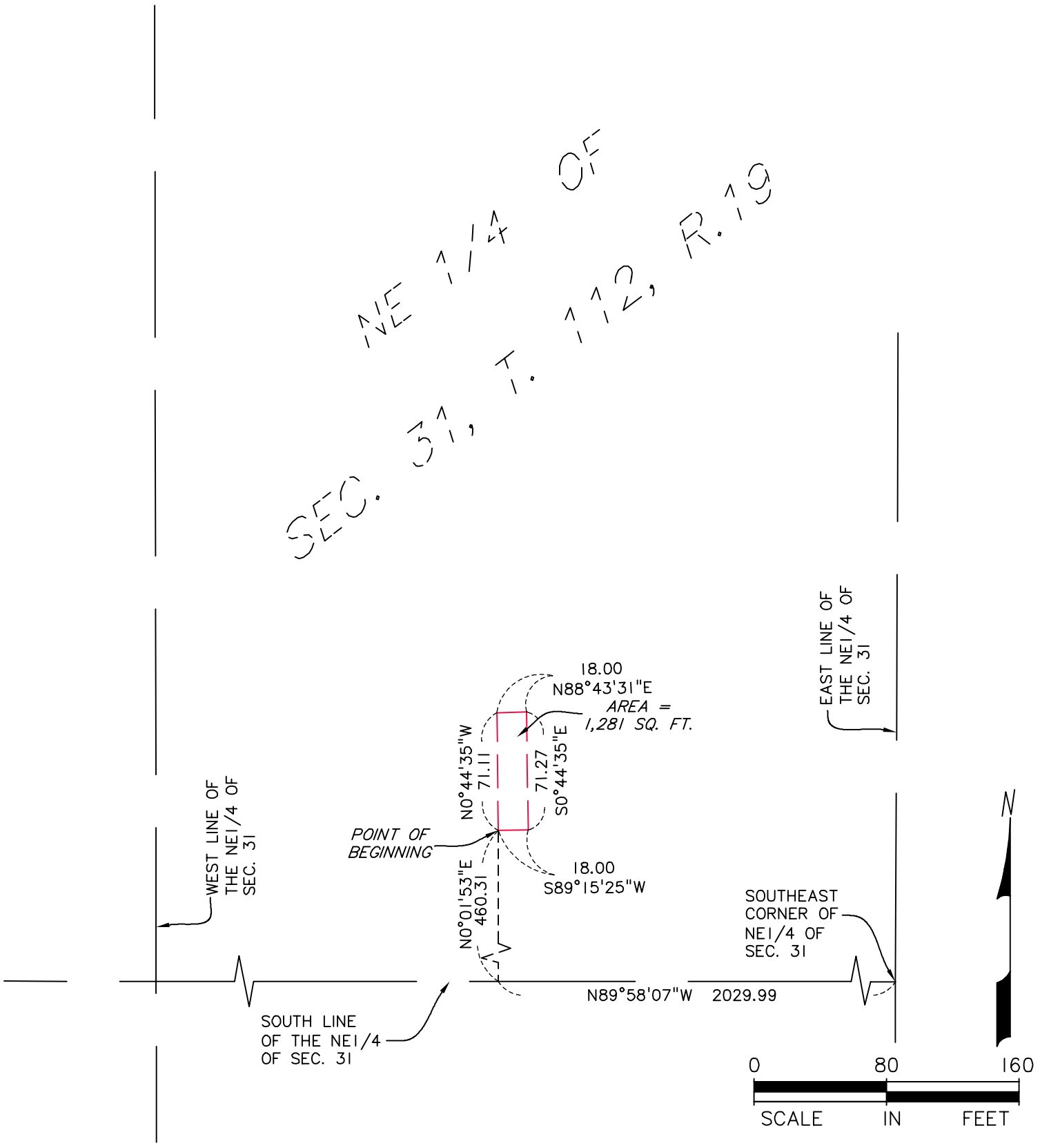
Dated this 10th day of July, 2025

SUNDE LAND SURVEYING, LLC

By: _____
Arlee J. Carlson, P.L.S. Minn. Lic. No. 44900

SUNDE LAND SURVEYING
9001 East Bloomington Freeway (35W) • Suite 118
Bloomington, Minnesota 55420–3435
952–881–2455 (Fax: 952–888–9526)
www.sunde.com

SEDIMENTATION BASIN #1



SHEET 2 OF 6

90-289-2025-B T.112, R.19, S.31
902892025B-STRM ESMT.dwg KSO

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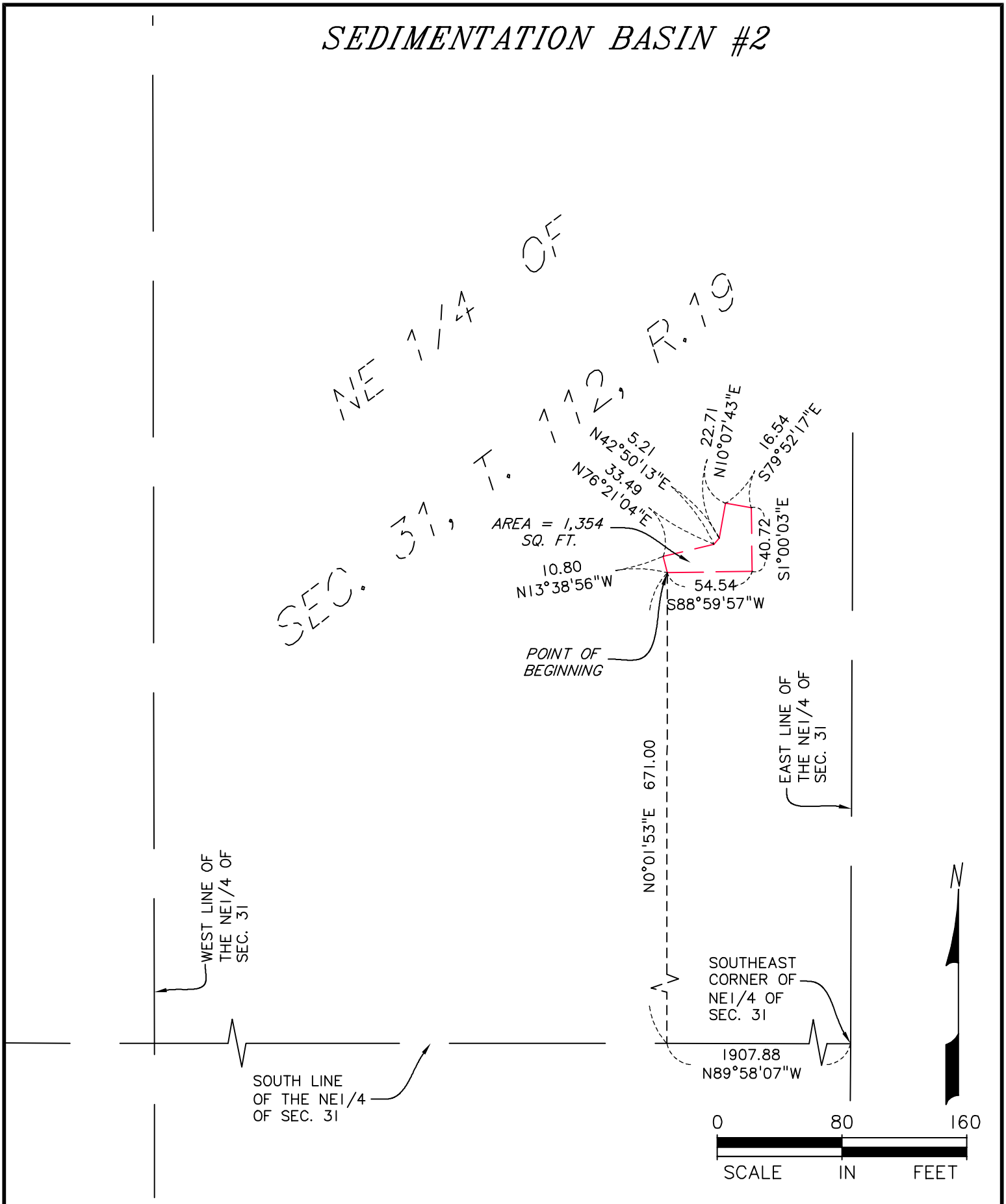
SEDIMENTATION BASIN #2



SHEET 3 OF 6

90-289-2025-B T.112, R.19, S.31
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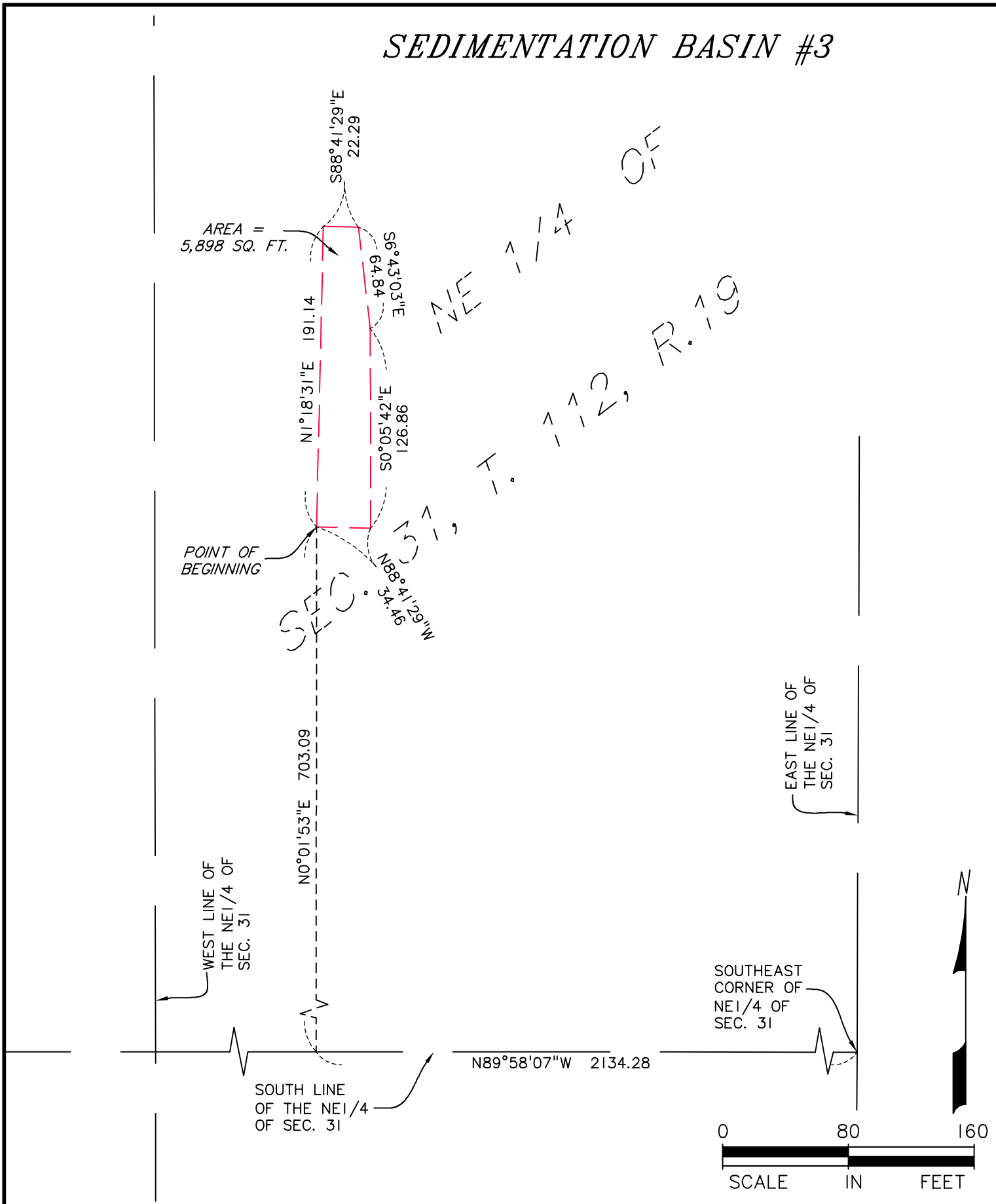
SEDIMENTATION BASIN #3



SHEET 4 OF 6

90-289-2025-B T.112, R.19, S.31
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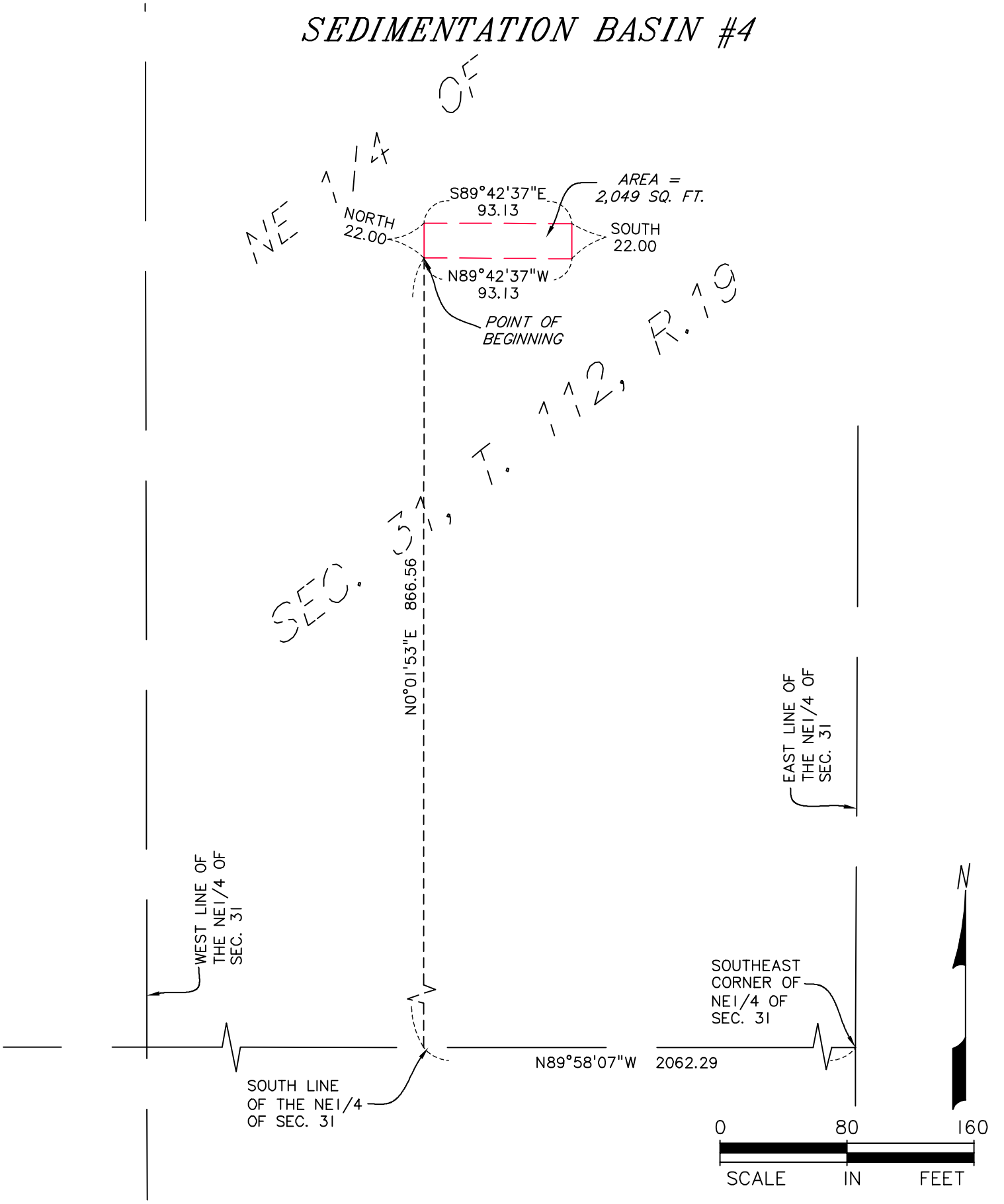
SEDIMENTATION BASIN #4



SHEET 5 OF 6

90-289-2025-B T.112, R.19, S.31
902892025B-STRM ESMT.dwg KSO

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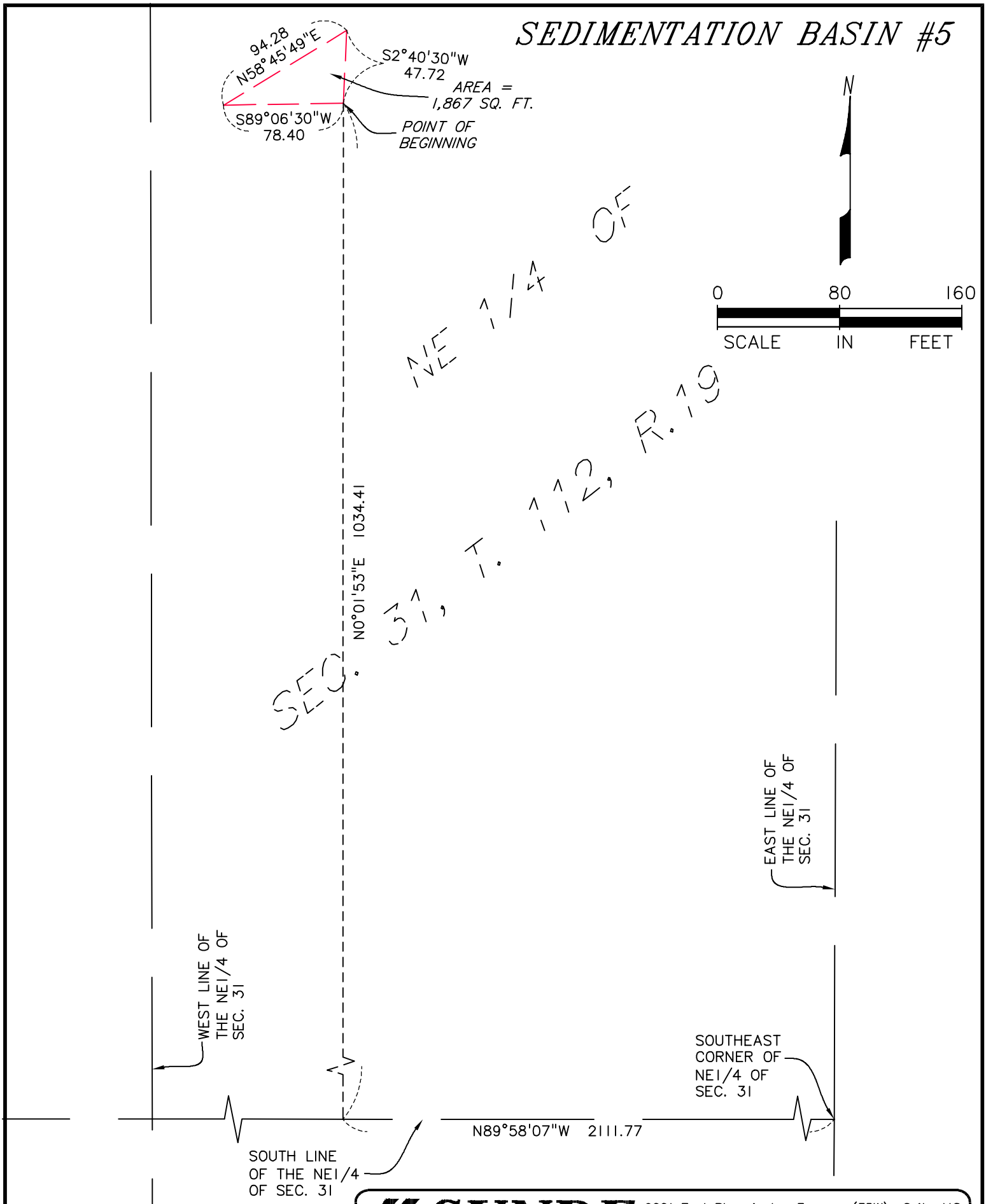
SEDIMENTATION BASIN #5



SHEET 6 OF 6

90-289-2025-B T.112, R.19, S.31
902892025B-STRM ESMT.dwg KSO

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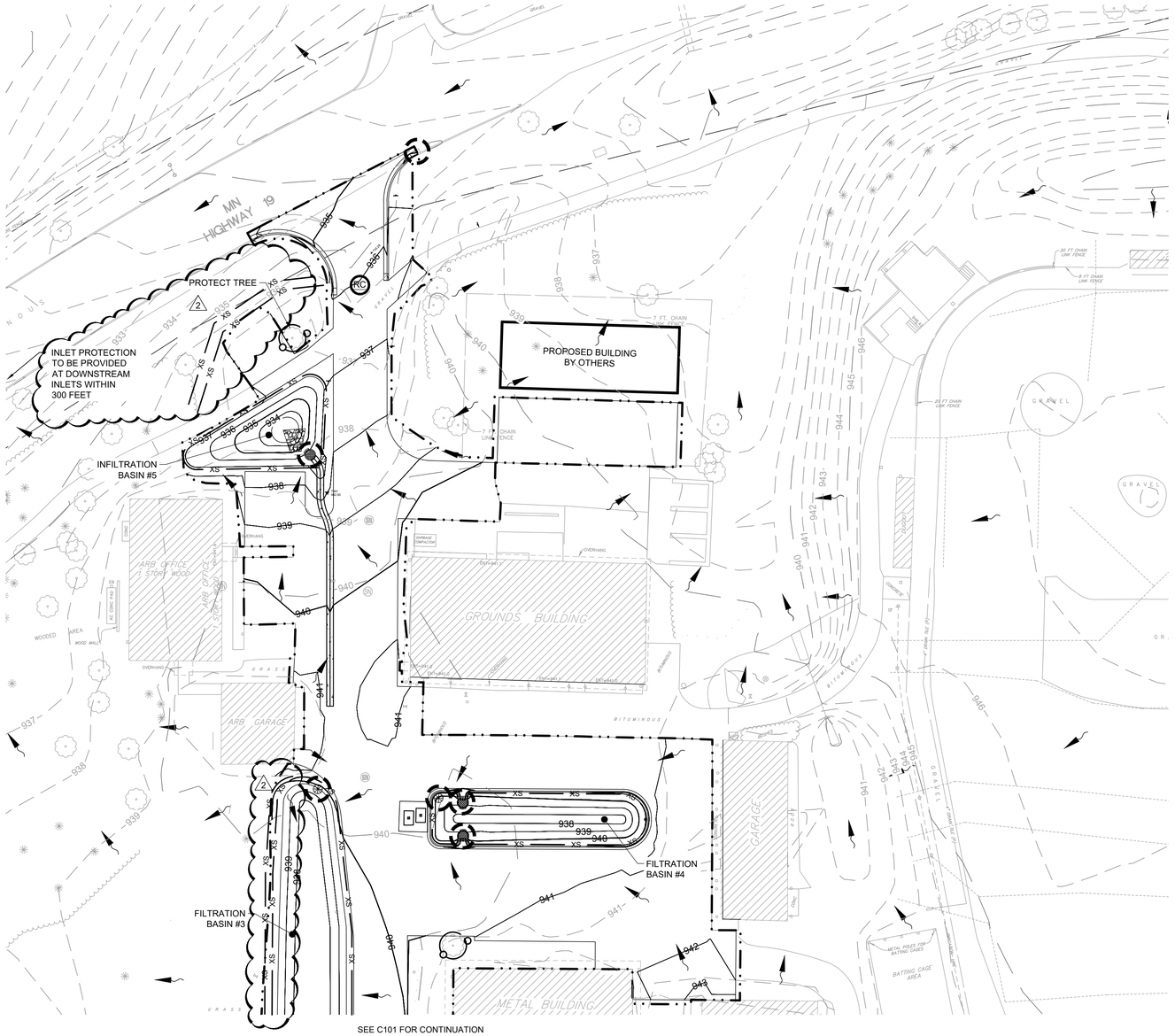
EXHIBIT B

Erosion and Sediment Control Plan (C100 – C102)



LEGEND

- RIGHT OF WAY & PROPERTY LINE
- APPROXIMATE CONSTRUCTION LIMITS
- EXISTING CONTOURS (930 / 929)
- PROPOSED CONTOURS (930 / 929)
- SILT FENCE OR ROCK FILTER LOG (XS — XS) SEE DETAIL 1/C700 OR 2/C700
- INLET PROTECTION SEE DETAIL 3/C700
- CONSTRUCTION ENTRANCE (RC) SEE DETAIL 4/C700
- TREE PROTECTION SEE DETAIL 5/C700
- RAIN GUARDIAN TURRET SEE DETAIL 5/C702
- BEEHIVE INLET SEE DETAIL 4/C702
- RIPRAP SEE DETAIL 6/C702

SEDIMENT AND EROSION CONTROL NOTES:

1. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND FOLLOW ALL REQUIREMENTS OF THE CONSTRUCTION GENERAL PERMIT AND SWPPP NARRATIVE.
2. SEE SWPPP NARRATIVE FOR FURTHER INFORMATION AND DIRECTION ON EROSION CONTROL MEASURES AND MONITORING.
3. TEMPORARY BMPS SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBING ACTIVITIES AND SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION.
4. INSTALL PERIMETER CONTROL AS SHOWN AND AS REQUIRED BASED ON CONTRACTORS MEANS AND METHODS OF CONSTRUCTION. PERIMETER CONTROL IS SHOWN AT THE EDGE OF CONSTRUCTION FOR CLARITY, BUT SHALL BE INSTALLED AT THE MOST APPROPRIATE LOCATION TO SUPPORT THE CONSTRUCTION ACTIVITIES.
5. REMOVE ALL TRACKED SOILS AND SEDIMENT TRACKED OR OTHERWISE DEPOSITED OFFSITE AT THE END OF EACH WORKING DAY OR MORE OFTEN AS DIRECTED BY THE OWNER'S DESIGNATED REPRESENTATIVE.
6. STOCKPILES SHALL BE PLACED NO LESS THAT 25 FEET FROM ANY PRIVATE OR PUBLIC ROADWAYS (EXCLUDING SITE ACCESS). STABILIZE STOCKPILES IF REMAINING UNWORKED FOR MORE THAN 7 DAYS.
7. CONTRACTOR SHALL ESTABLISH CONCRETE WASHOUT PROCEDURES FOR REDI-MIX TRUCKS, MANUAL MIXING AND HAND TOOLS.
8. STRAW BALES ARE NOT ALLOWED ON SITE IN ANY CAPACITY.
9. GROUNDWATER DEWATERING IS NOT ANTICIPATED. WEATHER RELATED DEWATERING SHALL BE TREATED BY SEDIMENT BASIN OR SILT SACK PRIOR TO DISCHARGE TO SURFACE WATER OR LEAVING THE SITE.
10. ALL PAVEMENT SAWCUTTING SHALL INCLUDE SLURRY VACUUMING. SLURRY SHALL BE DISPOSED OF IN A DEDICATED SLURRY DUMPSTER. REMOVE DUMPSTER FROM SITE AND DISPOSE OF IN A LAWFUL MANNER.
11. INSTALL PERIMETER CONTROL AROUND ALL STOCKPILES. THE TYPE OF PERIMETER CONTROL SHALL BE COMMENSURATE WITH THE SIZE AND MATERIAL OF THE STOCKPILE.
12. INSTALL CONSTRUCTION SITE EXIT CONTROL PRIOR TO LAND DISTURBING ACTIVITIES.
13. REMOVE ALL TEMPORARY EROSION CONTROL BMPS AFTER SITE STABILIZATION HAS BEEN ACHIEVED AND APPROVED BY AUTHORITY HAVING JURISDICTION.
14. PROVIDE TEMPORARY COVER SEEDING ON ANY AREAS NOT WORKED FOR 21 DAYS ON FLATTER THAN 10:1 SLOPES, 14 DAYS ON 10:1 TO 3:1 SLOPES AND 7 DAYS ON STEEPER THAN 3:1 SLOPES.

0 15 30 60
SCALE IN FEET

Carleton

CARLETON COLLEGE
ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

Terra CONSTRUCTION

THREE OAKS DRIVE RECONSTRUCTION

ALL CONTRACTORS AND SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS BY MEASUREMENT AT THE BUILDING AND/OR SITE

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SIGNATURE: Amanda Kieffer
PRINTED NAME: AMANDA KIEFFER
LIC. NO.: 56216 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

EROSION AND SEDIMENT CONTROL PLAN - NORTH

C100

21157.000

Jun 12, 2025 - 11:57am
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LEGEND

- RIGHT OF WAY & PROPERTY LINE
- APPROXIMATE CONSTRUCTION LIMITS
- EXISTING CONTOURS (930 / 929)
- PROPOSED CONTOURS (930 / 929)
- SILT FENCE OR ROCK FILTER LOG (XS) — SEE DETAIL 1/C700 OR 2/C700
- INLET PROTECTION — SEE DETAIL 3/C700
- CONSTRUCTION ENTRANCE (RC) — SEE DETAIL 4/C700
- TREE PROTECTION — SEE DETAIL 5/C700
- RAIN GUARDIAN TURRET — SEE DETAIL 5/C702
- BEEHIVE INLET — SEE DETAIL 4/C702
- RIPRAP — SEE DETAIL 6/C702

SEDIMENT AND EROSION CONTROL NOTES:

1. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND FOLLOW ALL REQUIREMENTS OF THE CONSTRUCTION GENERAL PERMIT AND SWPPP NARRATIVE.
2. SEE SWPPP NARRATIVE FOR FURTHER INFORMATION AND DIRECTION ON EROSION CONTROL MEASURES AND MONITORING.
3. TEMPORARY BMPS SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBING ACTIVITIES AND SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION.
4. INSTALL PERIMETER CONTROL AS SHOWN AND AS REQUIRED BASED ON CONTRACTORS MEANS AND METHODS OF CONSTRUCTION. PERIMETER CONTROL IS SHOWN AT THE EDGE OF CONSTRUCTION FOR CLARITY, BUT SHALL BE INSTALLED AT THE MOST APPROPRIATE LOCATION TO SUPPORT THE CONSTRUCTION ACTIVITIES.
5. REMOVE ALL TRACKED SOILS AND SEDIMENT TRACKED OR OTHERWISE DEPOSITED OFFSITE AT THE END OF EACH WORKING DAY OR MORE OFTEN AS DIRECTED BY THE OWNER'S DESIGNATED REPRESENTATIVE.
6. STOCKPILES SHALL BE PLACED NO LESS THAT 25 FEET FROM ANY PRIVATE OR PUBLIC ROADWAYS (EXCLUDING SITE ACCESS). STABILIZE STOCKPILES IF REMAINING UNWORKED FOR MORE THAN 7 DAYS.
7. CONTRACTOR SHALL ESTABLISH CONCRETE WASHOUT PROCEDURES FOR REDI-MIX TRUCKS, MANUAL MIXING AND HAND TOOLS.
8. STRAW BALES ARE NOT ALLOWED ON SITE IN ANY CAPACITY.
9. GROUNDWATER DEWATERING IS NOT ANTICIPATED. WEATHER RELATED DEWATERING SHALL BE TREATED BY SEDIMENT BASIN OR SILT SACK PRIOR TO DISCHARGE TO SURFACE WATER OR LEAVING THE SITE.
10. ALL PAVEMENT SAWCUTTING SHALL INCLUDE SLURRY VACUUMING. SLURRY SHALL BE DISPOSED OF IN A DEDICATED SLURRY DUMPSTER. REMOVE DUMPSTER FROM SITE AND DISPOSE OF IN A LAWFUL MANNER.
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EROSION AND SEDIMENT CONTROL PLAN - SOUTH

C101

21157.000

Jun 12, 2025 - 11:58am
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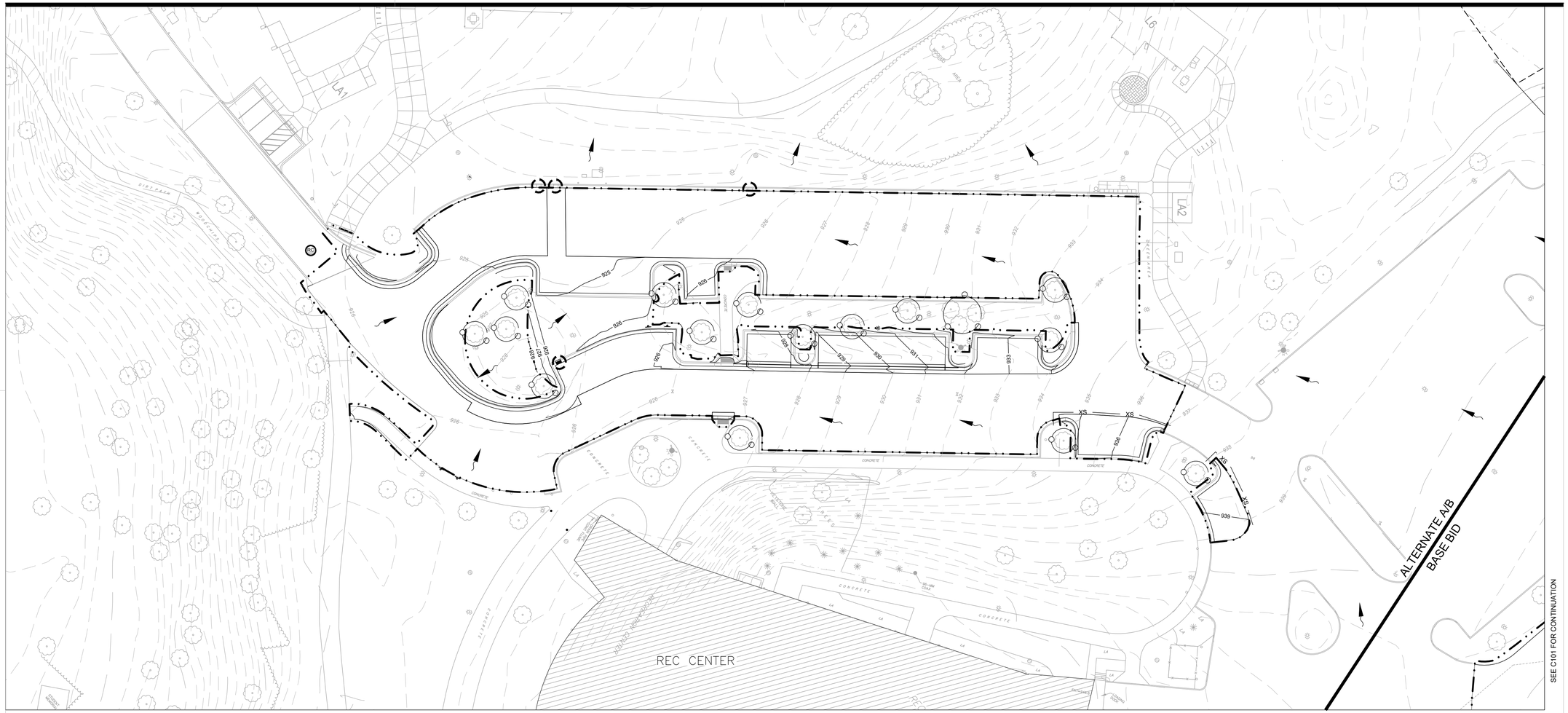

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ALTERNATE A:
INCLUDES THE REMOVAL OF EXISTING PAVEMENT, UTILITIES, AND LANDSCAPING. PROPOSED PAVEMENT, CURB AND GUTTER, ADA RAMPS, NEW SIGNAGE, STORM SEWER, LANDSCAPING, AND A MILL AND OVERLAY OF PAVEMENT TO REMAIN.

ALTERNATE B:
INCLUDES A MILL AND OVERLAY OF EXISTING PAVEMENT WITH NO ALTERATIONS TO THE SHAPE OF THE PARKING LOT.

LEGEND

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- EXISTING CONTOURS (930 / 929)
- PROPOSED CONTOURS (930 / 929)
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- INLET PROTECTION — SEE DETAIL 3/C700
- CONSTRUCTION ENTRANCE — SEE DETAIL 4/C700
- TREE PROTECTION — SEE DETAIL 5/C700
- CURB INLET — SEE DETAIL 3/C702

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ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

Terra CONSTRUCTION

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DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

EROSION AND SEDIMENT CONTROL PLAN - REC CENTER

C102

21157.000

EXHIBIT C

SWPPP Narrative (C103 – C104)

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE

PROJECT DESCRIPTION/LOCATION

THE PROJECT IS LOCATED AT THE NORTHERN LIMITS OF THE CARLETON COLLEGE CAMPUS IN NORTHFIELD, MINNESOTA BOUNDED BY HIGHWAY 19 TO THE NORTH AND EXTENDING SOUTH ALONG THREE OAKS DRIVE TO THE RECREATION CENTER. THE EXISTING GRAVEL PARKING LOTS AND ROADWAY WILL BE PAVED WITH BITUMINOUS. THE REC. CENTER PARKING LOT WILL BE RECONFIGURED.

THE PLANNED SCOPE OF THE PROJECT INCLUDES: GRADING, SURFACE STORMWATER MANAGEMENT, VEGETATION ESTABLISHMENT, BITUMINOUS AND CONCRETE PAVING.

FOR THE SELECTION OF EROSION AND SEDIMENT CONTROLS FOR THE SITE, THE SWPPP CONSIDERS FACTORS SUCH AS PRECIPATION FREQUENCY, INTENSITY, AND DURATION, THE NATURE OF RUNOFF/RUN-ON, AND RANGE OF ANTICIPATED SOIL PARTICLES.

THE SWPPP MUST BE AMENDED TO DOCUMENT ANY CHANGES TO EROSION AND SEDIMENT CONTROLS, METHODS OR PRACTICES. THESE AMENDMENTS MUST BE TIMELY, AND AN UPDATED SWPPP NEEDS TO BE KEPT AT THE SITE ENTRANCE AND/OR JOB TRAILER AT ALL TIMES.

RESPONSIBILITIES

PROVIDE A CERTIFIED EROSION CONTROL SUPERVISOR PER MNDOT SPECIFICATION 2573.3.A.1. EROSION CONTROL SUPERVISOR WILL OVERSEE IMPLEMENTATION OF SWPPP AND INSTALLATION, INSPECTION, AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPS BEFORE, DURING AND AFTER CONSTRUCTION UNTIL FINAL STABILIZATION HAS BEEN ESTABLISHED.

PROVIDE AT LEAST ONE CERTIFIED INSTALLER PER MNDOT SPECIFICATION 2573.3.A.2. FOR EACH CONTRACTOR OR SUBCONTRACTOR THAT PLACES THE PRODUCTS LISTED IN MNDOT SPECIFICATION SECTION 2573.3.A.2.

THE CONTRACTOR MUST PROVIDE PROOF OF TRAINING CERTIFICATION FOR EROSION CONTROL SUPERVISOR AND EROSION CONTROL INSTALLERS PRIOR TO BEGINNING THE WORK

ANY CHANGES TO THE SWPPP MUST BE DOCUMENTED BY THE EROSION CONTROL SUPERVISOR, APPROVED BY THE ENGINEER AND ADDED TO THE SWPPP.

CHAIN OF RESPONSIBILITY

THE CONTRACTOR IS RESPONSIBLE TO COMPLY WITH ALL ASPECTS OF THE CONSTRUCTION GENERAL STORMWATER PERMIT (NPDES) AND THE CITY OF NORTHFIELD PERMIT AT ALL TIMES UNTIL THE NOTICE OF TERMINATIONS (NOT) HAVE BEEN FILED. THE EROSION CONTROL SUPERVISOR WILL ENSURE THAT THE CONTRACTOR FULFILLS THEIR DUTIES.

LAND FEATURE CHANGES

TOTAL DISTURBED AREA	3.39 ACRES
EXISTING IMPERVIOUS SURFACE AREA	2.68 ACRES
PROPOSED IMPERVIOUS SURFACE AREA	2.62 ACRES
NEW AND/OR RECONSTRUCTED IMPERVIOUS AREA	1.88 ACRES

SOIL TYPES

SOIL TYPES ARE GENERALLY CLASSIFIED AS SILTY AND GRAVELLY SAND (SP, SP-SM). REFER TO GEOTECHNICAL INVESTIGATION REPORT.

ENVIRONMENTAL REVIEW

THERE ARE NO STORMWATER MITIGATION MEASURES REQUIRED AS A RESULT OF AN ENVIRONMENTAL, ARCHEOLOGICAL OR AGENCY REVIEW.

THIS PROJECT IS NOT LOCATED IN A WELL HEAD PROTECTION AREA.

THIS PROJECT IS NOT LOCATED IN A DRINKING WATER SUPPLY MANAGEMENT AREA (DWSMA).

THIS PROJECT IS NOT KNOWN TO BE LOCATED IN A KARST AREA. REFER TO STORMWATER MANAGEMENT REPORT FOR DOCUMENTATION.

THIS PROJECT IS NOT LOCATED IN AN EMERGENCY RESPONSE AREA (ERA) PER DEPARTMENT OF HEALTH.

WATER RELATED PERMITS

AGENCY	TYPE OF PERMIT
CITY OF NORTHFIELD	GRADING, SEDIMENT AND EROSION CONTROL PERMIT
MPCA	CONSTRUCTION STORMWATER PERMIT (MNR100001) (NPDES)

READ AND REVIEW ALL PERMITS FOR SPECIAL CONDITIONS THAT WILL AFFECT CONSTRUCTION OF THE PROJECT.

IF IT BECOMES NECESSARY TO DISTURB AREAS OUTSIDE OF THE CONSTRUCTION LIMITS, OPERATIONS SHOULD CEASE AND DETERMINATION MADE IF ADDITIONAL PERMITS ARE NEEDED OR EXISTING PERMITS NEED TO BE MODIFIED.

TEMPORARY DEWATERING ACTIVITIES MAY BE REQUIRED FOR SITE GRADING AND UTILITY WORK. CONTRACTOR IS RESPONSIBLE FOR OBTAINING THE PERMIT. SUBMIT A SITE MANAGEMENT PLAN TO THE ENGINEER FOR APPROVAL PRIOR TO COMMENCING WORK.

SPECIAL AND IMPAIRED WATERS

THE FOLLOWING SPECIAL OR IMPAIRED WATERS ARE LOCATED WITHIN ONE MILE (AERIAL RADIUS) OF THE PROJECT LIMITS.

WATERBODY NAME	IMPAIRMENT(S) OR SPECIAL STATUS
CANNON RIVER	SPECIAL WATER, IMPAIRED FOR TURBIDITY

AREAS OF ENVIRONMENTAL SENSITIVITY (AES)

THERE ARE NO WETLANDS WITHIN AND NEAR THE PROJECT BOUNDARY.
EXISTING STORMWATER FACILITIES CONSISTING OF STORM SEWER ARE SHOWN ON THE EXISTING UTILITY PLANS.

PROJECT ORGANIZATION CONTACTS		PHONE
PROJECT ENGINEER	AMANDA M. KIEFFER	651-895-9601
SWPPP DESIGNER CERTIFIED IN DESIGN OF CONSTRUCTION SWPPP	JONATHAN N. LIBBY	651-726-7946
CITY OF NORTHFIELD (WATER QUALITY TECHNICIAN)	JAMES MCDERMOTT (2)	507-645-3071
CARLETON COLLEGE (SWPPP CONTACT)		
EROSION CONTROL SUPERVISOR (CONTRACTOR TO COMPLETE)		
MINNESOTA POLLUTION CONTROL AGENCY STORMWATER HOTLINE	651-757-2119 OR 800-657-3804	
MPCA DUTY OFFICER 24 HR EMERGENCY NOTIFICATION	651-649-5451 OR 800-422-0798	

INSPECTIONS

INSPECT THE ENTIRE CONSTRUCTION SITE A MINIMUM OF ONCE EVERY SEVEN DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS. INSPECT AND MAINTAIN ALL TEMPORARY AND PERMANENT WATER QUALITY MANAGEMENT, EROSION PREVENTION AND SEDIMENT CONTROL BMPS, SURFACE WATERS AND CONSTRUCTION SITE EXITS UNTIL ALL CONSTRUCTION IS COMPLETE AND THE SITE HAS UNDERGONE FINAL STABILIZATION. RECORD ALL INSPECTIONS AND MAINTENANCE ACTIVITIES IN WRITING WITHIN 24 HOURS. SUBMIT INSPECTION REPORTS IN A FORMAT THAT IS ACCEPTABLE TO THE PROJECT ENGINEER. INSPECTION AND MAINTENANCE RECORDS SHOULD INCLUDE, AT A MINIMUM, THE FOLLOWING INFORMATION:

1. DATE AND TIME OF INSPECTION
2. NAME OF PERSON(S) CONDUCTING INSPECTIONS
3. FINDINGS OF INSPECTIONS, INCLUDING SPECIFIC LOCATION WHERE CORRECTIVE ACTIONS ARE NEEDED
4. CORRECTIVE ACTIONS TAKEN (INCLUDING DATES, TIMES, AND PARTY COMPLETING MAINTENANCE ACTIVITIES)
5. DATE AND AMOUNT OF RAINFALL EVENTS GREATER THAN 0.5 INCH IN 24 HOURS
6. RAINFALL AMOUNTS MUST BE OBTAINED BY A PROPERLY MAINTAINED RAIN GUAGE INSTALLED ONSITE, OR BY A WEATHER STATION THAT IS WITHIN ONE MILE, OR BY A WEATHER REPORTING SYSTEM
7. OBSERVE ANY DISCHARGE THAT MAY BE OCCURING DURING THE INSPECTIONS - INCLUDE DESCRIPTION AND PHOTOS IN REPORT

PIPE AND STRUCTURE NOTES

1. SIZE AND ELEVATION OF STORM SEWER PIPES AND CATCH BASINS HAVE BEEN SPECIFICALLY DESIGNED TO CONFORM TO CITY OF NORTHFIELD AND MPCA DESIGN STANDARDS AND PERMIT REQUIREMENTS. THE DESIGN COMPUTATIONS ARE ON FILE WITH THE ENGINEER. CHANGING THESE ITEMS OR THE DIRECTION OF FLOW FROM WHAT IS SHOWN ON THE PLANS MAY CAUSE PROBLEMS OFF THE PROJECT AND COULD MEAN THE PROJECT IS OUT OF COMPLIANCE WITH APPROVED DRAINAGE PERMITS. ANY CHANGES OF THE DRAINAGE SYSTEM MUST BE APPROVED BY THE ENGINEER.
2. SUBSURFACE DRAINAGE TILES DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED, REPLACED OR REROUTED, AND CONNECTED TO THE EXISTING TILE OR DRAINAGE SYSTEM TO ENSURE THAT EXISTING UPLAND DRAINAGE IS PERPETUATED. THIS SHALL BE DONE TO THE APPROVAL AND SATISFACTION OF THE ENGINEER.

EROSION AND SEDIMENT CONTROL MEASURES

AREA	TIME FRAME
ESTABLISH SEDIMENT CONTROL DEVICES ON ALL DOWN GRADIENT PERIMETERS AND UPGRADIENT OF ANY BUFFER ZONES	BEFORE ANY UP GRADIENT LAND DISTURBING ACTIVITIES BEGIN
REPAIR, REPLACE OR SUPPLEMENT PERIMETER CONTROL BMPS	WHEN THEY BECOME NONFUNCTIONAL, OR WHEN SEDIMENT ACCUMULATES TO HALF THE HEIGHT AND/OR DEPTH OF THE BMP BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY
REPLACE, REPAIR OR SUPPLEMENT ALL NONFUNCTIONAL BMPS	BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY
REPAIR, REPLACE, OR SUPPLEMENT INLET PROTECTION BMPS	WHEN THEY BECOME NONFUNCTIONAL, OR WHEN SEDIMENT ACCUMULATES TO HALF THE HEIGHT AND/OR DEPTH OF THE BMP BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY
REMOVE TRACKED SEDIMENT FROM PAVED SURFACES BOTH ON AND OFF SITE (LIGHTLY WET PRIOR TO SWEEPING)	WITHIN 24 HOURS OF DISCOVERY
REMOVE ALL DELTAS AND SEDIMENT DEPOSITED IN SURFACE WATERS AND RESTABILIZE	WITHIN 7 DAYS OF DISCOVERY

1. PROVIDE PERIMETER CONTROL AROUND ALL STOCKPILES AND DO NOT PLACE THEM IN NATURAL BUFFER AREAS, SURFACE WATERS OR STORMWATER CONVEYANCES. TOPSOIL BERMS MUST BE STABILIZED IN ORDER TO BE CONSIDERED PERIMETER CONTROL BMPS.
2. PROTECT STORM SEWER INLETS AT ALL TIMES WITH THE APPROPRIATE INLET PROTECTION BMP AND PROVIDE EMERGENCY OVERFLOW CAPABILITIES. SILT FENCE PLACED IN THE INLET GRATE IS NOT AN ACCEPTABLE INLET PROTECTION BMP FOR GRADING OPERATIONS.
3. PLACE AND MAINTAIN CONSTRUCTION EXITS OF SUFFICIENT SIZE TO PREVENT TRACKING OF SEDIMENT ONTO PAVED SURFACES BOTH ON AND OFF THE PROJECT SITE. REGULAR STREET SWEEPING IS NOT AN ACCEPTABLE ALTERNATIVE TO PROPER CONSTRUCTION EXIT INSTALLATION AND MAINTENANCE.
4. PROVIDE SCOUR PROTECTION AT OUTFALL OF DEWATERING ACTIVITIES. PROVIDE STABILIZATION IN TRENCHES CUT FOR DEWATERING OR SITE DRAINING PURPOSES.
5. PREPARE AND SUBMIT A SITE MANAGEMENT PLAN AND CONTACT ALL APPROPRIATE AUTHORITIES PRIOR TO WORKING IN SURFACE WATERS.
6. MAINTAIN ALL BMPS UNTIL WORK HAS BEEN COMPLETED, SITE HAS GONE UNDER FINAL STABILIZATION FOR PERMIT TERMINATION, AND THE NOTICE OF TERMINATION (NOT) HAS BEEN SUBMITTED TO THE MPCA.
7. THIS SWPPP PLAN HAS TAKEN INTO ACCOUNT PRECIPITATION AMOUNTS, FREQUENCY, DURATION, NATURE OF THE STORMWATER RUNOFF AND RUNON ETC. IN THE SELECTION OF EROSION AND SEDIMENT CONTROLS LISTED.

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SWPPP NARRATIVE

C103

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Jun 12, 2025 - 11:58am
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STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE (CONTINUED)

STABILIZATION

AREA	TIME FRAME	NOTES
LAST 200 LINEAL FEET OF DRAINAGE DITCH OR SWALE	WITHIN 24 HOURS OF CONNECTION TO SURFACE WATER OR PROPERTY EDGE	2A, 3A
REMAINING PORTIONS OF DRAINAGE DITCH OR SWALE	7 DAYS	3A
PIPE AND CULVERT OUTLETS	24 HOURS	
EXPOSED SOILS AND STOCKPILES	7 DAYS	1A
WHEN CONSTRUCTION HAS TEMP. OR PERM. CEASED	INITIATE IMMEDIATELY	

1A. TEMPORARY SOIL STOCKPILES WITHOUT SIGNIFICANT CLAY OR SILT AND STOCKPILED AND CONSTRUCTED ROAD BASE ARE EXEMPT FROM THE STABILIZATION REQUIREMENT.
2A. STABILIZE WETTED PERIMETER OF DITCH (I.E. WHERE THE DITCH GETS WET).
3A. APPLICATION OF MULCH, HYDROMULCH (SLOPE>2%), DISC ANCHORED MULCH (SLOPE>2%),TACKIFIER AND POLYACRYLAMIDE ARE NOT ACCEPTABLE STABILIZATION METHODS IN DITCHES AND SWALES.
4. TEMPORARY OR PERMANENT DITCHES OR SWALES THAT ARE BEING USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION MUST BE STABILIZED WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM.

ESTIMATED QUANTITIES FOR EROSION PREVENTION AND SEDIMENT CONTROL

ITEM	UNIT	EST. QTY	MNDOT SPEC.	NOTES
SILT FENCE	LIN. FT	1384	3886	INCLUDES MAINTENANCE
INLET PROTECTION	EA	10	3891	INCLUDES MAINTENANCE
ROCK CONSTRUCTION ENTRANCE	EA	2	3891	INCLUDES MAINTENANCE
EROSION CONTROL BLANKET	SQ. FT	0	3885	INCLUDES MAINTENANCE

QUANTITIES PROVIDED FOR INFORMATIONAL PURPOSES ONLY AS REQUIRED BY THE SWPPP

MATERIAL STORAGE, WASTE MANAGEMENT, FUELING AND DUST CONTROL

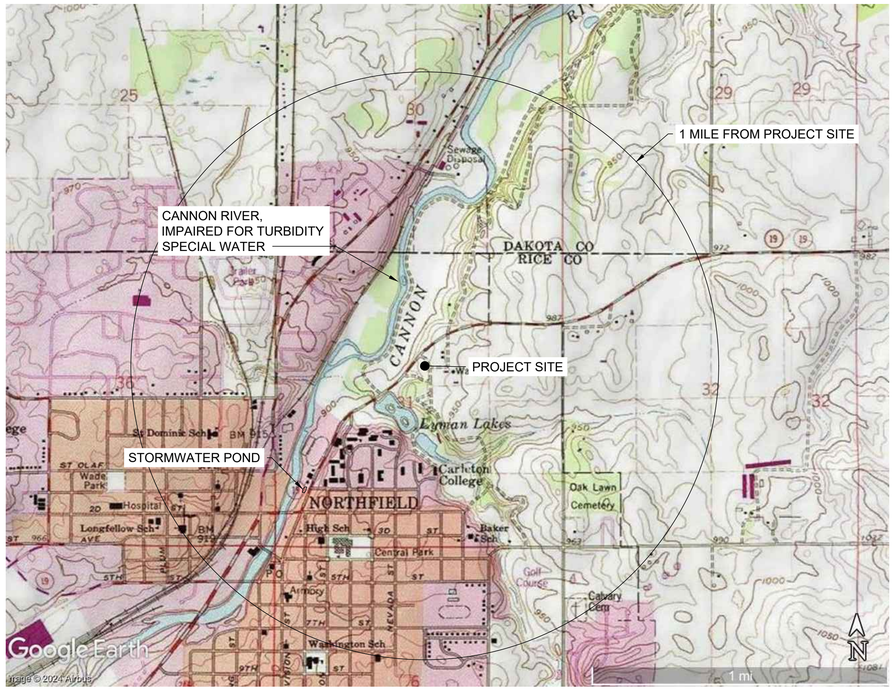
1. PROVIDE A SPILL KIT AT EACH WORK LOCATION ON THE SITE. ENSURE ALL SPILLS ARE CLEANED UP IMMEDIATELY.
2. STORE ALL LIQUID CHEMICALS UNDER COVER WITH SECONDARY CONTAINMENT. CREATE AND FOLLOW A WRITTEN DISPOSAL PLAN FOR ALL WASTE MATERIALS. STORE, COLLECT AND DISPOSE OF ALL SOLID WASTE.
3. FUEL AND MAINTAIN VEHICLES IN A DESIGNATED CONTAINED AREA WHENEVER FEASIBLE. USE DRIP PANS OR ABSORBENT MATERIALS TO PREVENT SPILLS OR LEAKED CHEMICALS FROM DISCHARGING TO SURFACE WATER OR STORMWATER CONVEYANCES.
4. PROVIDE EFFECTIVE CONTAINMENT FOR ALL LIQUID AND SOLID WASTES GENERATED BY WASHOUT OF CONCRETE, STUCCO, PAINT, FORM RELEASE OILS, CURING COMPOUNDS AND OTHER CONSTRUCTION MATERIALS. LIQUID AND SOLID WASHOUT WASTES MUST NOT CONTACT THE GROUND. DESIGN THE CONTAINMENT SO THAT IT DOES NOT RESULT IN RUNOFF FROM THE WASHOUT OPERATIONS OR CONTAINMENT AREA.
5. USE METHODS AND OPERATIONAL PROCEDURES THAT PREVENT DISCHARGE OR PLACEMENT OF BITUMINOUS GRINDINGS, CUTTINGS, MILLINGS, AND OTHER BITUMINOUS WASTES FROM AREAS OF EXISTING OR FUTURE VEGETATED SOILS AND FROM ALL WATER CONVEYANCE SYSTEMS, INCLUDING INLETS, DITCHES AND CURB FLOW LINES.
6. USE METHODS AND OPERATIONAL PROCEDURES THAT PREVENT CONCRETE DUST, STREET SWEEPING DUST, SAWCUT SLURRY, PLANING WASTE, CONCRETE WASH OUT, AND OTHER CONCRETE WASTES FROM LEAVING MNDOT RIGHT OF WAY, DEPOSITING IN EXISTING OR FUTURE VEGETATED AREAS, AND FROM ENTERING STORMWATER CONVEYANCE SYSTEMS, INCLUDING INLETS, DITCHES AND CURB FLOW LINES.
7. LIMIT EXTERIOR VEHICLE AND EQUIPMENT WASHING TO A DEFINED AREA OF THE SITE.
8. PORTABLE TOILETS MUST BE POSITIONED SO THAT THEY ARE SECURE.

IMPORTANT SWPPP NOTES FOR CONSTRUCTION ACTIVITY

1. PREPARE AND SUBMIT A SITE MANAGEMENT PLAN FOR THE ENGINEER'S ACCEPTANCE FOR CONCRETE MANAGEMENT, CONCRETE SLURRY APPLICATION AREAS, WORK IN AND NEAR AREAS OF ENVIRONMENTAL SENSITIVITY, AREAS IDENTIFIED IN THE PLANS AS "SITE MANAGEMENT PLAN AREA", ANY WORK THAT WILL REQUIRE DEWATERING, AND AS REQUESTED BY THE ENGINEER. SUBMIT ALL SITE MANAGEMENT PLANS TO THE ENGINEER IN WRITING. ALLOW A MINIMUM OF 7 DAYS FOR OWNER AND ENGINEER TO REVIEW AND ACCEPT SITE MANAGEMENT PLAN SUBMITTALS. WORK WILL NOT BE ALLOWED TO COMMENCE IF A SITE MANAGEMENT PLAN IS REQUIRED UNTIL ACCEPTANCE HAS BEEN GRANTED BY THE ENGINEER. THERE WILL BE NO EXTRA TIME ADDED TO THE CONTRACT DUE TO THE UNTIMELY SUBMITTAL.
2. ENGINEERED SOIL SHALL REMAIN UNCONTAMINATED (NOT MIXED WITH OTHER SOIL) BEFORE AND DURING INSTALLATION. PLACEMENT OF ENGINEERED SOILS SHALL BE ON DRY NATIVE SOIL ONLY.
3. ROUTE STORMWATER AROUND UNSTABILIZED AREAS OF THE SITE WHENEVER FEASIBLE.
4. CONSTRUCTION PROJECT SHOULD BE PHASED TO MINIMIZE THE DURATION OF EXPOSED SOILS.
5. MINIMIZE COMPACTION OF SOILS AND PRESERVE TOPSOIL IN AREAS WHERE VEGETATION WILL BE ESTABLISHED.
6. DIRECT DISCHARGES FROM BMPS TO VEGETATED AREAS WHENEVER FEASIBLE. PROVIDE VELOCITY DISSIPATION DEVICES AS NEEDED TO PREVENT EROSION.
7. SILT FENCE OR FABRIC PLACED UNDER THE GRATE IS NOT AN APPROVED FORM OF INLET PROTECTION.
8. DISCHARGE TURBID OR SEDIMENT LADEN WATER TO TEMPORARY SEDIMENT BASINS WHENEVER FEASIBLE.
9. PROVIDE STABILIZATION IN ANY TRENCHES CUT FOR DEWATERING OR SITE DRAINING PURPOSES.
10. REMOVE SEDIMENT FROM STORMWATER SYSTEM AND BMPS AT THE END OF PROJECT.
11. PRESERVE A 50 FOOT NATURAL BUFFER OR (IF BUFFER IS INFEASIBLE) PROVIDE A DOUBLE ROW OF SEDIMENT CONTROLS WHEN A SURFACE WATER IS LOCATED WITHIN 50 FEET OF LAND DISTURBANCE AND STORMWATER FLOWS TO THE SURFACE WATER.
12. SUBSOIL ALL DISTURBED GREEN SPACES EXCEPT AS LISTED IN MNDOT 2574.3A.5.
13. ALL PORTABLE TOILETS MUST BE ANCHORED TO PREVENT TIPPING, EQUIPPED WITH SPILL PANS AND BE PLACE AT LEAST 25 FEET AWAY FROM STORM INLETS.
14. REMOVE ALL TEMPORARY BMPS AFTER FINAL STABILIZATION.

OFFSITE FLOW INFORMATION DRAWING

REFER TO DRAINAGE AREA MAPS IN DRAINAGE REPORT FOR ADDITIONAL INFORMATION.



TREATMENT BEST MANAGEMENT PRACTICES (BMPS):

THERE ARE FIVE (5) STORMWATER BASINS PROPOSED WITH THIS PROJECT. (1) INFILTRATION BASIN, (2) FILTRATION BASINS, AND (2) SEDIMENT BASINS.

LANDSCAPING NOTES

1. FILTER LOGS SHALL BE PLACED, AS NEEDED, TO TRAP SEDIMENT ON THE LOWER EDGE OF BEDS OR TREE HOLES. FILTER LOGS WILL BE CUT AND MATERIALS LEFT TO ACT AS SEDIMENT TRAPS.

2. TILLING FOR BEDS OR TREE HOLES MUST BE PLANTED AND MULCHED WITH WOOD CHIP WITHIN 7 DAYS OR STABILIZED UNTIL PLANTING OPERATIONS CAN BE COMPLETED.

LONG TERM MAINTENANCE AND OPERATION

CARLETON COLLEGE IS RESPONSIBLE FOR LONG-TERM OPERATION AND MAINTENANCE.

PERMIT TERMINATION CONDITIONS

THE FOLLOWING CONDITIONS MUST BE MET PRIOR TO NOTICE OF TERMINATION (NOT):
1. PERMANENT UNIFORM PERENNIAL VEGETATIVE COVER MUST BE ESTABLISHED AT 70% DENSITY OF ITS EXPECTED FINAL GROWTH.
2. PERMANENT STORMWATER TREATMENT SYSTEM IS CONSTRUCTED, MEETS ALL REQUIREMENTS, AND IS OPERATING AS DESIGNED.
3. ALL TEMPORARY SYNTHETIC EROSION PREVENTION AND SEDIMENT CONTROL BMPS MUST BE REMOVED.
4. CLEAN OUT SEDIMENT FROM CONVEYANCE SYSTEMS AND PERMANENT STORMWATER TREATMENT SYSTEMS (RETURN TO DESIGN CAPACITY).
5. SUBMIT A NOTICE OF TERMINATION (NOT) TO THE MPCA.
6. WHEN SUBMITTING NOT, INCLUDE EITHER GROUND OR AERIAL PHOTOGRAPHS SHOWING 70% DENSITY VEGETATIVE COVER. PHOTOGRAPHS MUST INCLUDE DATE THE PHOTO WAS TAKEN.
7. SWPPP, INCLUDING ALL INSPECTION REPORTS, MAINTENANCE RECORDS, TRAINING RECORDS AND OTHER INFORMATION REQUIRED BY PERMIT, MUST BE MADE AVAILABLE TO FEDERAL, STATE, AND LOCAL OFFICIALS FOR THREE (3) YEARS FOLLOWING THE NOT.

Apr 07, 2025 - 1:16pm
K:\a-f\CarletonCollege\21157000\04_Production\01_CAD\02_Sheets\C103 SWPPP NARRATIVE.dwg

Carleton

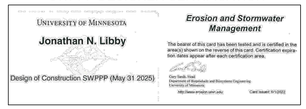
CARLETON COLLEGE
ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

Terra CONSTRUCTION

THREE OAKS DRIVE RECONSTRUCTION

SWPPP DESIGNER CERTIFICATION



ALL CONTRACTORS AND SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS BY MEASUREMENT AT THE BUILDING AND/OR SITE

0 1

BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS DRAWING ADJUST SCALES ACCORDINGLY.

NO.	DATE	ISSUE RECORD
1	2025-04-07	ISSUED FOR BIDDING & PERMITTING

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SIGNATURE: Amanda Kieffer
PRINTED NAME: AMANDA KIEFFER
LIC. NO.: 56216 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

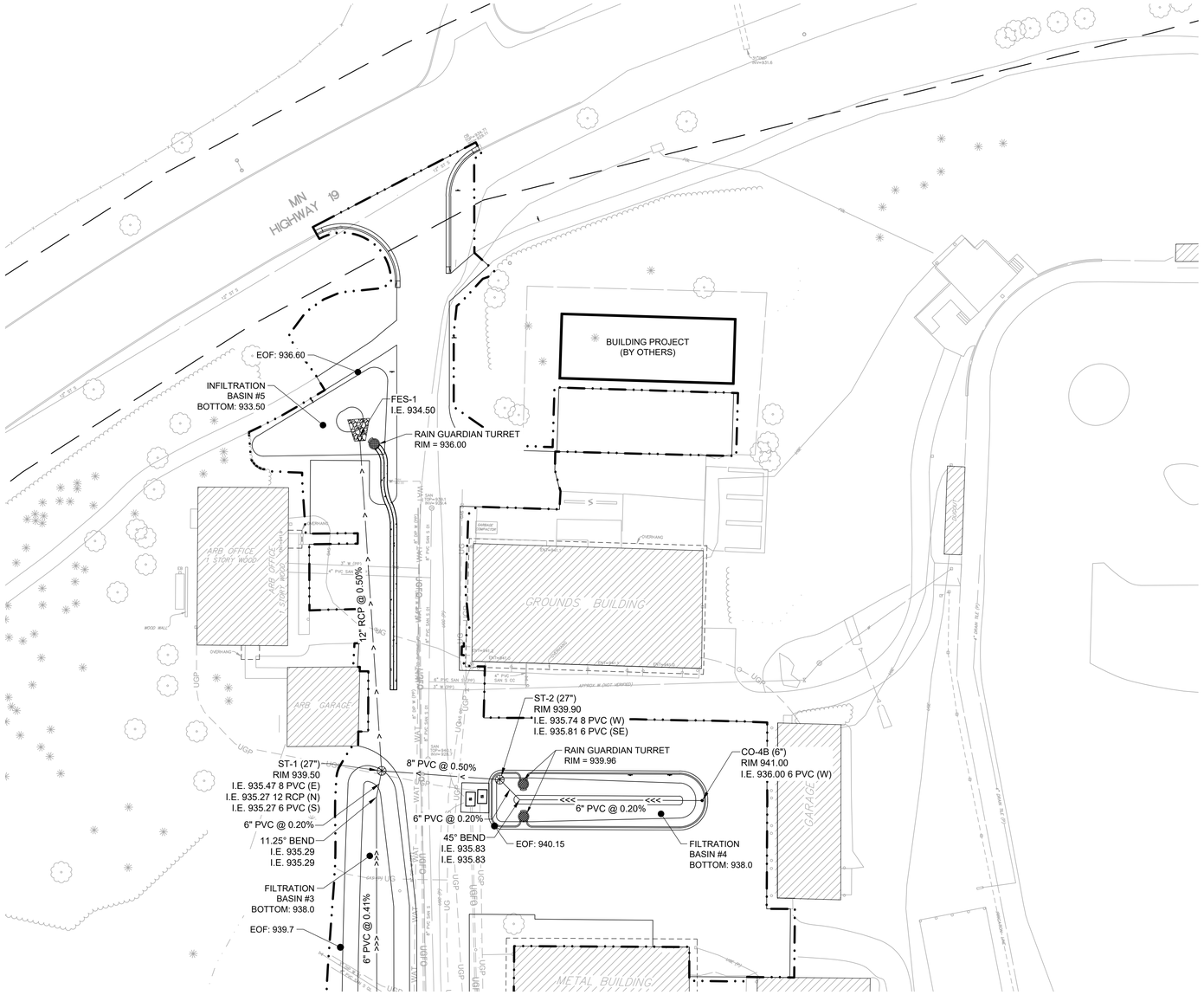
SWPPP NARRATIVE

C104

21157.000

EXHIBIT D

Utility Plan (C300 - C302)



LEGEND

- RIGHT OF WAY
- APPROXIMATE CONSTRUCTION LIMITS
- EXISTING SANITARY SEWER
- PROPOSED STORM SEWER
- DOMESTIC/CITY WATER
- EXISTING SANITARY STRUCTURE
- PROPOSED STORM STRUCTURE SEE DETAIL 3/C702 OR 4/C702
- CLEANOUT SEE DETAIL 8/C702
- EXISTING HYDRANT
- EXISTING WATER VALVE
- RAIN GUARDIAN TURRET SEE DETAIL 5/C702

UTILITY NOTES:

1. UTILITIES SHOWN ON PLAN ARE DEPICTED TO ASCE 38-02 QUALITY LEVEL D.
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8. ALL EXISTING AND PROPOSED SURFACE UTILITY FEATURES INCLUDING, BUT NOT LIMITED TO MANHOLE CASTINGS, HYDRANTS, PIVS, LIGHTPOLES, HANDHOLES, CLEANOUTS AND VALVE BOXES SHALL BE PROTECTED AND ADJUSTED TO PROPOSED FINISH GRADE.
9. PVC STORM SEWER SHALL MEET ASTM D-2241 SDR 26.

0 15 30 60
SCALE IN FEET

Carleton

CARLETON COLLEGE
ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

Terra CONSTRUCTION

THREE OAKS DRIVE RECONSTRUCTION

ALL CONTRACTORS AND SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS BY MEASUREMENT AT THE BUILDING AND/OR SITE

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LIC. NO.: 56216 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

UTILITY PLAN - NORTH

C300

21157.000

Apr 07, 2025 - 1:28pm
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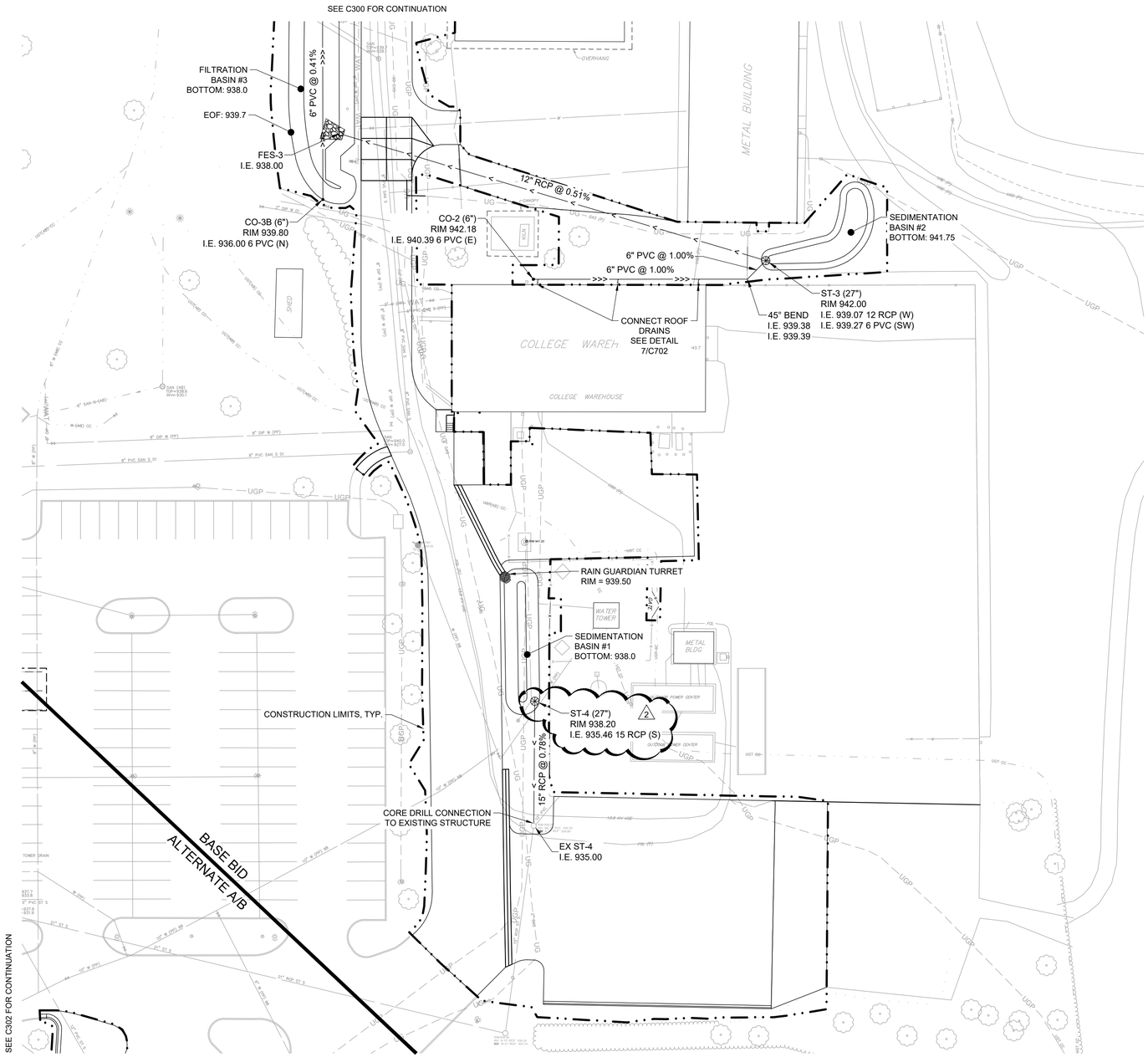

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0 15 30 60
SCALE IN FEET

Carleton

CARLETON COLLEGE
ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

Terra CONSTRUCTION

THREE OAKS DRIVE RECONSTRUCTION

ALL CONTRACTORS AND SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS BY MEASUREMENT AT THE BUILDING AND/OR SITE

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NO.	DATE	ISSUE RECORD
2	2025-06-12	PR 01
1	2025-04-07	ISSUED OF BIDDING & PERMITTING

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LIC. NO.: 56216 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

UTILITY PLAN - SOUTH

C301

21157.000

Jun 12, 2025 - 12:00pm
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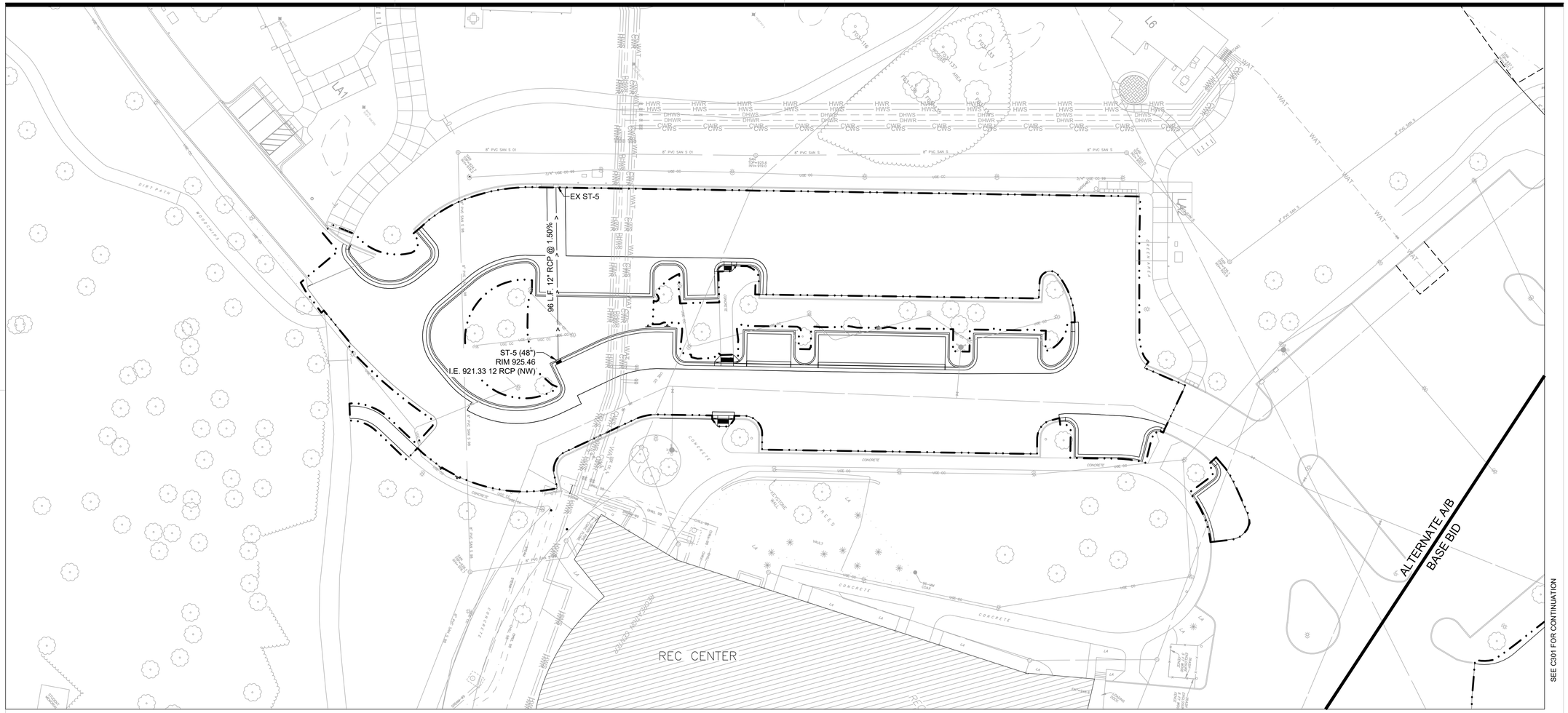

LEGEND

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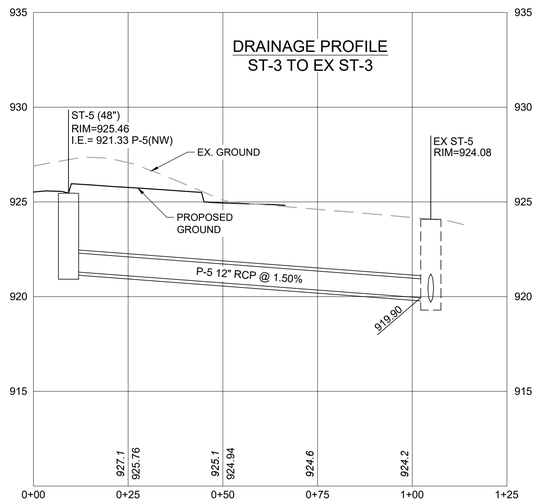

SCALE: HORIZ = 1":20' ; VERT = 1":4'

STORM DRAIN PIPE SCHEDULE (ALTERNATE A)

PIPE NO.	DRAIN FROM	INLET ELEVATION	DRAIN TO	OUTLET ELEVATION	PIPE SIZE (IN)	MATERIAL	PIPE CLASS	PIPE GRADE
P-5	ST-5	921.33	EX ST-5	919.90	12	RCP	CLASS V	1.50%

STORM DRAIN STRUCTURE SCHEDULE (ALTERNATE A)

STRUCTURE NO.	STRUCTURE SIZE (IN)	STRUCTURE MATERIAL	CASTING	* TOP OF CASTING ELEVATION	OUTLET INVERT	OUTLET PIPE
ST-5	48 Ø	RC	NEENAH R-3067-VB	925.46	921.33	P-5

* TOP OF CASTING ELEVATIONS FOR BEEHIVE STYLE CASTINGS REFER TO THE TOPMOST ADJUSTING RING ELEVATION. TOP OF CASTING ELEVATION FOR CURB STYLE CASTINGS REFER TO THE TOP BACK OF CURB.

0 15 30 60
SCALE IN FEET

Carleton

CARLETON COLLEGE
ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

Terra CONSTRUCTION

THREE OAKS DRIVE RECONSTRUCTION

ALL CONTRACTORS AND SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS BY MEASUREMENT AT THE BUILDING AND/OR SITE

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LIC. NO.: 56216 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

UTILITY PLAN - REC CENTER

C302

21157.000

Apr 07, 2025 - 1:32pm
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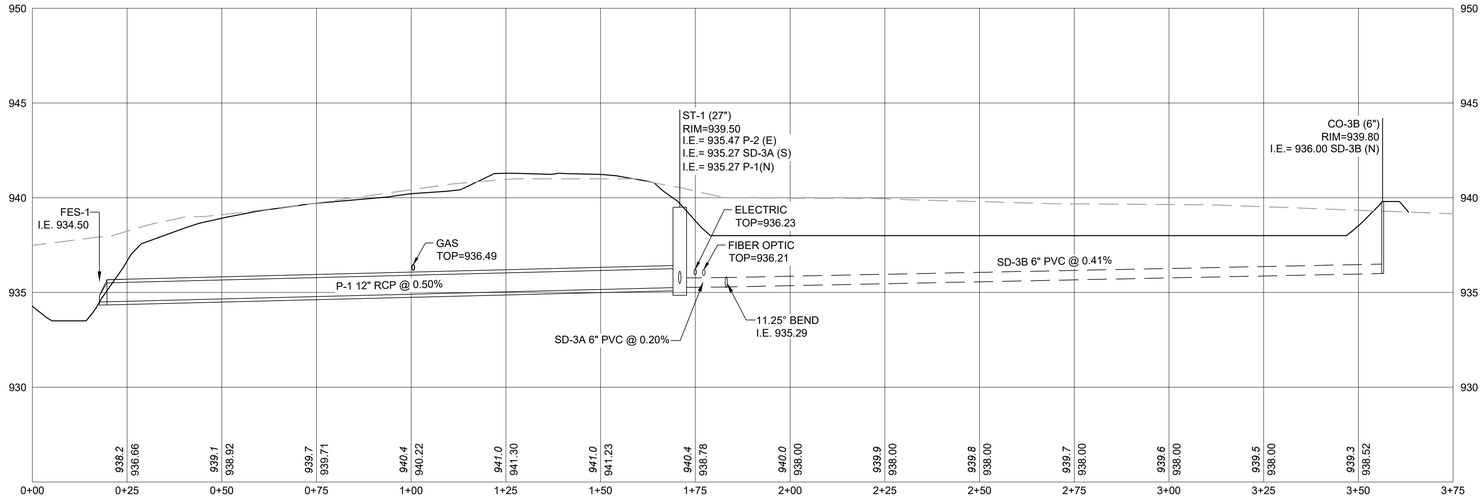
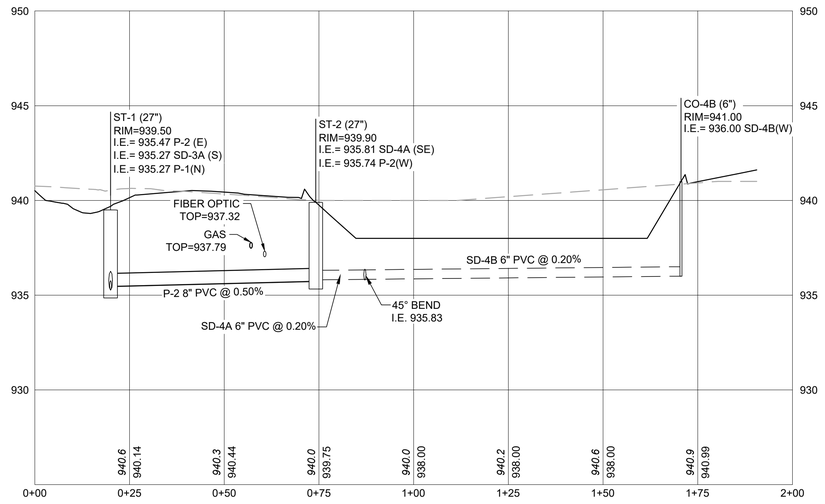
EXHIBIT E

Storm Profiles and Schedules (C303 -C304)

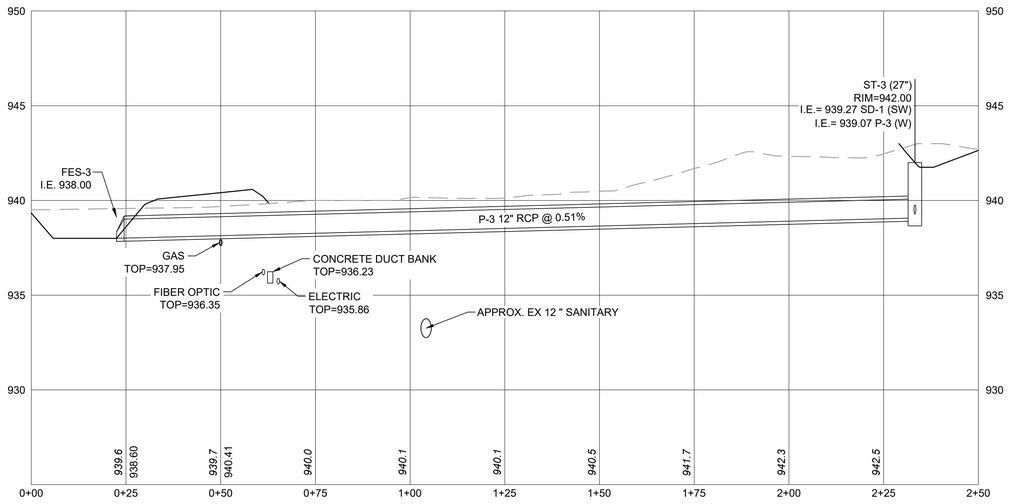
FES-1, ST-16, AND CO-3B



ST-1, ST-2, AND CO-4B



FES-3 TO ST-3



Apr 07, 2025 - 1:33pm
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Carleton

CARLETON COLLEGE

ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

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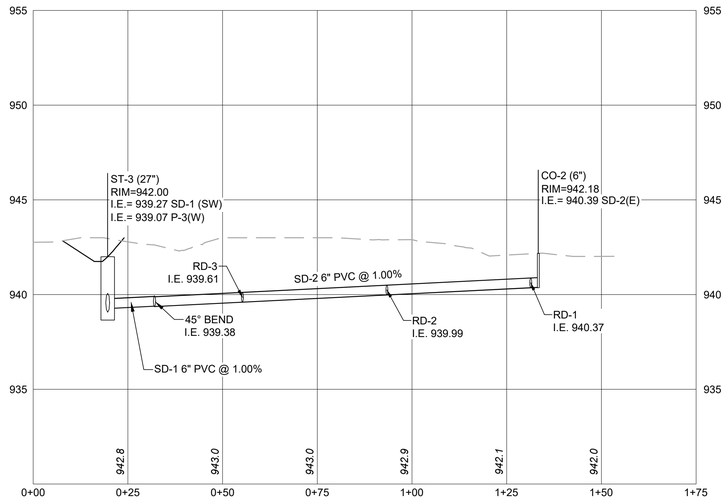
DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

STORM PROFILES

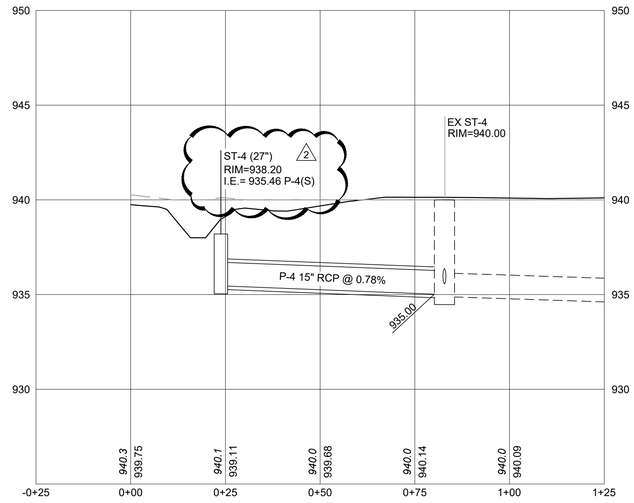
C303

21157.000

ST-3 TO CO-2



ST-4 TO EX ST-4



STORM DRAIN STRUCTURE SCHEDULE

STRUCTURE NO.	STRUCTURE TYPE	STRUCTURE SIZE (IN)	STRUCTURE MATERIAL	CASTING	* TOP OF CASTING ELEVATION	OUTLET INVERT	OUTLET PIPE
ST-1	MNDOT 4006 DESIGN G	27 Ø	RC	NEENAH R-4342	939.50	935.27	P-1
ST-2	MNDOT 4006 DESIGN G	27 Ø	RC	NEENAH R-4342	939.90	935.74	P-2
ST-3	MNDOT 4006 DESIGN G	27 Ø	RC	NEENAH R-4342	942.00	939.07	P-3
ST-4	MNDOT 4006 DESIGN G	27 Ø	RC	NEENAH R-4342	938.20 (2)	935.46	P-4

* TOP OF CASTING ELEVATIONS FOR BEEHIVE STYLE CASTINGS REFER TO THE TOPMOST ADJUSTING RING ELEVATION.
TOP OF CASTING ELEVATION FOR CURB STYLE CASTINGS REFER TO THE TOP BACK OF CURB.

STORM DRAIN PIPE SCHEDULE

PIPE NO.	DRAIN FROM	INLET ELEVATION	DRAIN TO	OUTLET ELEVATION	PIPE SIZE (IN)	MATERIAL	PIPE CLASS	PIPE GRADE
P-1	ST-1	935.27	FES-1	934.50	12	RCP	RCP	0.50%
P-2	ST-2	935.74	ST-1	935.47	8	PVC	PVC	0.50%
P-3	ST-3	939.07	FES-3	938.00	12	RCP	CLASS V	0.51%
P-4	ST-4	935.46	EX ST-4	935.00	15	RCP	CLASS III	0.78%

STORM DRAIN APRON SCHEDULE

APRON NO.	APRON SIZE (IN)	APRON MATERIAL	INVERT ELEVATION	PIPE NO.
FES-1	12	RC	934.50	P-1
FES-3	12	RC	938.00	P-3

STORM CLEANOUT SCHEDULE

STRUCTURE NO.	STRUCTURE SIZE (IN)	STRUCTURE MATERIAL	CASTING	TOP OF CASTING ELEVATION	OUTLET INVERT	OUTLET PIPE
CO-2	6	PVC	THREADED CAP	942.18	940.39	SD-2
CO-3B	6	PVC	THREADED CAP	939.80	936.00	SD-3B
CO-4B	6	PVC	THREADED CAP	941.00	936.00	SD-4B

STORM DRAIN PIPE SCHEDULE

PIPE NO.	DRAIN FROM	INLET ELEVATION	DRAIN TO	OUTLET ELEVATION	PIPE SIZE (IN)	MATERIAL	PIPE GRADE
SD-1	45° BEND	939.39	ST-3	939.27	6	NON-PERFORATED PVC	1.00%
SD-2	CO-2	940.39	45° BEND	939.38	6	NON-PERFORATED PVC	1.00%
SD-3A	11.25° BEND	935.29	ST-1	935.27	6	PERFORATED PVC	0.20%
SD-3B	CO-3B	936.00	11.25° BEND	935.29	6	PERFORATED PVC	0.41%
SD-4A	45° BEND	935.83	ST-2	935.81	6	PERFORATED PVC	0.20%
SD-4B	CO-4B	936.00	45° BEND	935.83	6	PERFORATED PVC	0.20%

Jun 12, 2025 - 12:00pm
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Carleton

CARLETON COLLEGE
ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

Terra CONSTRUCTION

THREE OAKS DRIVE RECONSTRUCTION

ALL CONTRACTORS AND SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS BY MEASUREMENT AT THE BUILDING AND/OR SITE

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SIGNATURE: Amanda Kieffer
PRINTED NAME: AMANDA KIEFFER
LIC. NO.: 56216 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

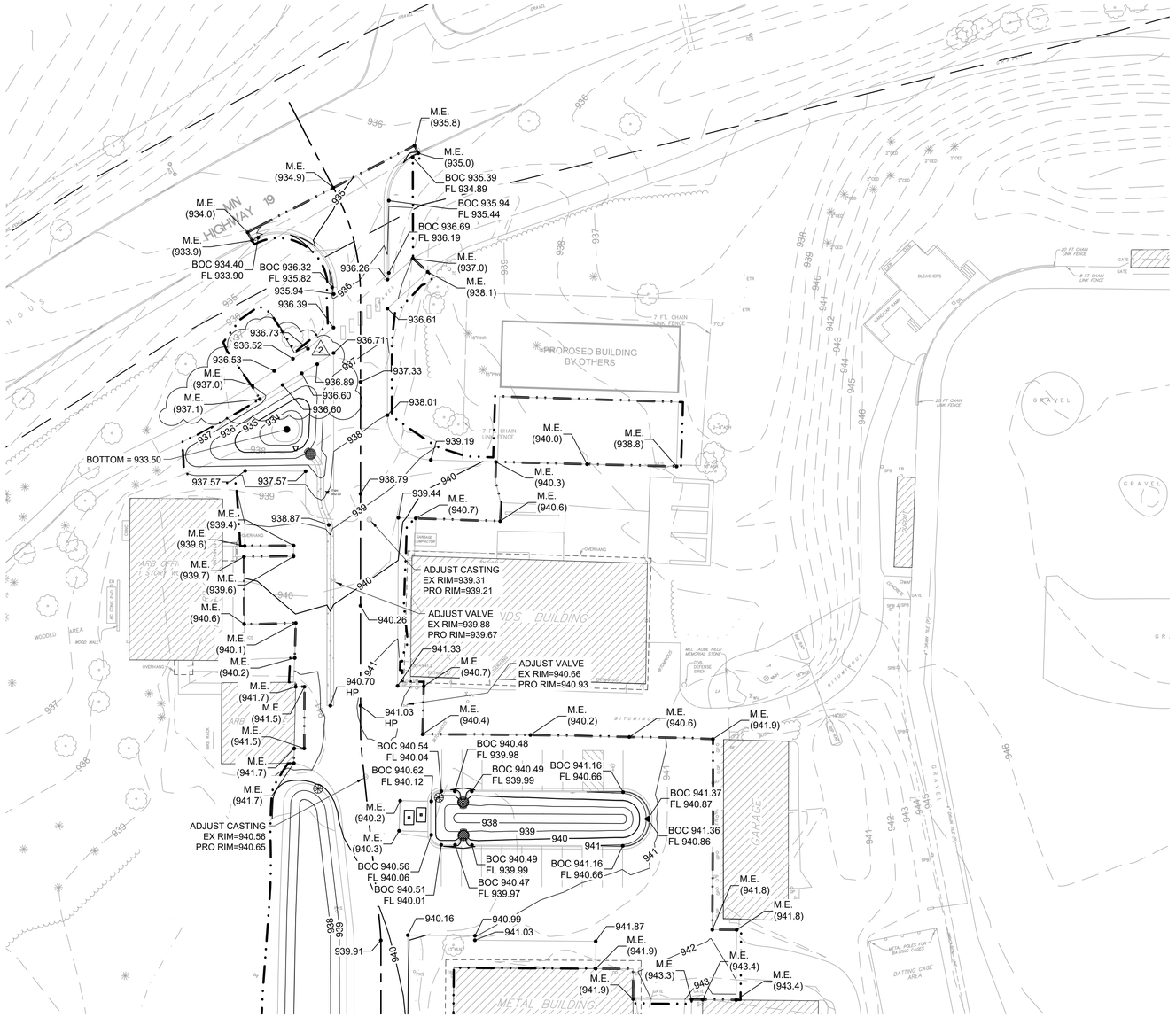
STORM PROFILES AND SCHEDULES

C304

21157.000

EXHIBIT F

Grading Plan (C400 – C402)



LEGEND

- RIGHT OF WAY
- APPROXIMATE CONSTRUCTION LIMITS
- 930 / 929 — EXISTING CONTOURS
- 930 / 929 — PROPOSED CONTOURS
- M.E. (XXX.X) — MATCH EXISTING ELEVATION
- BOC XXX.X FL XXX.X — BACK OF CURB/FLOW LINE ELEVATIONS
- XXX.X — PROPOSED ELEVATION
- HP XXX.X — HIGH POINT ELEVATION

GENERAL GRADING NOTES:

1. LOCATE ALL UTILITIES IN CONSTRUCTION AREA PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY CONFLICTS WITH PROPOSED UTILITY LOCATIONS. PROTECT EXISTING UTILITIES THROUGHOUT CONSTRUCTION.
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8. REFER TO EROSION CONTROL PLANS FOR ADDITIONAL DETAIL ON GRADING OF INFILTRATION BASINS AND PROTECTION DURING GRADING AND CONSTRUCTION OPERATIONS.

0 15 30 60
SCALE IN FEET

Carleton

CARLETON COLLEGE
ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

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GRADING PLAN - NORTH

C400

21157.000

Jun 12, 2025 - 12:09pm
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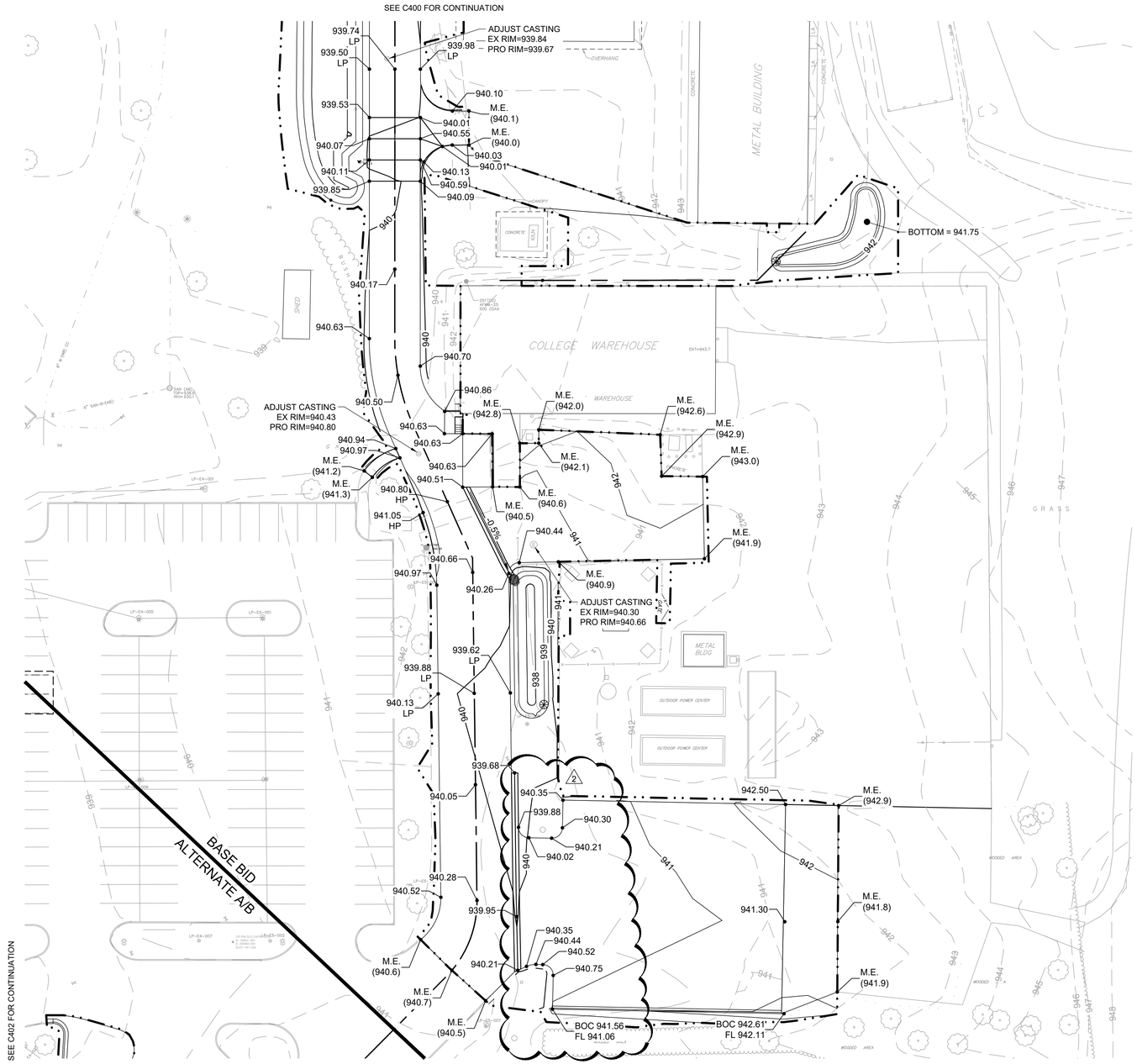

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0 15 30 60
SCALE IN FEET

Carleton

CARLETON COLLEGE
ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

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GRADING PLAN - SOUTH

C401

21157.000

Jun 12, 2025 - 12:01pm
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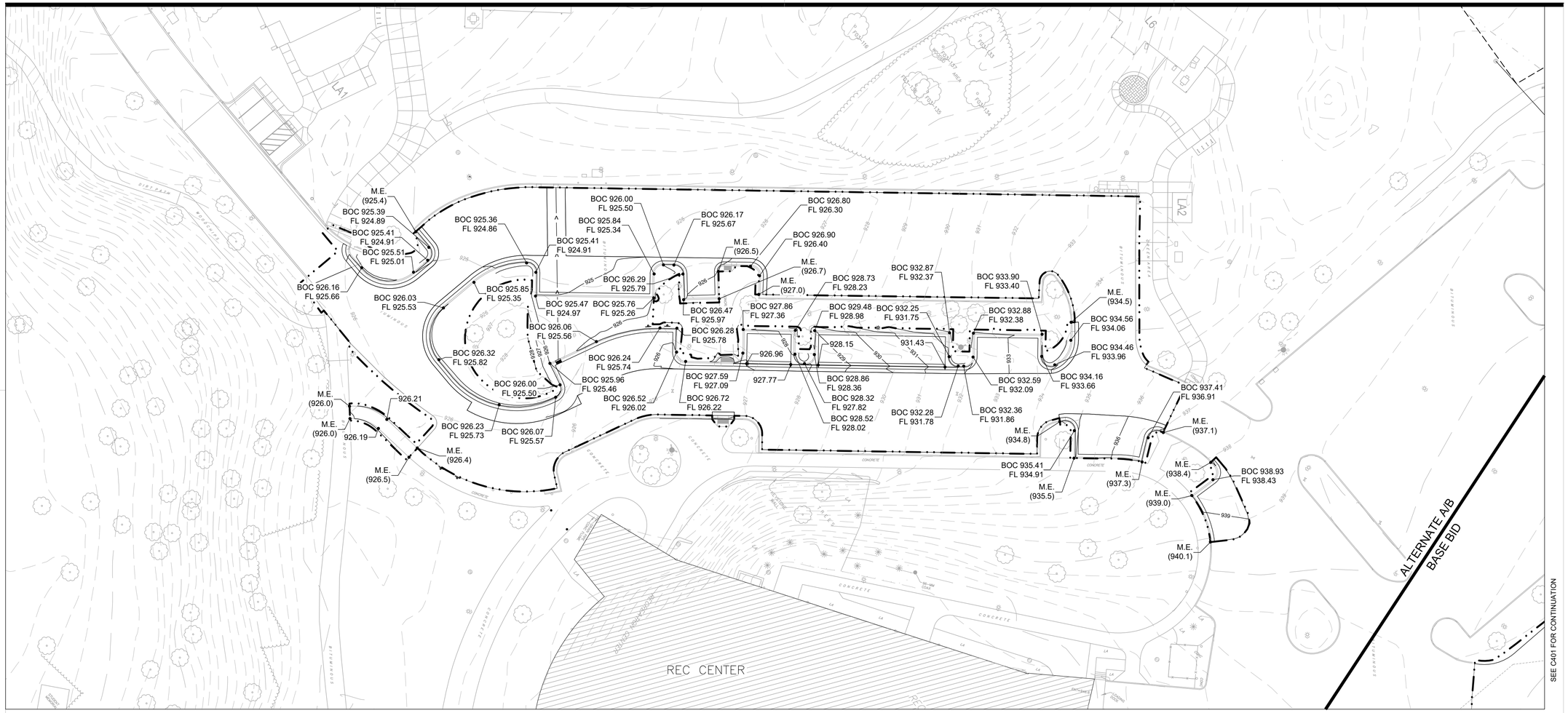

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SCALE IN FEET

Apr 07, 2025 - 1:39pm
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Carleton

CARLETON COLLEGE
ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

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DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

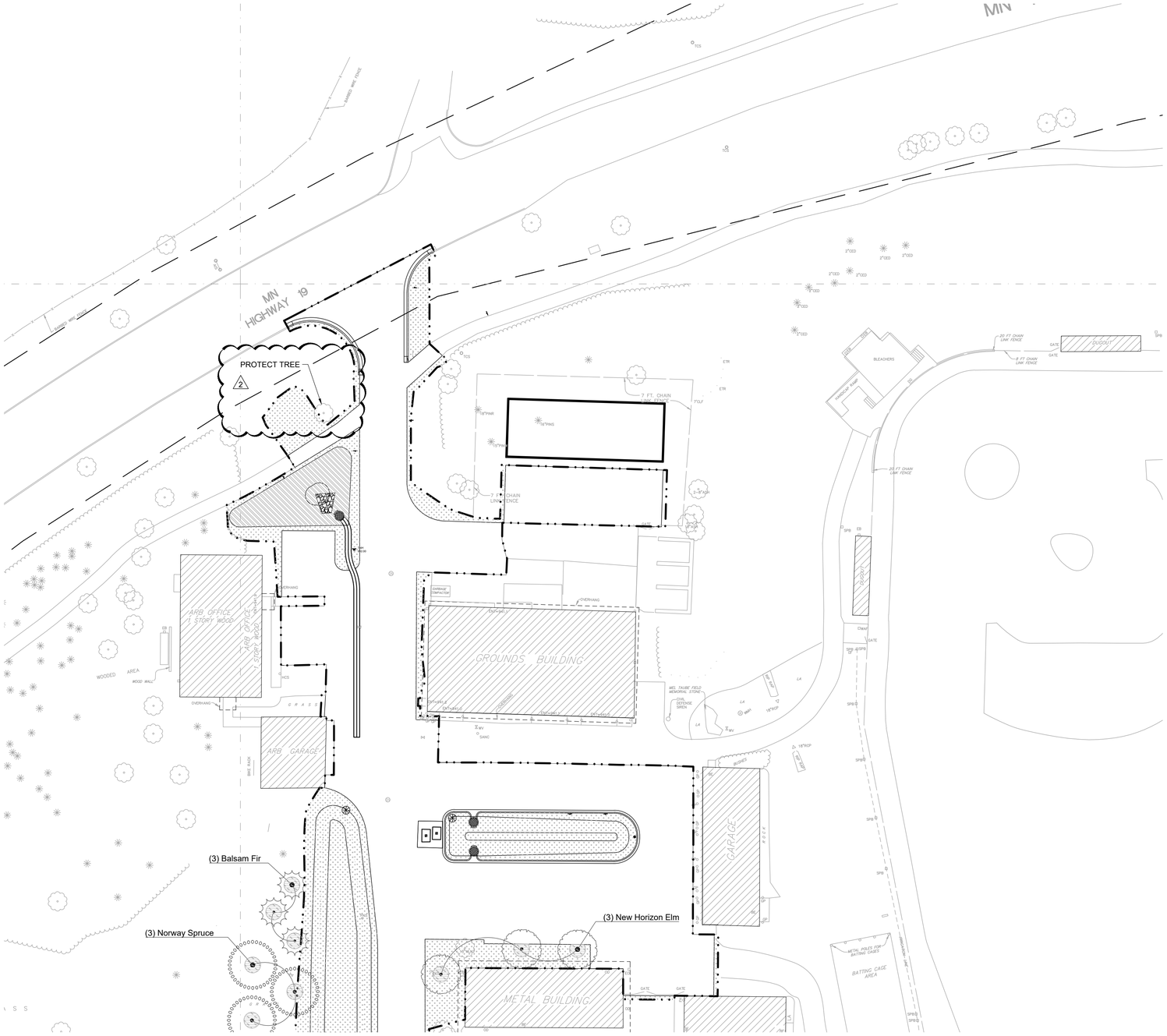
GRADING PLAN - REC CENTER

C402

21157.000

EXHIBIT G

Landscape Plan and Planting Schedule (C600 – C603)



LEGEND

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- APPROXIMATE CONSTRUCTION LIMITS
- DRY SHORT PRAIRIE SEED MIX SEE SPEC
- INFILTRATION BASIN SEED MIX SEE SPEC
- WESTERN RED CEDAR MULCH SEE SPEC

LANDSCAPING NOTES:

1. LANDSCAPE DRAWINGS DO NOT CONSTITUTE AN OFFICIAL SURVEY OF THE SITE. CONFIRM ALL LOCATIONS OF SURFACE AND SUB-SURFACE FEATURES BEFORE BEGINNING INSTALLATION. ADVISE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
2. CONFIRM ALL QUANTITIES, SHAPES AND LOCATIONS OF BEDS, AND ADJUST TO CONFORM TO THE SITE CONDITIONS. CONFIRM ANY ADJUSTMENTS WITH THE LANDSCAPE ARCHITECT.
3. LOCATE ALL UTILITIES. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS WITH PLANT INSTALLATION.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN. VERIFY ALL QUANTITIES SHOWN ON THE PLANT SCHEDULE.
5. THE CONTRACTOR SHALL REMOVE FROM THE SITE ALL SOD/TURF WHICH HAS BEEN REMOVED FOR NEW PLANT BEDS. LONG-TERM STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED. ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HEELED IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED.
6. THE PLAN TAKES PRECEDENCE OVER THE PLANT SCHEDULE IF DISCREPANCIES EXIST.ADVISE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
7. CONTRACTOR TO STAKE PLANTING LOCATIONS FOR TREES AND PERENNIAL BEDS FOR LANDSCAPE ARCHITECT REVIEW PRIOR TO PLANTING OPERATIONS. CONTRACTOR TO PROVIDE ONE WEEK NOTICE TO LANDSCAPE ARCHITECT TO SCHEDULE.
8. PLANTING SOIL AMENDMENTS AND FINE GRADING TO BE COMPLETE AND APPROVED PRIOR TO PLANTING OPERATIONS.

PROTECTION:

1. THE CONTRACTOR SHALL AVOID DAMAGING EXISTING TREES. DO NOT STORE OR DRIVE HEAVY MATERIALS OVER TREE ROOTS. DO NOT DAMAGE TREE BARK OR BRANCHES. REFER TO DETAILS FOR TREE PROTECTION.
2. THE CONTRACTOR SHALL KEEP PAVEMENTS, FIXTURES AND BUILDINGS CLEAN AND UNSTAINED. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE. THE PROJECT SITE SHALL BE KEPT CLEAR OF CONSTRUCTION WASTES AND DEBRIS.

PLANT MATERIAL:

1. NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY.
2. ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK", ANSI-Z60. LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC.
3. ALL PLANTS SHALL BE GUARANTEED FOR ONE YEAR FROM DATE OF OWNER'S ACCEPTANCE, UNLESS OTHERWISE SPECIFIED. REFER TO SPECIFICATION.
4. FOR ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATION, THE CONTRACTOR SHALL FILL TO FINISHED SUBGRADE ELEVATION AND PROVIDE 6" TOPSOIL AND PROVIDE SEEDING OR SOD REPLACEMENT OF OWNER'S CHOICE.
5. REFER TO 31 20 00 AND 32 93 00 FOR PLANTINGS, PLANTING SOIL, AND MULCH REQUIREMENTS.

MAINTENANCE AND CARE:

1. MAINTENANCE SHALL BE PROVIDED IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE.
2. THERE ARE TWO WARRANTY PERIODS THAT EFFECT MAINTENANCE AND WATERING REQUIREMENTS. REFER TO SPECIFICATIONS FOR FULL INSPECTION, MAINTENANCE, AND WARRANTY REQUIREMENTS.

N

0 15 30 60

SCALE IN FEET

Carleton

CARLETON COLLEGE

ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

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SIGNATURE:
PRINTED NAME: STEVEN D. FOSS
LIC. NO.: 56852 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
SDF	SDF	SDF

LANDSCAPE PLAN - NORTH

C600

21157.000

Jun 10, 2025 - 2:09pm
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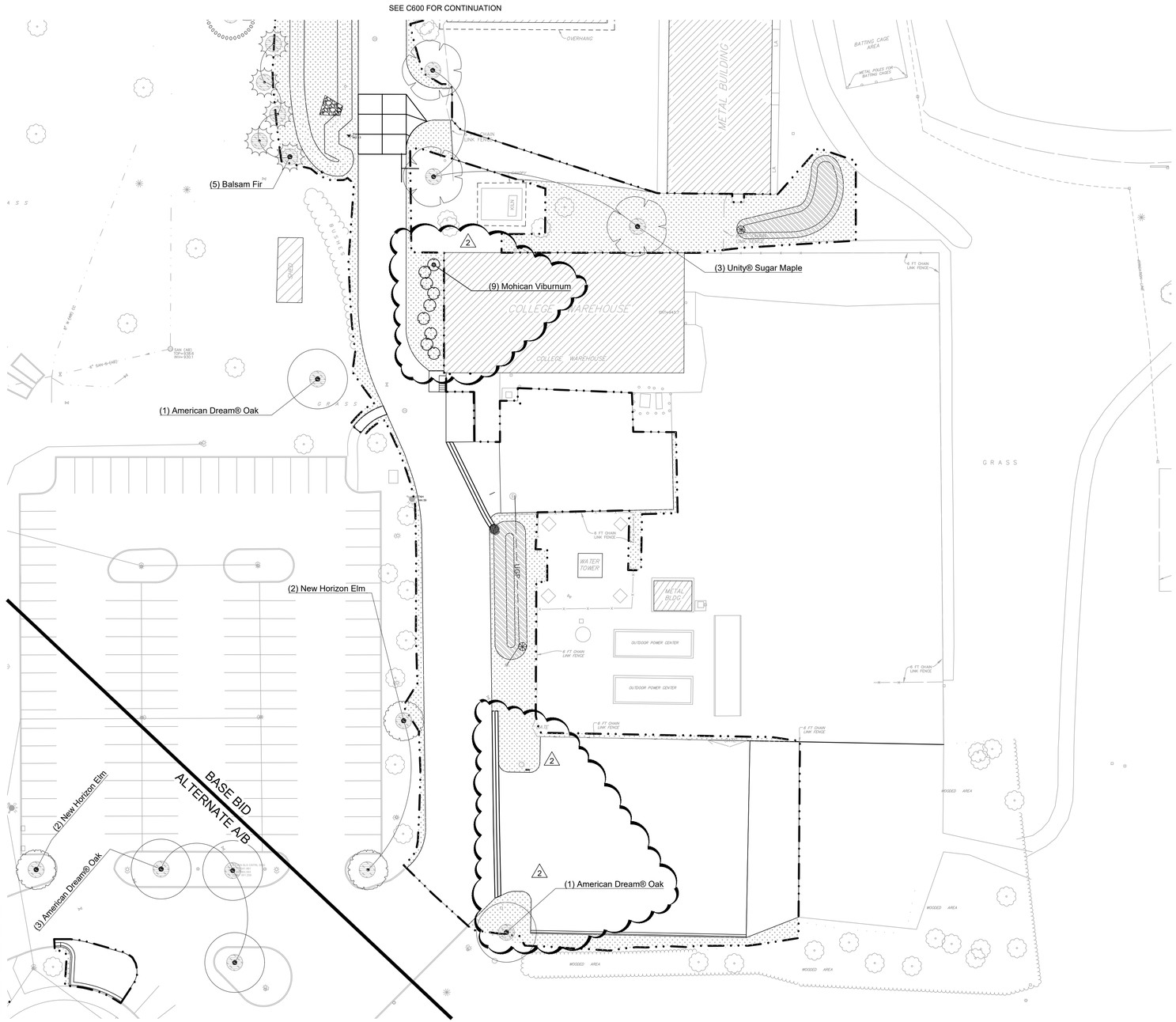

LEGEND

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- DRY SHORT PRAIRIE SEED MIX SEE SPEC
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0 15 30 60

SCALE IN FEET

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LANDSCAPE PLAN - SOUTH

C601

21157.000

Jun 11, 2025 - 1:34pm
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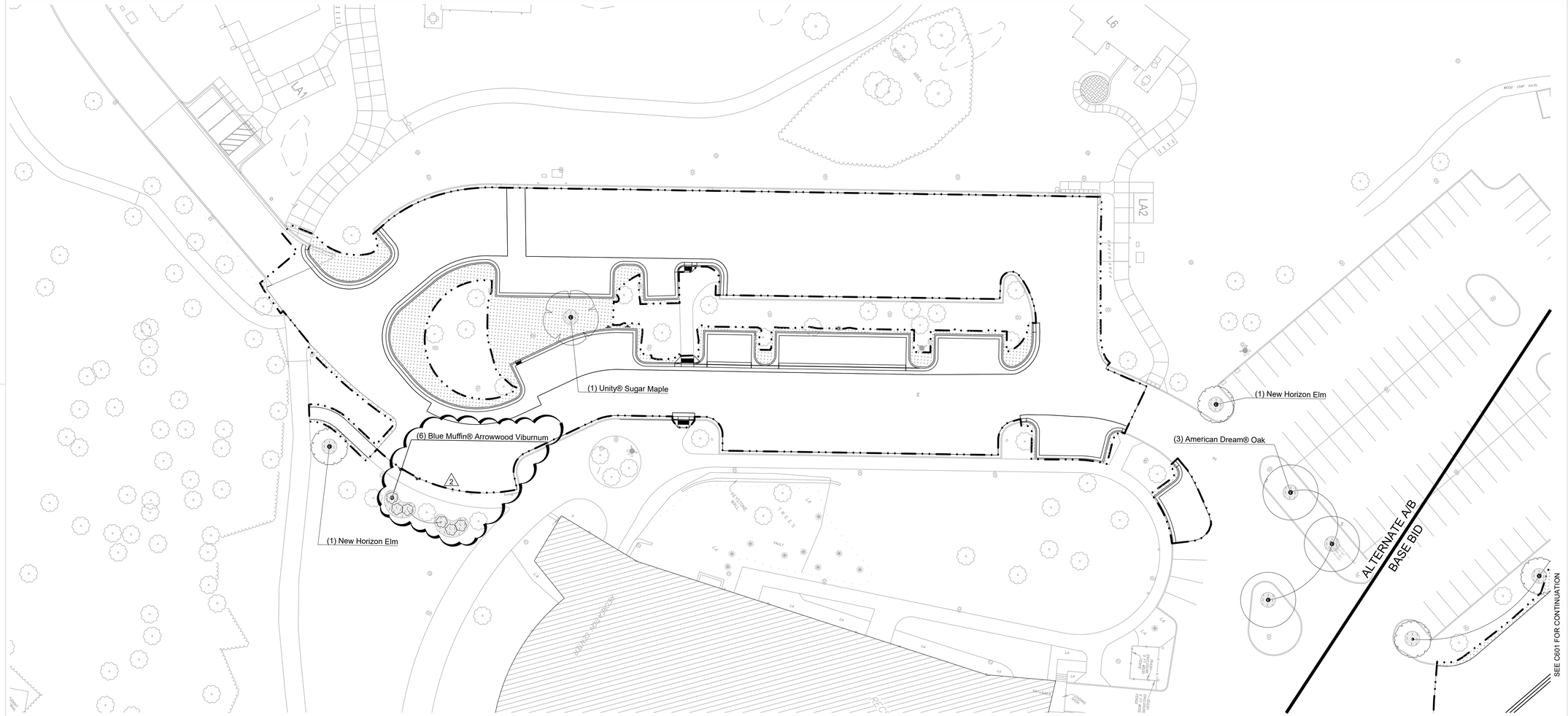

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LANDSCAPE PLAN - REC CENTER

C602

21157.000

Jun 11, 2025 - 1:38pm
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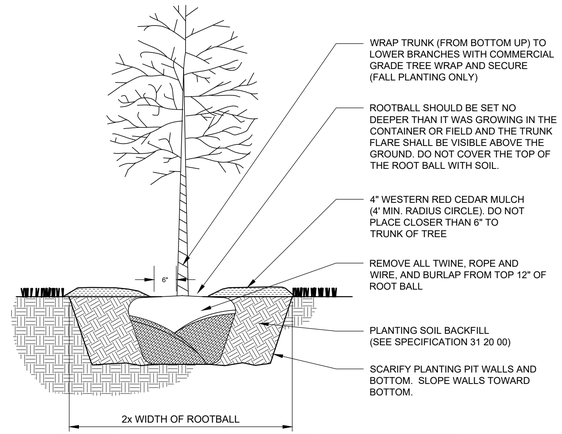
SYMBOL	BOTANICAL / COMMON NAME	SIZE	CONTAINER	QTY
CONIFEROUS TREES				
	Abies balsamea / Balsam Fir	6` Ht.	B&B	8
	Picea abies / Norway Spruce	6` Ht.	B&B	3
DECIDUOUS TREES				
	Acer saccharum `Jefcan` / Unity® Sugar Maple	2" Cal.	B&B	4
	Quercus bicolor 'JFS-KW12' / American Dream® Oak	2" Cal.	B&B	5
	Ulmus japonica x pumila `New Horizon` / New Horizon Elm	2" Cal.	B&B	7

SYMBOL	CODE	BOTANICAL / COMMON NAME	SIZE	CONTAINER	QTY
SHRUBS					
2	.	Viburnum dentatum 'Christom' / Blue Muffin® Arrowwood Viburnum	5 gal.	CONT.	6
2	..	Viburnum lantana 'Mohican' / Mohican Viburnum	5 gal.	CONT.	9

1 PLANTING SCHEDULE
C603 NO SCALE

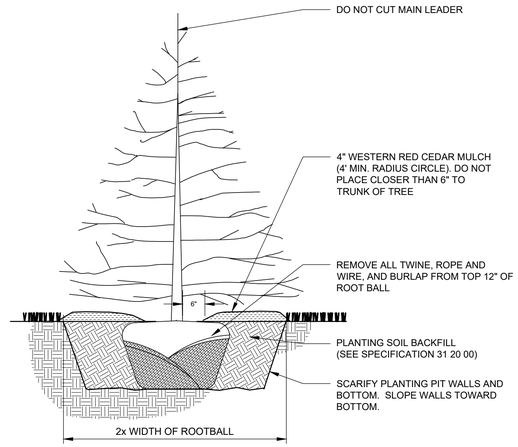


TREE SHALL BE PRUNED IMMEDIATELY AFTER PLANTING TO REMOVE DEAD, BROKEN, DISEASED, DYING OR RUBBING BRANCHES. CO-DOMINANT STEMS LESS THAN 4" IN DIA. AT THE FORK SHALL BE PRUNED OFF AND ONE MAIN STEM SHOULD REMAIN. TREE TOPPING OR HEADING IS NOT PERMITTED AT ANY TIME. STAKING IS NOT REQUIRED, BUT IF INSTALLED IT SHALL BE REMOVED NO LATER THAN ONE YEAR AFTER PLANTING

MARK THE NORTH SIDE OF THE TREE IN THE NURSERY AND ROTATE TREE TO FACE NORTH AT THE SITE WHENEVER POSSIBLE

SET TREE PLUMB

2 DECIDUOUS TREE PLANTING DETAIL
C603 NO SCALE



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SET TREE PLUMB, STAKING AND GUYING AS NECESSARY

3 EVERGREEN TREE PLANTING DETAIL
C603 NO SCALE

Carleton

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NO.	DATE	ISSUE RECORD
2	2025-06-12	PR 01
1	2025-04-07	ISSUED OF BIDDING & PERMITTING

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MN.

SIGNATURE:
PRINTED NAME: STEVEN D. FOSS
LIC. NO.: 56852 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
SDF	SDF	SDF

PLANTING SCHEDULE AND DETAILS

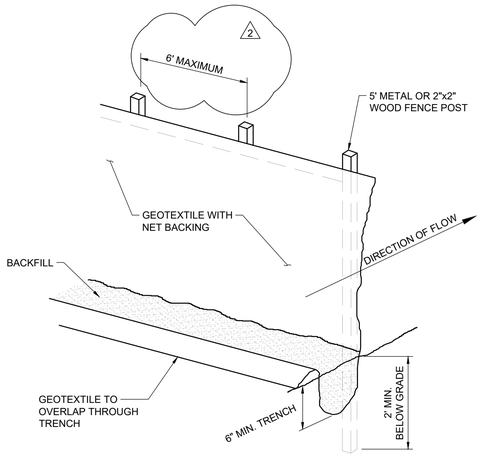
C603

21157.000

Jun 11, 2025 - 1:23pm
\\tkda.com\projects\a-f\CarletonCollege\21157000\04_Production\01_CAD\02_Sheets\C600 LANDSCAPE PLANS_06_10_25.dwg

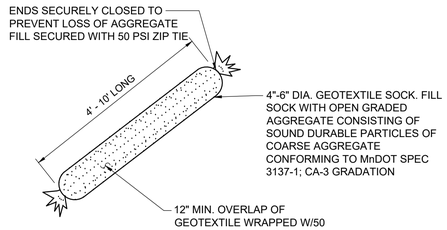
EXHIBIT H

Site Details (C700 – C705)

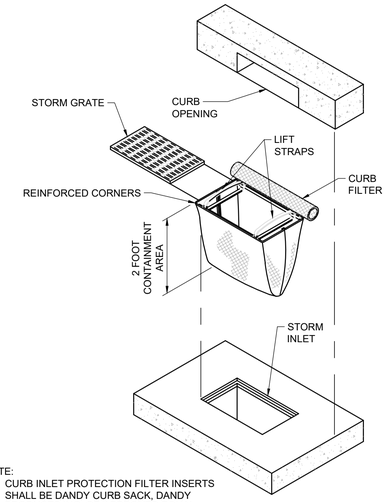


NOTE :
1. SILT FENCE SHALL CONFORM TO MNDOT 3886, TYPE B.
2. FENCING SHALL BE PLACED ALONG CONTOURS OR AS DIRECTED BY ENGINEER.

1 SILT FENCE
C700 — NO SCALE

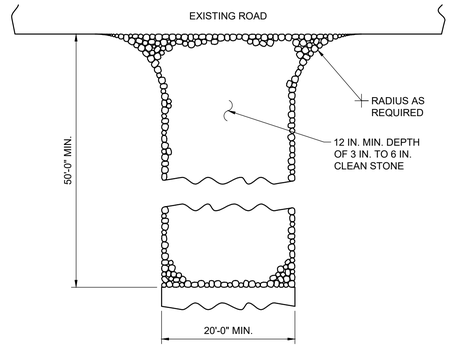


2 ROCK FILTER LOG TYPE
C700 — NO SCALE



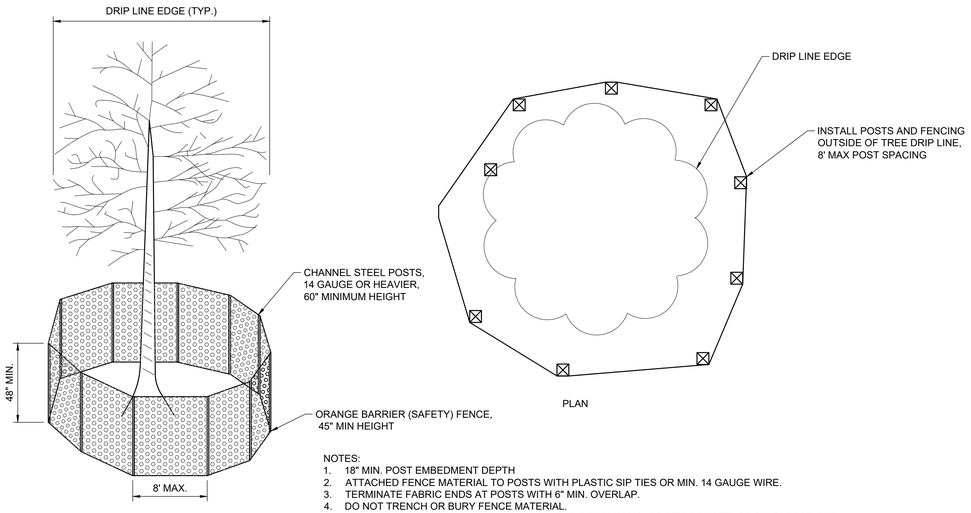
NOTE:
1. CURB INLET PROTECTION FILTER INSERTS SHALL BE DANDY CURB SACK, DANDY PRODUCTS INC. OR APPROVED EQUAL.

3 STORM INLET PROTECTION DETAIL
C700 — NO SCALE



NOTES:
- ROCK MATERIAL SHALL BE REMOVED AND REPLACED AS VOIDS BECOME FILLED WITH SEDIMENT. ROCK MAY ALSO BE REMOVED, WASHED AND RESET TO ENSURE EFFICIENT REMOVAL AND PREVENT TRACKING ONTO PUBLIC ROADWAYS.
- MOUND ROCK MATERIAL AT ENTRANCE TO PAVED ROAD TO PREVENT RUNOFF FROM SITE ONTO ROAD VIA CONSTRUCTION ENTRANCE.

4 ROCK CONSTRUCTION ENTRANCE
C700 — NO SCALE



NOTES:
1. 18" MIN. POST EMBEDMENT DEPTH
2. ATTACHED FENCE MATERIAL TO POSTS WITH PLASTIC SIP TIES OR MIN. 14 GAUGE WIRE.
3. TERMINATE FABRIC ENDS AT POSTS WITH 6" MIN. OVERLAP.
4. DO NOT TRENCH OR BURY FENCE MATERIAL.
5. LEAVE TREE PROTECTION IN PLACE UNTIL THE CONCLUSION OF SITE CONSTRUCTION OPERATIONS
6. FURNISH AND INSTALL TEMPORARY FENCE AT THE TREE'S DRIPLINE OR CONSTRUCTION LIMITS AS SPECIFIED PRIOR TO CONSTRUCTION.
7. WHEN POSSIBLE, PLACE FENCE 25 FEET BEYOND DRIPLINE.
8. PLACE TREE PROTECTION SIGNS AT 50' INTERVALS ALONG FENCE.
9. DAMAGED / RIPPED ROOTS WOULD NEED TO BE CUT CLEAN, PAINTED WITH ROOT PROTECTANT, AND COVERED WITH SOIL AND WOOD MULCH BY A CERTIFIED ARBORIST.

5 TREE PROTECTION
C700 — NO SCALE

Jun 12, 2025 - 12:01pm
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NORTHFIELD, MN 55057

TKDA

Terra CONSTRUCTION

THREE OAKS DRIVE RECONSTRUCTION

ALL CONTRACTORS AND SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS BY MEASUREMENT AT THE BUILDING AND/OR SITE

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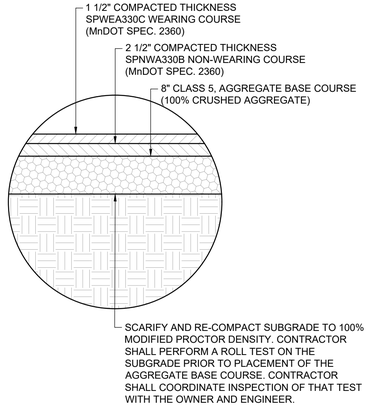
SIGNATURE: Amanda Kieffer
PRINTED NAME: AMANDA KIEFFER
LIC. NO.: 56216 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

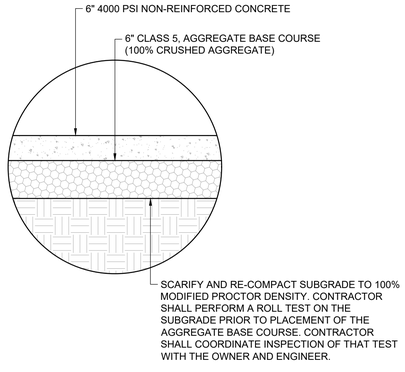
SITE DETAILS

C700

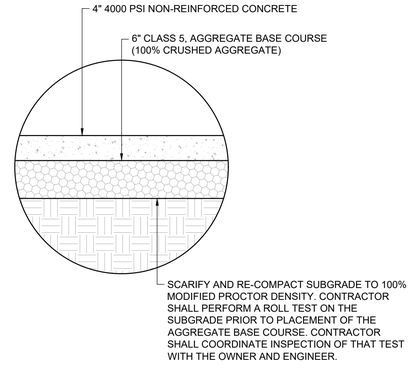
21157.000



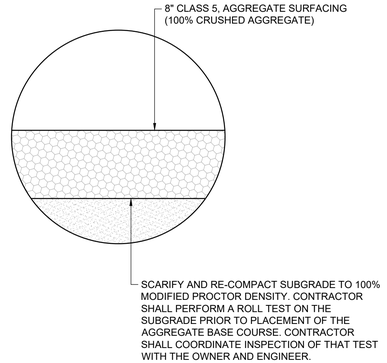
1 C701 — BITUMINOUS PAVEMENT SECTION
NO SCALE



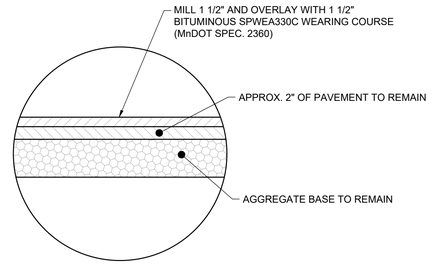
2 C701 — CONCRETE PAVEMENT SECTION
NO SCALE



3 C701 — CONCRETE SIDEWALK SECTION
NO SCALE

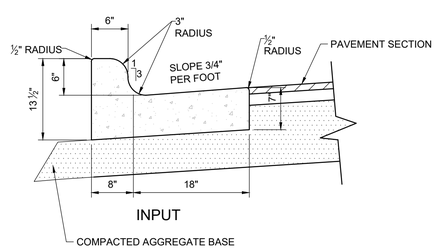


4 C701 — AGGREGATE SURFACING SECTION
NO SCALE

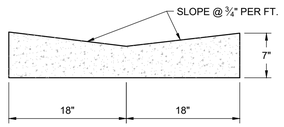


NOTES:
- MARK AND PROTECT ALL IN PLACE STRUCTURES. REPAIR OR REPLACE IN-PLACE STRUCTURES DAMAGED OR DISTURBED BY MILLING OPERATIONS.
- IF TRAFFIC IS OPENED PRIOR TO WEARING COURSE INSTALLATION, CONTRACTOR SHALL:
  - CONDUCT OPERATION TO PROVIDE A FLUSH SURFACE OVER THE ENTIRE PAVEMENT WIDTH,
  - CONSTRUCT TEMPORARY TAPERS TO ADJACENT UNMILLED PAVEMENT SURFACES, AND
  - PROTECT EXPOSED STRUCTURES FROM DAMAGE BY TRAFFIC.
- CONTRACTOR SHALL SWEEP OR VACUUM ALL MILLED SURFACES AND RECYCLE OR DISPOSE OF RESULTING DEBRIS IN ACCORDANCE WITH LOCAL LAWS AND ORDINANCES.

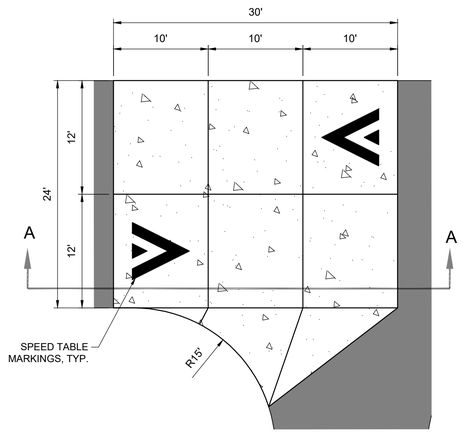
8 C701 — MILL AND OVERLAY SECTION
NO SCALE



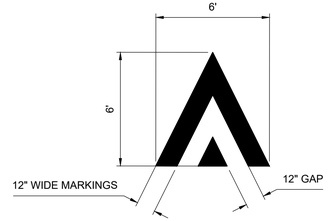
5 C701 — B618 CURB AND GUTTER DETAIL
NO SCALE



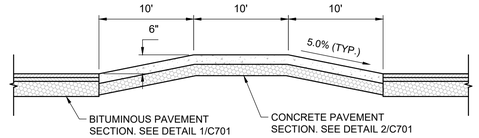
6 C701 — CONCRETE VALLEY GUTTER
NO SCALE



PLAN



SPEED TABLE MARKINGS



SECTION A-A

7 C701 — SPEED TABLE
NO SCALE

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PRINTED NAME: AMANDA KIEFFER
LIC. NO.: 56216 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

SITE DETAILS

C701

21157.000

Apr 07, 2025 - 1:43pm
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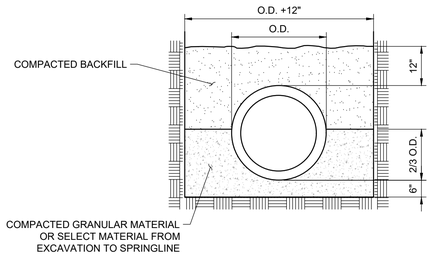
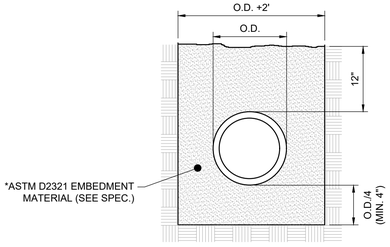


RCP BEDDING

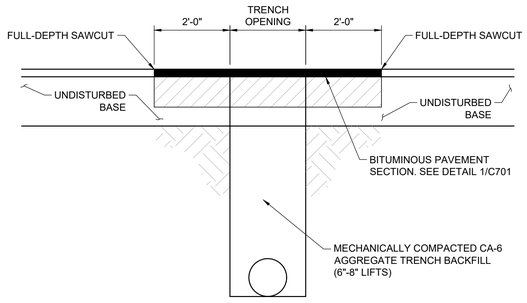


PIPE INSTALLATION IN ACCORDANCE WITH ASTM D2321, TABLE 2

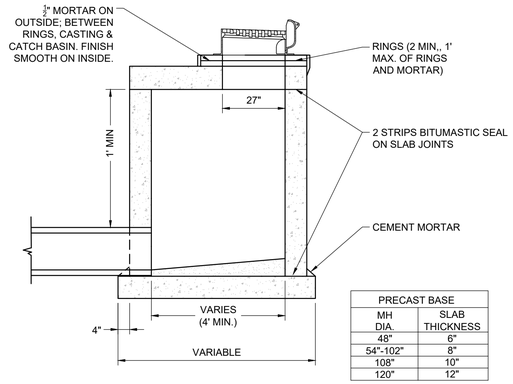
*EMBEDMENT MATERIAL SHALL CONFORM TO ASTM D2321, TABLE 1.

PVC BEDDING

1 / C702 — PIPE BEDDING DETAIL
NO SCALE



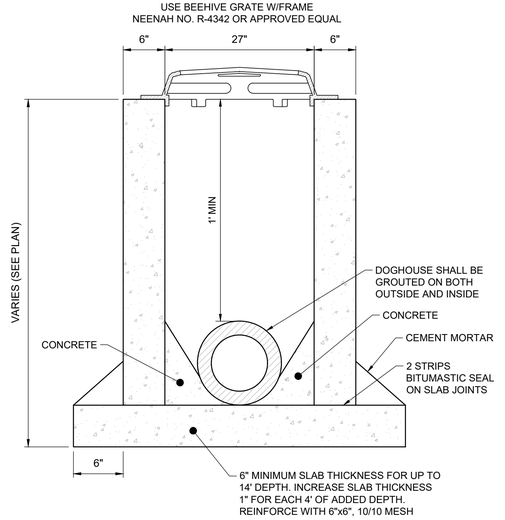
2 / C702 — UTILITY PAVEMENT REPLACEMENT DETAIL
NO SCALE



PRECAST BASE	
MH DIA.	SLAB THICKNESS
48"	6"
54"-102"	8"
108"	10"
120"	12"

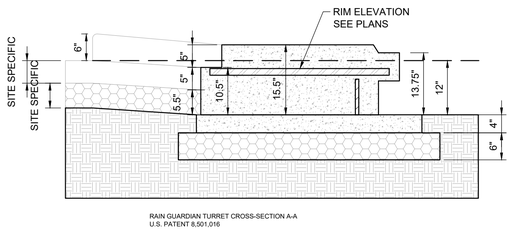
NOTE:
1. NO WOOD SHALL BE USED FOR ADJUSTING CASTING, CEMENT MORTAR ONLY.
2. CAST IRON CATCH BASIN FRAME & COVER CASTINGS PER TABLE.
3. PRECAST REINFORCED CONCRETE BASE SLAB & COVER SLAB PER ASTM C478.
4. PRECAST REINFORCED CONCRETE MANHOLE SECTIONS PER ASTM C478, FURNISHED WITH O-RING GASKETS & LUBRICANT, MEETING ASTM C433, OR 8" CONCRETE MANHOLE BLOCK MANHOLE SECTION WITH 1/2" MORTARED EXTERIOR.
5. INSTALL FLEXIBLE CONNECTION BETWEEN THE PIPE AND STRUCTURE PER ASTM C923-18.

3 / C702 — CATCH BASIN
NO SCALE

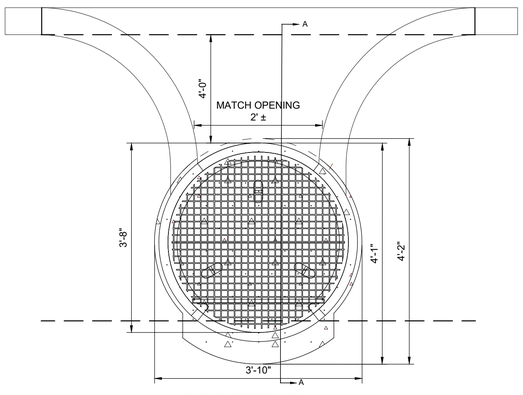


NOTE:
1. NO WOOD SHALL BE USED FOR ADJUSTING CASTING, CEMENT MORTAR ONLY.
2. PRECAST REINFORCED CONCRETE BASE SLAB PER ASTM C478.
3. PRECAST REINFORCED CONCRETE MANHOLE SECTIONS PER ASTM C478, FURNISHED WITH O-RING GASKETS & LUBRICANT, MEETING ASTM C433, OR 8" CONCRETE MANHOLE BLOCK MANHOLE SECTION WITH 1/2" MORTARED EXTERIOR.
4. INSIDE SURFACE SHALL BE FINISHED SMOOTH.

4 / C702 — 27" STORM MANHOLE
NO SCALE

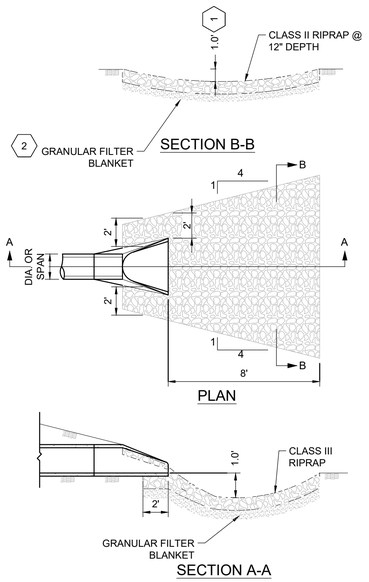


RAIN GUARDIAN TURRET CROSS-SECTION A-A
U.S. PATENT 8,501,016

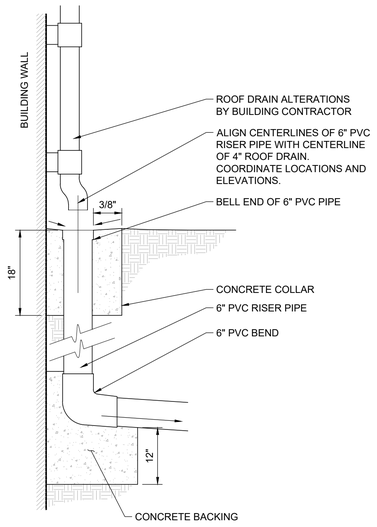


RAIN GUARDIAN TURRET PLAN VIEW
U.S. PATENT 8,501,016

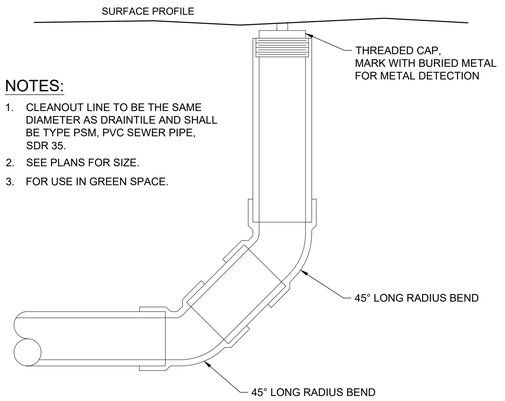
5 / C702 — RAIN GUARDIAN TURRET DETAIL
NO SCALE



6 / C702 — RIPRAP AT RCP OUTLETS
NO SCALE



7 / C702 — ROOF DRAIN TIE IN
NO SCALE



NOTES:
1. CLEANOUT LINE TO BE THE SAME DIAMETER AS DRAINTILE AND SHALL BE TYPE PSM, PVC SEWER PIPE, SDR 35.
2. SEE PLANS FOR SIZE.
3. FOR USE IN GREEN SPACE.

8 / C702 — SUBDRAIN CLEANOUT
NO SCALE

Apr 07, 2025 - 1:43pm
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LIC. NO.: 56216 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

SITE DETAILS

C702

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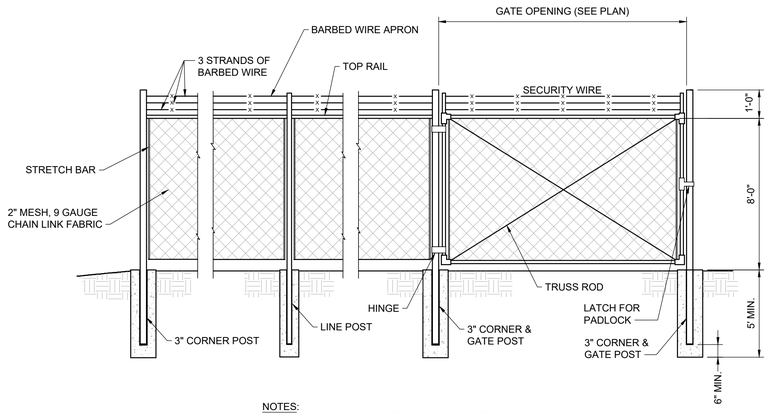
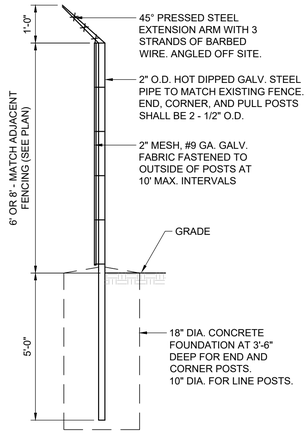


NOTES:
1. FINAL GATE DESIGN PER MANUFACTURERS RECOMMENDATIONS
2. FOOTING DEPTHS PER MANUFACTURERS RECOMMENDATIONS

1 / C703 — TYPICAL CHAIN LINK FENCE AND GATES DETAIL

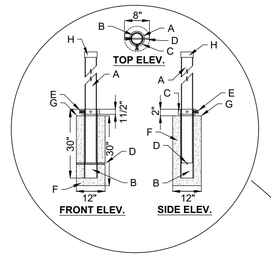
NO SCALE

NOTES:
- CONTRACTOR SHALL SUBMIT SHOP DRAWINGS FOR THE CHAIN LINK FENCING AND GATES, INCLUDING THE FOLLOWING INFORMATION: GATE POSTS, RAILS AND FITTINGS, CHAIN LINK FABRIC, REINFORCEMENTS, AND ATTACHMENTS.
- FABRIC SHALL BE KNUCKLED AT BOTH TOP AND BOTTOM SELVAGES. FABRIC ON EACH GATE PANEL SHALL BE ONE PIECE.
- ALL STRUCTURAL AND ROLL-FORMED SHAPES SHALL CONFORM TO PROVISIONS OF ASTM A123 FOR GALVANIZED COATING.



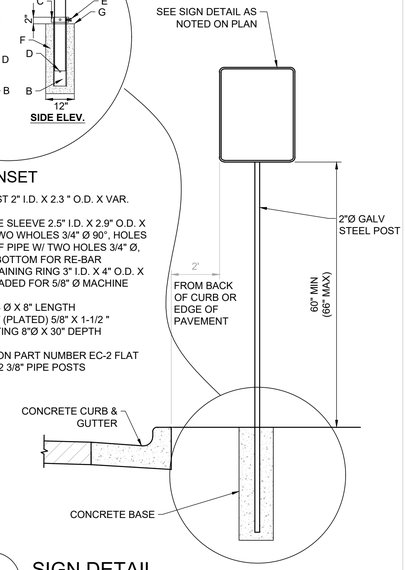
2 / C703 — LINE POST & FENCE DETAIL

NO SCALE



INSET

NOTES:
- A. GALV. STEEL POST 2" I.D. X 2.3 " O.D. X VAR. LENGTH
- B. GALV. STEEL PIPE SLEEVE 2.5" I.D. X 2.9" O.D. X 30" LENGTH W/ TWO WHOLES 3/4" Ø 90°, HOLES 3/4" FROM TOP OF PIPE W/ TWO HOLES 3/4" Ø, HOLES 6" FROM BOTTOM FOR RE-BAR
- C. CAST STEEL RETAINING RING 3" I.D. X 4" O.D. X 1.5" DEPTH THREADED FOR 5/8" Ø MACHINE SCREW
- D. STEEL RE-BAR #4 Ø X 8" LENGTH
- E. MACHINE SCREW (PLATED) 5/8" X 1-1/2 "
- F. CONCRETE FOOTING 8"Ø X 30" DEPTH
- G. FINISHED GRADE
- H. EARL F. ANDERSON PART NUMBER EC-2 FLAT POST CAPS FOR 2 3/8" PIPE POSTS



3 / C703 — SIGN DETAIL

NO SCALE

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ONE NORTH COLLEGE STREET
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SITE DETAILS

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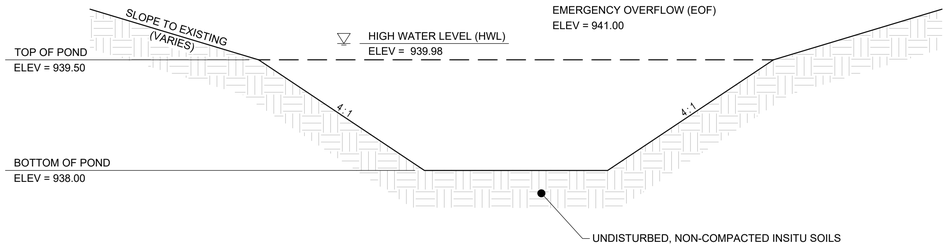
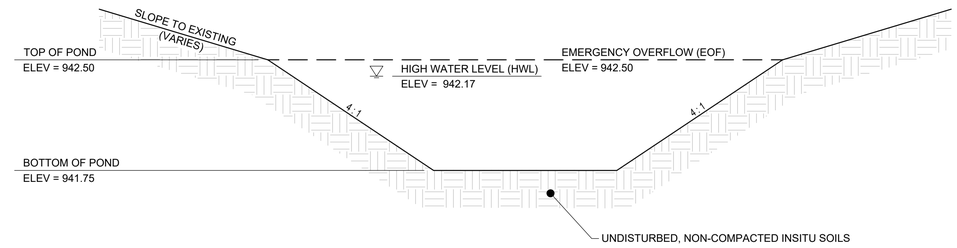


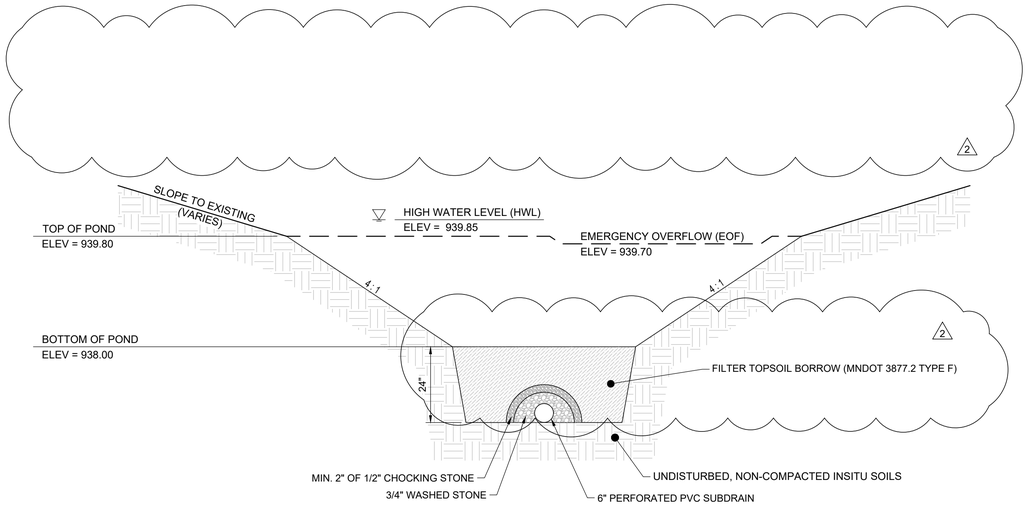
1 C704 SEDIMENTATION BASIN #1
NO SCALE



2 C704 SEDIMENTATION BASIN #2
NO SCALE

FILTRATION BASIN CONSTRUCTION:

A. WORK SHALL INCLUDE - ALL EXCAVATION AND CONSTRUCTION AS OUTLINED IN THE PLANS, SPECIFICATIONS, AND DETAILS OUTLINING THE CONSTRUCTION OF THE FILTRATION BASIN.
B. THE CONTRACTOR SHALL MAINTAIN SILT FENCE AROUND THE PERIMETER OF THE FILTRATION BASIN DURING ALL PHASES OF CONSTRUCTION. THE FILTRATION AREA MUST BE STAKED OFF AND MARKED TO KEEP ALL CONSTRUCTION TRAFFIC, EQUIPMENT, AND MATERIAL STOCKPILES OUT OF THE PROPOSED FILTRATION AREA.
C. THE CONTRACTOR SHALL ENSURE THAT THE FILTRATION BASIN IS NOT USED AS A SEDIMENT TRAP DURING CONSTRUCTION AND THAT NO RUNOFF ENTERS THE BASIN PRIOR TO THE COMPLETION OF CONSTRUCTION AND COMPLETE STABILIZATION OF SURROUNDING AREAS DRAINING TO THE BASIN. ALL UPLAND DRAINAGE MUST BE DIVERTED TO PREVENT RUNOFF FROM ENTERING FILTRATION BASIN WORK AREA.
D. FILTRATION BASIN SHALL BE CONSTRUCTED AT THE END OF THE PROJECT AFTER ALL AREAS SURROUNDING IT AND DRAINING INTO IT HAVE BEEN CONSTRUCTED AND FULLY STABILIZED. IN ORDER TO AVOID SOIL COMPACTION IN THE BASIN, NO EQUIPMENT SHALL BE DRIVEN IN THE AREA OF THE BASIN PRIOR TO ITS CONSTRUCTION, AND WHEN IT IS CONSTRUCTED, ONLY LIGHT EARTH MOVING EQUIPMENT WITH TRACKS SHALL BE USED.
E. AFTER FINAL GRADING, THE BASIN'S FLOOR SHALL BE TILLED TO A DEPTH OF AT LEAST 6 INCHES TO PROVIDE A WELL-AERATED, POROUS SURFACE. SMEARING OF THE SOIL IN THE BASIN SHALL BE AVOIDED AND IF SMEARING DOES OCCUR IT SHALL BE CORRECTED BY RAKING OR RETILLING OF THE BASIN.
F. IMMEDIATELY FOLLOWING FILTRATION BASIN CONSTRUCTION, THE ENTIRE BASIN SHALL BE SEEDED AND STABILIZED AS INDICATED IN THE PLANS. FILTRATION BASIN MUST BE FULLY STABILIZED PRIOR TO ANY UPSTREAM RUNOFF BEING DIRECTED TO BASIN.



3 C704 FILTRATION BASIN #3
NO SCALE

FILTRATION BASIN CONSTRUCTION:

A. WORK SHALL INCLUDE - ALL EXCAVATION AND CONSTRUCTION AS OUTLINED IN THE PLANS, SPECIFICATIONS, AND DETAILS OUTLINING THE CONSTRUCTION OF THE FILTRATION BASIN.
B. THE CONTRACTOR SHALL MAINTAIN SILT FENCE AROUND THE PERIMETER OF THE FILTRATION BASIN DURING ALL PHASES OF CONSTRUCTION. THE FILTRATION AREA MUST BE STAKED OFF AND MARKED TO KEEP ALL CONSTRUCTION TRAFFIC, EQUIPMENT, AND MATERIAL STOCKPILES OUT OF THE PROPOSED FILTRATION AREA.
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D. FILTRATION BASIN SHALL BE CONSTRUCTED AT THE END OF THE PROJECT AFTER ALL AREAS SURROUNDING IT AND DRAINING INTO IT HAVE BEEN CONSTRUCTED AND FULLY STABILIZED. IN ORDER TO AVOID SOIL COMPACTION IN THE BASIN, NO EQUIPMENT SHALL BE DRIVEN IN THE AREA OF THE BASIN PRIOR TO ITS CONSTRUCTION, AND WHEN IT IS CONSTRUCTED, ONLY LIGHT EARTH MOVING EQUIPMENT WITH TRACKS SHALL BE USED.
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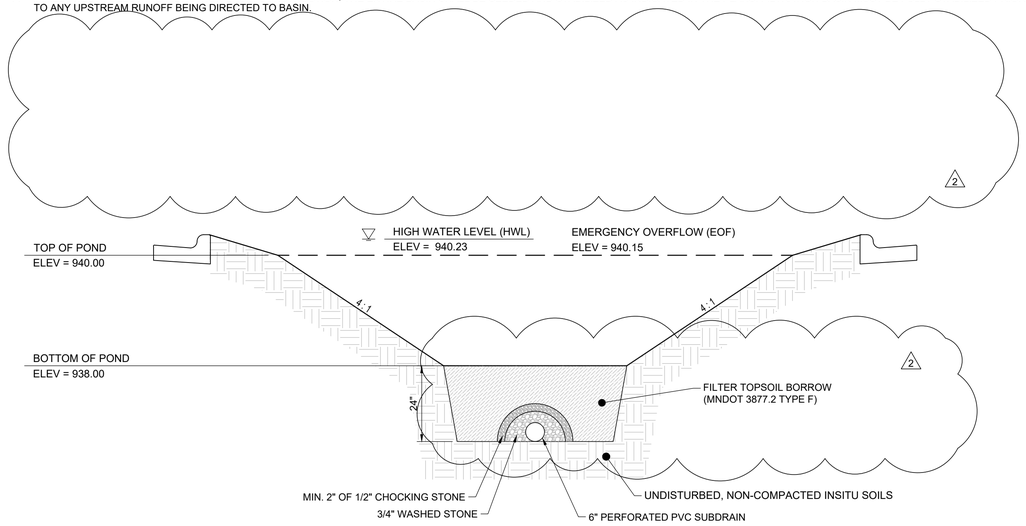

4 C704 FILTRATION BASIN #4
NO SCALE

Jun 12, 2025 - 12:01pm
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Carleton

CARLETON COLLEGE
ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

Terra CONSTRUCTION

THREE OAKS DRIVE RECONSTRUCTION

ALL CONTRACTORS AND SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS BY MEASUREMENT AT THE BUILDING AND/OR SITE

0 1

BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS DRAWING ADJUST SCALES ACCORDINGLY.

NO.	DATE	ISSUE RECORD
2	2025-06-12	PR 01
1	2025-04-07	ISSUED OF BIDDING & PERMITTING

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MN.

SIGNATURE:
PRINTED NAME: AMANDA KIEFFER
LIC. NO.: 56216 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

SITE DETAILS

C704

21157.000

INFILTRATION BASIN CONSTRUCTION:

A. WORK SHALL INCLUDE - ALL EXCAVATION AND CONSTRUCTION AS OUTLINED IN THE PLANS, SPECIFICATIONS, AND DETAILS OUTLINING THE CONSTRUCTION OF THE INFILTRATION BASIN.
B. THE CONTRACTOR SHALL MAINTAIN SILT FENCE AROUND THE PERIMETER OF THE INFILTRATION BASIN DURING ALL PHASES OF CONSTRUCTION. THE INFILTRATION AREA MUST BE STAKED OFF AND MARKED TO KEEP ALL CONSTRUCTION TRAFFIC, EQUIPMENT, AND MATERIAL STOCKPILES OUT OF THE PROPOSED INFILTRATION AREA.
C. THE CONTRACTOR SHALL ENSURE THAT THE INFILTRATION BASIN IS NOT USED AS A SEDIMENT TRAP DURING CONSTRUCTION AND THAT NO RUNOFF ENTERS THE BASIN PRIOR TO THE COMPLETION OF CONSTRUCTION AND COMPLETE STABILIZATION OF SURROUNDING AREAS DRAINING TO THE BASIN. ALL UPLAND DRAINAGE MUST BE DIVERTED TO PREVENT RUNOFF FROM ENTERING INFILTRATION BASIN WORK AREA.
D. INFILTRATION BASIN SHALL BE CONSTRUCTED AT THE END OF THE PROJECT AFTER ALL AREAS SURROUNDING IT AND DRAINING INTO IT HAVE BEEN CONSTRUCTED AND FULLY STABILIZED. IN ORDER TO AVOID SOIL COMPACTION IN THE BASIN, NO EQUIPMENT SHALL BE DRIVEN IN THE AREA OF THE BASIN PRIOR TO ITS CONSTRUCTION, AND WHEN IT IS CONSTRUCTED, ONLY LIGHT EARTH MOVING EQUIPMENT WITH TRACKS SHALL BE USED.
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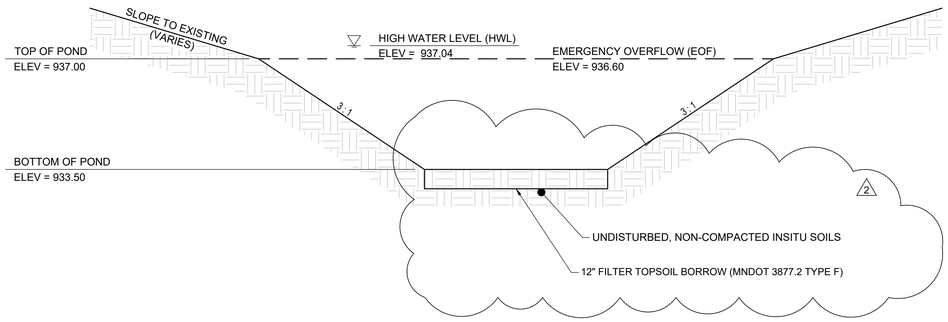
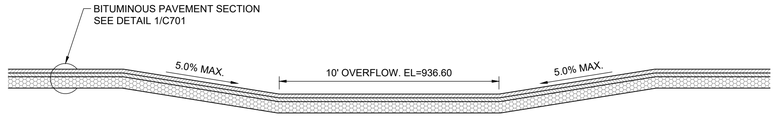
F. IMMEDIATELY FOLLOWING INFILTRATION BASIN CONSTRUCTION, THE ENTIRE BASIN SHALL BE SEEDED AND STABILIZED AS INDICATED IN THE PLANS. INFILTRATION BASIN MUST BE FULLY STABILIZED PRIOR TO ANY UPSTREAM RUNOFF BEING DIRECTED TO BASIN.



1 C705 — INFILTRATION BASIN #5
NO SCALE



2 C705 — BASIN #5 EMERGENCY OVERFLOW
NO SCALE

Carleton

CARLETON COLLEGE
ONE NORTH COLLEGE STREET
NORTHFIELD, MN 55057

TKDA

Terra CONSTRUCTION

THREE OAKS DRIVE RECONSTRUCTION

ALL CONTRACTORS AND SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS BY MEASUREMENT AT THE BUILDING AND/OR SITE

0 1

BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS DRAWING ADJUST SCALES ACCORDINGLY.

NO.	DATE	ISSUE RECORD
2	2025-06-12	PR 01
1	2025-04-07	ISSUED OF BIDDING & PERMITTING

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MN.

SIGNATURE: Amanda Kieffer
PRINTED NAME: AMANDA KIEFFER
LIC. NO.: 56216 DATE: 2025-04-07

DESIGNED	DRAWN	CHECKED
AMK	TTK	BPK

SITE DETAILS

C705

21157.000

Jun 12, 2025 - 12:01pm
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EXHIBIT I

Stormwater Maintenance Plan

Post-Construction Long-Term Maintenance Plan for
2025 Three Oaks Drive Improvements at Carleton College

System Description
The site consists of a series of stormwater management basins that capture runoff from the roadway, roofs, and parking areas at the north end of Carleton College Campus. The site is vegetated with native grasses, perennials, shrubs, and trees.

There are two (2) sedimentation basins, two (2) filtration basins, and one infiltration basin. The sedimentation basins are designed to detain and release stormwater at a reduced discharge rate and allow sediment to settle prior to discharge. The filtration basins provide treatment of suspended solids and phosphorus via filtration media and drain tile. Pre-treatment is provided on select basins by a Rain Guardian Turret structure which includes a grate and screen for trash and debris.

Regular inspection and maintenance are critical to the effective operation of the basins. Remove sediment and debris on a regular basis. It is the responsibility of the property owner to maintain all stormwater BMPs in accordance with the minimum design standards and other guidance provided. Refer to the Stormwater Memo for additional information.

Inspection Schedule
One inspection form shall be completed for each basin periodically as specified on the checklist. Typically, inspections are most beneficial twice annually, once in the early Spring and again in late Fall. For the first year of operation, more frequent inspection is recommended.

Erosion
The soil and mulch on the property shall be inspected for eroded areas and signs of channelized flow. Eroded areas shall be filled with soil or mulch and vegetated.

Sediment Accumulation & Clogging
Sediment accumulation within the facility may reduce the filtration and/or infiltration capacity and impair proper performance of the facility. The facility shall be inspected for accumulation of sediment as part of the inspection. Excessive sediment accumulation shall be removed.

Outlet Structure Maintenance
The Owner will be responsible for outlet structure maintenance. Periodically, the outlet pipe may clog with debris. Debris should be removed and appropriately disposed of off-site.

Standing Water
If standing water is observed more than 48 hours after a rain event, a comprehensive inspection should be performed. The facility owner shall contact the design engineer for additional guidance if standing water persists following cleaning of any obstructions or debris from outlets.

BASIN INSPECTION FORM

Three Oaks Drive, Carleton College, Northfield, MN		
Date:	**Time:**	**Weather:**
Inspector:		
Maintenance Item	**Comments on Condition**	**Actions to be Taken**
Debris Cleanout (As Needed)		
Trash and debris		
Inflow pipes are clean		
Outflow pipes are clean		
Dewatering (Monthly)		
After several storm events or an extreme storm event, inspect for signs of clogging of the inlet or outlet structures and sediment accumulation.		
Sediment Deposition Cleanout (Annual)		
No evidence of sedimentation in bottom of basin greater than 2 inches		
Contributing drainage area stabilized and free of erosion		
Note signs of pollution, such as oil sheens, discolored water, or unpleasant odors.		
Outlet (Annual)		
Outlet structure is in good condition		
No evidence of erosion adjacent to inlets		
Comments and Actions Required:		

File #: 26-289, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council
City Administrator

From: James McDermott, Water Quality Technician
Sean Simonson, Engineering Manager

Consideration of a Stormwater Maintenance Agreement with St. Olaf College.

Action Requested:
The Northfield City Council approves a Motion authorizing the City to enter into a required Maintenance Agreement and Maintenance Plan with St. Olaf College for private stormwater management facilities for the St. Olaf College parking lot development.

Summary Report:
The Development Review Committee approved a site plan for a development consisting of the development of a new parking lot. As part of the project, to meet stormwater requirements, private on-site stormwater facilities were approved to collect, convey and treat stormwater runoff.

According to Northfield City Code, Chapter 22 - Environment, stormwater treatment is required to treat the additional stormwater generated from the added impervious surface on the site. Mike Berthelsen, Vice President and CFO for St. Olaf College, has executed the agreement and is ready for the city to execute the agreement.

The City of Northfield Ordinance Section 22-306 requires the execution of a Maintenance Agreement (Attachment 1) with the City of Northfield to ensure proper inspections and maintenance are performed on the proposed stormwater management facility. This agreement also grants the City of Northfield and its representatives right of entry for the purpose of inspecting the stormwater management facilities, and performing any maintenance on the stormwater management facilities should the owner fail to perform the required maintenance detailed in the Maintenance Agreement.

Financial Impacts:
There are no financial obligations for the City of Northfield with this agreement.

Tentative Timelines:
N/A

(Top 3 inches reserved for recording data)

DECLARATION OF COVENANTS, EASEMENT AND AGREEMENT FOR MAINTENANCE OF STORMWATER FACILITIES

This Declaration of Covenants, Easement and Agreement for Maintenance of Stormwater Facilities (the "Agreement") is made by and between St. Olaf College, a Minnesota nonprofit corporation, 1520 St. Olaf Avenue, Northfield, Minnesota 55057 (the "Owner" or "Responsible Party"), and the City of Northfield, a Minnesota municipal corporation, 801 Washington Street, Northfield, MN 55057 (the "City"); (collectively the "parties").

RECITALS:

WHEREAS, the Owner is the fee owner of certain real property located in the City of Northfield, Rice County, Minnesota, legally described as follows:

> See Exhibit A attached hereto and incorporated herein by reference (the "Property"); and

WHEREAS, the City Development Review Committee ("DRC") approved a site plan for improvements for a development consisting of a parking lot and associated improvements including storm sewer, storm water management facilities, grading and erosion control facilities and other private improvements (the "project") upon the Property; and

WHEREAS, all construction and site improvements for the project must be in conformance with the approved site plan (the "Site Plan") and in conformance with City Code; and

WHEREAS, the Owner plans to install, operate, repair and maintain a storm water facilities consisting of a stormwater filtration basin and related appurtenances (the "Facilities") on a portion of the Property for future use and benefit of the project; and

WHEREAS, the Facilities on the Property were designed by Sunde Engineering, PLLC. in accordance with the requirements of City Code, Chapter 22, Environment, Article VI, Surface Water Management, Division 2, Stormwater Management; and

WHEREAS, the Owner shall install, operate, repair, and maintain the Facilities pursuant to City Code and in accordance with those approved plans and specifications, including but not limited to the following plans, attached hereto as Exhibits and incorporated herein by reference, hereinafter collectively referred to as the "specifications":

Exhibit B Site Plan (C1)
Exhibit C Grading, Drainage, and Erosion Control Plan (C2)
Exhibit D Landscape Plan (C1)
Exhibit E Site Plan Notes (C3)
Exhibit F Stormwater Pollution Prevention Plan (C4 – C6)
Exhibit G Stormwater Best Management Practices, Operation and Maintenance Plan (The Plan is on file with the City of Northfield. The Plan outlines the schedule for inspections and the locations and items to be inspected. The Plan shall provide guidance as to when and where maintenance should be completed.)
; and

WHEREAS, in order to provide stormwater management and control, to meet the City's stormwater permitting requirements, and to promote the water quality and volume control to the City's stormwater system and water bodies, the Owner and the City agree that it is reasonable and appropriate for the City to require the Owner and all subsequent owners of the Property to inspect, operate, repair, maintain and replace, at the Owner's cost and expense, the Facilities on a regular basis to ensure that the Facilities function as intended in compliance with the specifications, applicable law, stormwater permitting requirements, as applicable, and this Agreement; and

WHEREAS, pursuant to City Code, the Owner and the City desire to set forth, in this recordable instrument, their agreement to establish covenants and declarations upon the Property for the installation of and ongoing operation, repair, maintenance and replacement of the Facilities on the Property by the Owner and the Owner's successors and assigns at the Owner's and the Owner's successors' and assigns' cost and expense.

NOW, THEREFORE, in consideration of the foregoing facts and circumstances, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Installation, Construction and Maintenance.

   a. Construction and Installation Requirements. The Owner shall construct and install the Facilities in accordance with the Site Plan, the approved specifications and this Agreement, at the Owner's sole cost and expense.

   b. Maintenance Obligation. The Owner shall operate, maintain, repair and replace, as applicable, the Facilities in accordance with the Site Plan, the approved specifications, this Agreement, and applicable law and City Code, as amended, at the Owner's sole cost and expense.

c. Snow and Leaf Removal and Prohibited Storage. The Owner shall sweep clean the private streets, driveways, parking area and walkways on the Property in April or May and October or November each year to remove from the Property all sand and salt deposited on the private streets, driveways, parking area and walkways. The Owner shall also remove all tree leaves from the Property after they fall to the ground in October or November each year.

d. Personal Property or Debris Storage Prohibited. The Owner shall not deposit or store any personal property or debris, litter, or other objects within the Facilities or in any manner that will otherwise interfere with the proper operation and maintenance of the Facilities, and the Owner shall use reasonable efforts to keep the Facilities free of any debris, leaves, litter, or other objects.

e. Maintenance of Vegetation. As applicable, the Owner shall maintain and, when necessary, replace approved plants and vegetation set forth in the specifications. Notwithstanding normal plant maintenance, such as pruning, dividing or thinning vegetation, the Owner shall seek approval from the City before materially altering the plants used as part of or in relation to the Facilities. The Owner shall not use any chemicals within the Facilities unless first approved by the City and only when necessary for the protection of the Facilities or vegetation associated therewith. The Owner shall repair any erosion within or surrounding the Facilities. The Owner shall conduct monthly inspections of the Facilities during the growing season, at the Owner's sole cost and expense, to ensure the Facilities and associated vegetation are maintained in material compliance with the specifications, this Agreement, and applicable law and City Code, as amended. If necessary, the Owner shall repair the Facilities if not in conformance with the standards set forth herein. Repairing landscape and vegetation to maintain a healthy plant community associated with the Facilities may include replacement of dead or diseased plants, vegetation or mulch and removal of noxious weeds, litter or other debris.

f. Maintenance Costs. The Owner shall incur and pay all costs associated with operating, maintaining, repairing and replacing the Facilities on the Property pursuant to the terms and conditions of this Agreement and applicable law and City Code, as amended.

g. Record Drawing Submittal. The Owner shall submit a record drawing to the City of the installed Stormwater Management Facilities. The Owner shall include all information referenced in the Record Plan Requirement document.

2. Inspections.

a. Annual Inspections. The Facilities shall be inspected annually by a Qualified Person selected by the Owner to determine whether or not the same are functioning in accordance with the specifications, this Agreement, and applicable law and City Code, as amended. As used in this Agreement, the term "Qualified Person" shall mean a professional engineer licensed by the State of Minnesota, or a person

approved by the City Engineer based on training and experience. The Owner's responsibilities under this Section shall be at the Owner's sole cost and expense. If, as a result of the inspection, the Facilities or any portion thereof are determined not to be functioning in accordance with the specifications, this Agreement, or applicable law and the City Code, as amended, the Owner shall restore/repair/replace, as necessary, the Facilities, or portions thereof, as necessary or required by the City, to function as specified herein. Upon request from the Owner, the City Engineer may establish an inspection schedule permitting such inspections to be performed less frequently than annually, but the City Engineer may reinstate the annual inspection schedule at any time by notice to the Owner in the City Engineer's sole judgment and discretion.

b. City Notification of Inspection. The City shall be notified at least 48 hours prior to the annual inspections or any repair, maintenance or replacement of the Facilities and, at the sole cost of the City, a representative of the City may observe any inspection, repair, maintenance or replacement. The same shall be subject to any permitting that is applicable to the same.

c. City Right of Entry and Independent Inspection. Pursuant to City Code, Section 22-306, which is incorporated herein by reference as amended, The City shall have right of entry onto the Property to inspect the Facilities at any reasonable time and in a reasonable manner, provided that the City shall use reasonable efforts to provide prior written notice to the Owner of its intent to enter the Property to inspect in order to allow a representative of the Owner to be present and observe any inspection. The City shall have the right to enter the Property upon reasonable notice to Owner (except in the event of an emergency) when the City has a reasonable basis to believe that a violation of the specifications, this Agreement, or applicable law and City Code, as amended, is occurring or has occurred and to enter upon the Property when necessary, in the City Engineer's sole judgment and discretion, for abatement of a public nuisance or correction and enforcement of a violation of City Code or this Agreement. The City shall not be subject to or liable for any claims of trespass by the Owner in exercising its rights under this Agreement.

d. Inspection and Maintenance Report. The Owner shall submit a report to the City, no later than two (2) weeks after any annual inspection or maintenance of the Facilities, providing the following information:

   i. Date and time of inspection;
   ii. Log of findings;
   iii. Date and time of maintenance; and
   iv. Log of maintenance performed.

3. Remediation and Waiver of Rights.

a. Remediation Plan. If the City Engineer determines that the Facilities do not conform to the Site Plan, the approved specifications, this Agreement, or applicable law and City Code, as amended, the City Engineer shall notify the Owner of the deficiency in writing. The Owner shall submit a proposed remediation plan and schedule to the City Engineer within thirty (30) days after receipt of such written notice from the City. City and Owner shall use good faith efforts to agree on remediation plans. If the proposed remediation plan and schedule are not acceptable to the City Engineer, the City Engineer shall provide written notice to the Owner of the deficiency, and the Owner shall submit a revised plan to the City Engineer within fourteen (14) days after receipt of such written notice. If the City Engineer approves the proposed remediation plan and schedule, the Owner shall perform the remediation in compliance therewith at the Owner's sole cost and expense, subject to any applicable permitting requirements.

b. Failure to Repair. If the Owner fails to submit a proposed remediation plan and schedule to the City Engineer as prescribed above, or fails to implement a City Engineer approved remediation plan to bring the Facilities into compliance with the specifications, this Agreement, or applicable law and City Code, as amended, then the same shall constitute an event of default, and at the sole cost and expense of the Owner, the City shall have the right, but no obligation, to prepare a remediation plan for the Facilities, enter upon the Property and complete all work necessary to correct the Facilities so as to bring the Facilities into compliance.

c. Reimbursement to the City. The Owner shall reimburse the City within thirty (30) days after receipt of an invoice from the City for any and all reasonable costs incurred by the City in connection with preparing a remediation plan for the Facilities and all work completed by the City to bring the Facilities back into compliance or cure an event of default of any of the terms and conditions of this Agreement.

d. Waiver of Rights and Certification. If the Owner does not timely reimburse the City as required above, the City may recover its costs by levying a special assessment against the Property certifying the same to the Rice County Auditor for collection in the same manner as property taxes upon the Property. The Owner, on behalf of itself and its successors and assigns, hereby acknowledges the benefit of such inspection/maintenance/repair/replacement of the Facilities to the Property by the City and hereby expressly waives any rights to hearings, notice of hearings, objections or appeal relating to the levying of any City assessments, the right to contest the City levied assessments under Minnesota Statutes § 429.081 or the certification of such levied assessments to the Rice County Auditor for collection with property taxes upon the Property.

e. Right of Entry. The City shall have the right to enter the Property to implement the terms of this Paragraph 3 and enforce City Code, including but not limited to Chapter 22, and applicable law. The City shall not be subject to or liable for any

claims of trespass by the Owner. City Code, Section 22-308 is incorporated herein by reference, as amended.

4. Standards for Performance. Any act of construction, installation, operation, maintenance, repair or replacement to be performed under this Agreement shall be performed in a good and workmanlike manner pursuant to sound engineering practices and in compliance with all applicable governmental requirements, City Code, the Site Plan, the approved specifications, and applicable law and rules.

5. Grant of Easement. For valuable consideration, Owner conveys to the City an easement for inspection, maintenance and repair of the Facilities for purposes over, under, and across the Property (the "Easement"). The Easement hereby conveyed includes the right of the City, its contractors, employees, agents and assigns to:

   a. reasonable right of ingress and egress to inspect the Facilities in accordance with the Agreement;

   b. reasonable right of ingress and egress to perform the Owner's remediation obligations upon default by Owner in accordance with this Agreement;

   c. locate, construct, reconstruct, replace, operate, maintain, inspect, alter and repair the Facilities in accordance with this Agreement in the event the Owner fails to timely perform such obligations to the City Engineer's satisfaction following notice thereof from the City to the Owner; and

   d. cut, trim, or remove trees, shrubs, or other vegetation that, in the City's judgment, unreasonably interfere with the Facilities in the event the Owner fails to timely perform such obligations to the City Engineer's satisfaction following notice thereof from the City to the Owner.

6. Amendment, Release or Termination. Notwithstanding anything herein to the contrary, no amendment, release or termination of any of the provisions of this Agreement shall be effective or may be filed of record unless the City consents in writing to the amendment, release or termination. Such consent must be evidenced by a resolution duly approved by the City Council, or successor body. The Owner, on behalf of itself and its successors and assigns, expressly acknowledges and agrees that the City has no obligation whatsoever to approve or act upon any proposed amendment, release or termination, and may withhold or delay consent for any reason or no reason whatsoever, or may condition consent upon such terms and conditions as the City deems desirable, it being the City's absolute right and prerogative to insist that the terms of this Agreement remain in effect and unaltered and to permit amendment, release or termination only at such times and under such circumstances, if any, as the City deems necessary or desirable in the exercise of the City's sole judgment and discretion. The Owner, on behalf of itself and its successors and assigns, further agrees and covenants, consistent with this acknowledgment, not to institute any legal proceedings against the City on the grounds that the City failed to respond appropriately to a proposed amendment, release or termination, and to indemnify the City

against any expense, including litigation costs and attorneys fees, which the City incurs as a result of any violation by that party of this covenant. The City may, at any time, give up the right to approval granted hereunder, said action to be evidenced by City Council resolution. Notwithstanding anything herein to the contrary, the Property shall not be deemed dedicated to the public or otherwise public land. The City shall have no obligation and no right, other than as provided in this Agreement or under the ordinances, statutes and other laws, as applicable, under which the City operates, to maintain or administer the Property.

7. Duration. This Agreement shall constitute a covenant running with the land and shall be binding upon and inure to the benefit of the parties, and any and all of their successors and assigns.

8. Authority. The Owner covenants with the City that they are the fee owners of the Property as described above and have good right to create the covenants contained herein.

9. Attorney's Fees. If any action at law or in equity shall be brought by the City on account of any breach or default of this Agreement by the Owner, the City shall be entitled to recover from the Owner reasonable attorney's fees, the amount of which shall be fixed by the Court and shall be made a part of any judgment or decree rendered.

10. General Terms.

    a. RECITALS. The recitals to this Agreement are made a part hereof and incorporated herein by reference.

    b. VOLUNTARY AND KNOWING ACTION. The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.

    c. AUTHORIZED SIGNATORIES. The parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.

    d. NOTICES. All communications, demands, notices, or objections permitted or required to be given or served under this Agreement shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its authorized agent or if deposited in the United States mail, postage prepaid, for mailing by certified or registered mail, and addressed to the other party to this Agreement, to the address set forth in this Agreement, or if to a party not a party to this Agreement, to the address designated by a party to this Agreement in the foregoing manner. Any party may change its address by giving notice in writing,

stating its new address, to any other party as provided in the foregoing manner. Commencing on the 10th day after the giving of such notice, such newly designated address shall be such address for the purpose of all communications, demands, notices, or objections permitted or required to be given or served under this Agreement.

e. NOT PARTNERSHIP, JOINT VENTURE, OR FIDUCIARY RELATIONSHIP CREATED HEREBY. Nothing contained in this Agreement shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between the City and the Owner.

f. CUMULATIVE RIGHTS. Except as otherwise expressly stated herein, no right or remedy herein conferred on or reserved to the City is intended to be exclusive of any other right or remedy hereby provided by law, but each shall be cumulative in, and in addition to, every other right or remedy given herein or hereafter existing at law, in equity, or by statute.

g. COMPLIANCE WITH LAWS. Owner shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the Facilities, improvements, personal property, programs and staff for which the Owner is responsible.

h. GOVERNING LAW. This Agreement shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles. Northfield City Code, Chapter 22, Environment, Article VI, Surface Water Management, Division 2, Stormwater Management, is incorporated herein by reference, as amended.

i. DATA PRACTICES. The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq.

j. NO WAIVER. Any party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving party.

k. SEVERABILITY. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this

Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.

l. HEADINGS AND CAPTIONS. Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.

m. SURVIVABILITY. All covenants, indemnities, guarantees, releases, representations and warranties by any party or parties, and any undischarged obligations of City and Owner arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.

n. RECORDING. This Agreement shall bind the heirs, executors, administrators, assigns and successors of the parties. This Agreement shall be recorded by the City at the expense of the Owner within 30 days of full execution hereof.

[Remainder of page left intentionally blank.]

IN WITNESS WHEREOF, the parties hereto have hereunto executed this document on the latest date affixed to the signatures hereto.

ST. OLAF COLLEGE

By: Mike Berthelsen
Mike Berthelsen, Its Vice President and CFO

Date: 3-30-26

COUNTY OF RICE)
) ss.
STATE OF MINNESOTA)

Michelle A. Potter-Bacon
Notary Public
Minnesota
My Commission Expires Jan. 31, 2030

The foregoing instrument was acknowledged before me, a notary public in and for the above named County and State, on March 30, 2025, by Mike Berthelsen, Its Vice President and CFO, on behalf of St. Olaf College, a Minnesota nonprofit corporation under the laws of the State of Minnesota, Owner.

Michelle A. Potter-Bacon
Notary Public

CITY OF NORTHFIELD

By: _____ Date: _____
Erica Zweifel, Its Mayor

By: _____ Date: _____
Lynette Peterson, Its City Clerk

COUNTY OF RICE)
) ss.
STATE OF MINNESOTA)

The foregoing instrument was acknowledged before me, a notary public in and for the above named County and State, on _____, 20____, by Erica Zweifel and Lynette Peterson, respectively the Mayor and City Clerk, on behalf of the City of Northfield, a municipal corporation under the laws of the State of Minnesota.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Northfield – Engineering Division
801 Washington Street
Northfield, MN 55057
507-645-3020

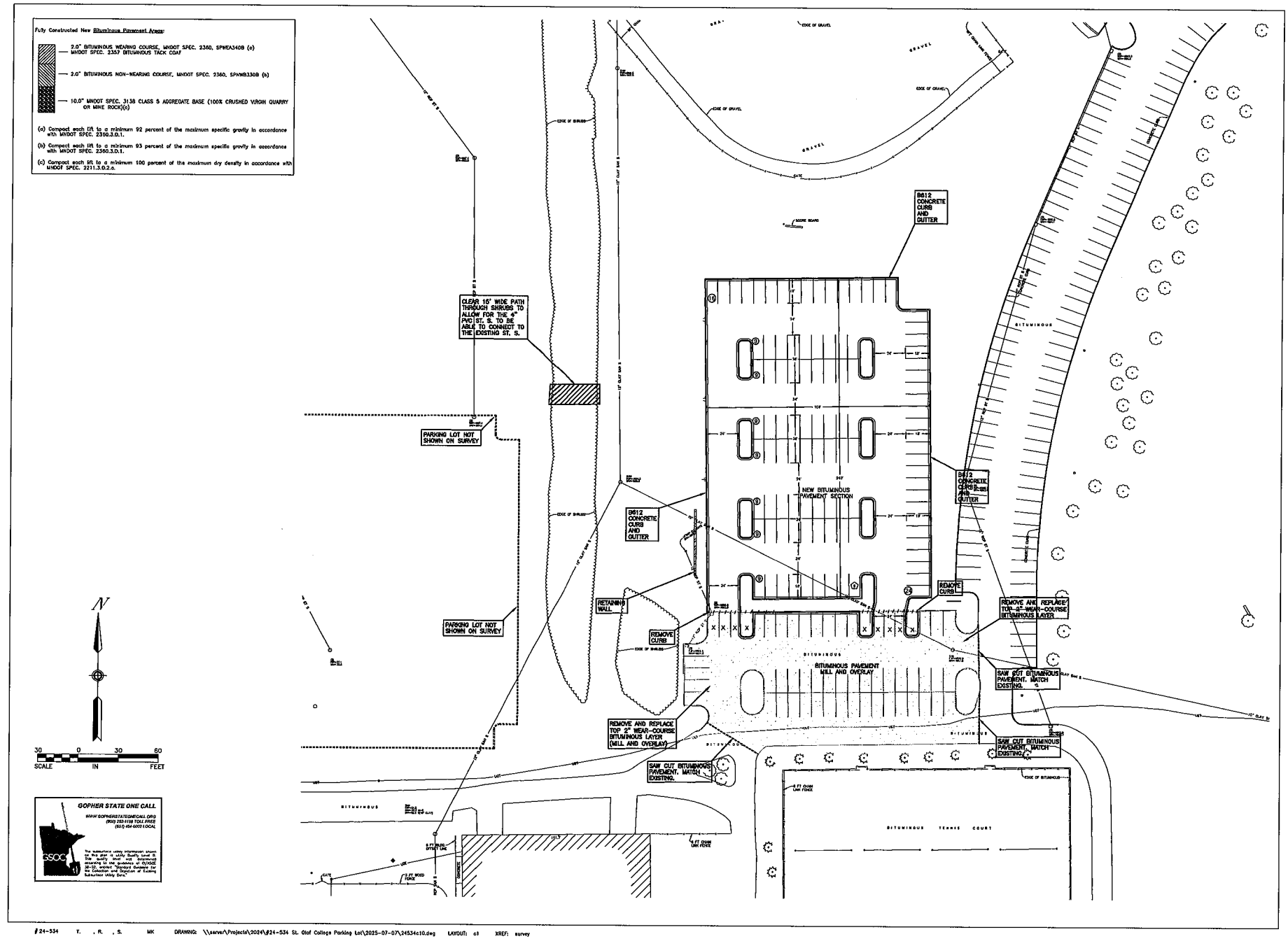
EXHIBIT A

Legal Description of Property

The Southwest Quarter of the Northeast Quarter of Section 35, Township 112, Range 120, Rice County, Minnesota. (This is part of PID #22.35.4.00.001)

EXHIBIT B

Site Plan (C1)



CONSULTING CIVIL ENGINEERS
10830 NESBITT AVENUE SOUTH
BLOOMINGTON, MINNESOTA 55437
(952) 881-3344 TELEPHONE
(952) 881-1913 FAX
www.sundecivil.com

ST. OLAF COLLEGE

NORTHFIELD, MN

DATE	REVISION
8/16/24	ORIGINAL PLAN DATE
3/11/25	CITY SUBMITTAL
5/2/25	PERMIT SET
7/7/25	CITY COMMENTS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Mike R. Kettler
DATE: 3/11/25 REG. NO.: 40425

INFORMATION:

PROJECT NO.: 24-534
DRAWN BY: MK
CHECKED BY: MK
APPROVED BY: MK
SCALE:
DATE:

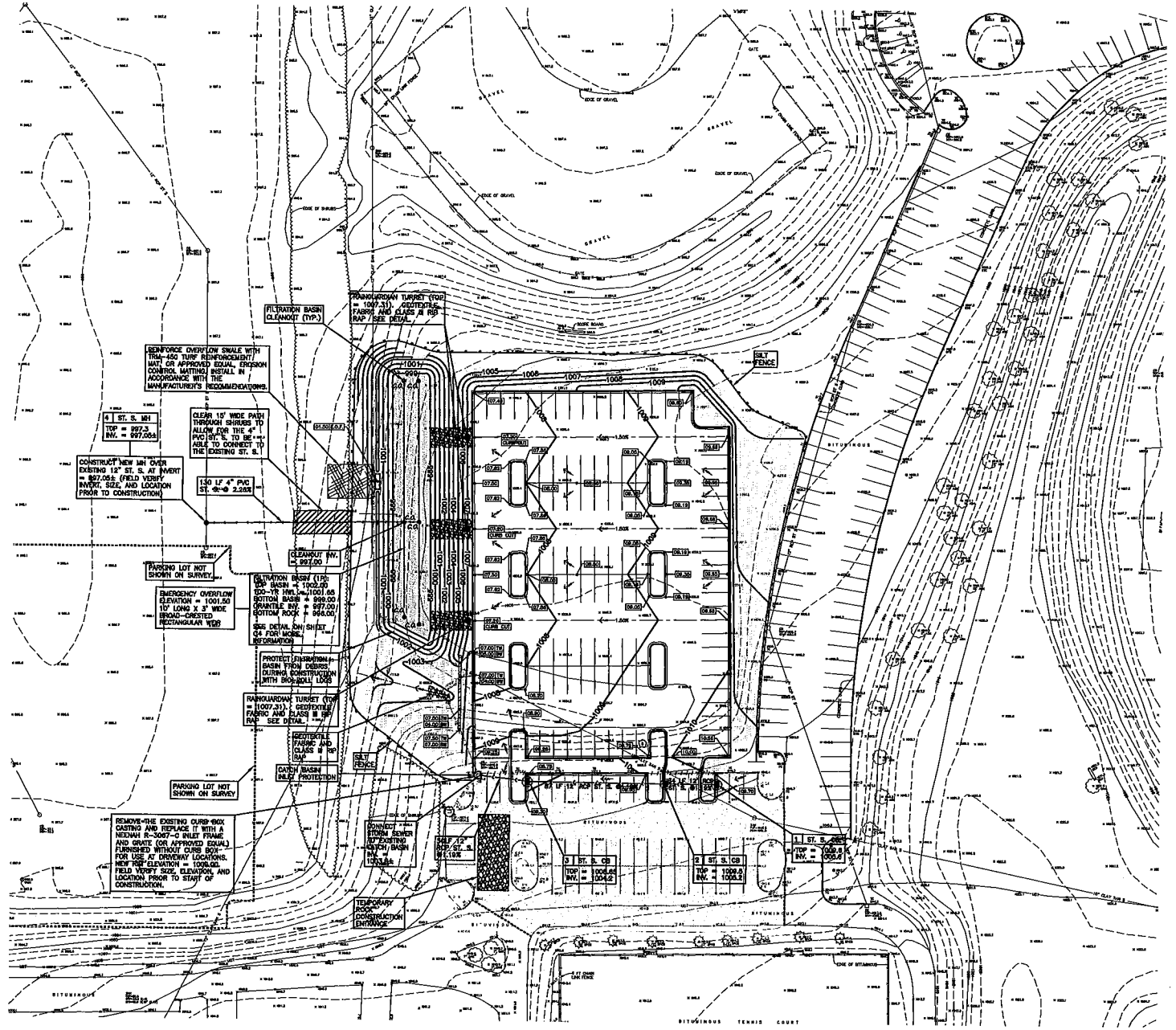
DESCRIPTION:
SITE PLAN

SHEET NO:
C1
1 of 6

24-534 T. , R. , S. MK DRAWING: \\server\Projects\2024\24-534 St. Olaf College Parking Lot\2025-07-07\24534c10.dwg LAYOUT: c1 XREF: survey

EXHIBIT C

Grading, Drainage, and Erosion Control Plan (C2)



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www.sundev9.com

ST. OLAF COLLEGE

NORTHFIELD, MN

DATE	REVISION
8/16/24	ORIGINAL PLAN DATE
3/11/25	CITY SUBMITTAL
5/2025	PERMIT SET
7/7/25	CITY COMMENTS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Mike R. Kanfer
DATE: 3/11/25 REG. NO.: 40425

INFORMATION:

PROJECT NO.: 24-534
DRAWN BY: MK
CHECKED BY: MK
APPROVED BY: MK
SCALE:
DATE:

DESCRIPTION:

GRADING, DRAINAGE, AND EROSION CONTROL PLAN

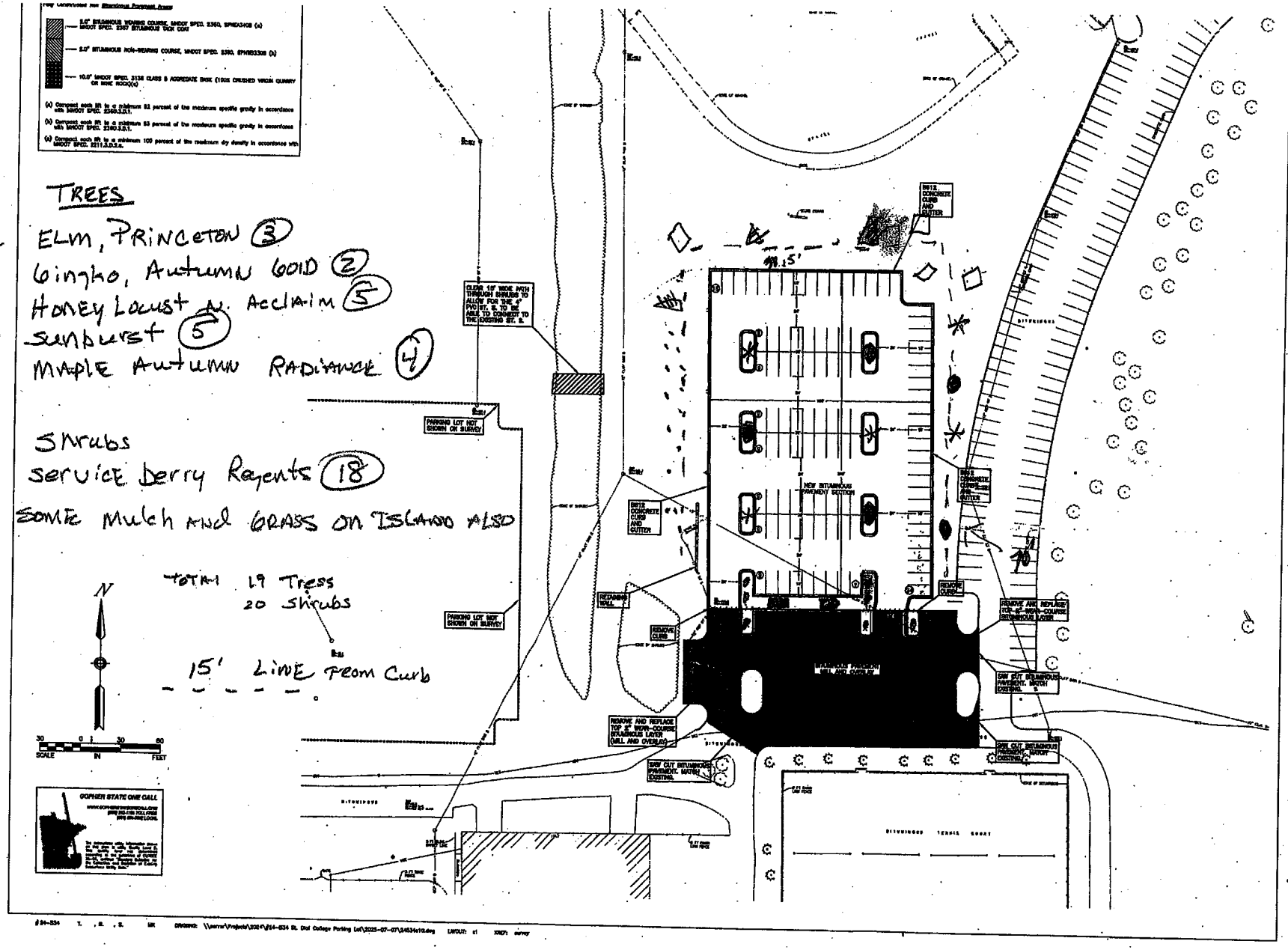
SHEET NO:

C2

2 of 8

EXHIBIT D

Landscape Plan (C1)



CONSULTING CIVIL ENGINEERS
10320 NESBITT AVENUE SOUTH
BLOOMINGTON, MINNESOTA 55437
(952) 881-3344 TELEPHONE
(952) 881-1313 FAX

ST. OLAF COLLEGE

NORTHFIELD, MN

DATE	REVISION
3/19/25	ORIGINAL PLAN DATE
5/14/25	CITY SUBMITTAL
6/2/25	PERMIT SET
7/7/25	CITY COMMENTS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Mike R. Kohler
DATE: 5/14/25 REG. NO.: 40429

INFORMATION:
PROJECT NO.: 24-534
DRAWN BY: MK
CHECKED BY: MK
APPROVED BY: MK
SCALE:
DATE:

DESCRIPTION:
SITE PLAN

SHEET NO:
C1

EXHIBIT E

Site Plan Notes (C3)

GENERAL:

1. Existing boundary, location, topographic, and utility information shown on this plan is from a field survey by Sunde Land Surveying dated 2014. The Engineer is not responsible for inaccuracies related to the survey information.
2. Perform all construction work in accordance with State and Local requirements.
3. Perform all construction activity in accordance with the Minnesota Pollution Control Agency GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY issued August 1, 2023 and all subsequent amendments thereto.
4. Comply with all applicable local, state, and federal safety regulations. Comply with the work safety practices specified by the Occupational Safety and Health Administration (OSHA). OSHA prohibits entry into "confined spaces," such as manholes and inlets (see 29 CFR Section 1910.146), without undertaking certain specific practices and procedures. Bench or slope sidewalls in order to provide safe working conditions and stability for the placement of engineered fill. Perform excavations in accordance with the requirements of O.S.H.A. 29 CFR, Part 1926, Subpart P, Excavations. The Contractor is responsible for naming the "Competent Individual" in accordance with CFR 1926.6. Sloping or benching for excavations greater than 20 feet deep must be approved by a registered professional engineer (www.osha.gov).
5. Safety is solely the responsibility of the Contractor, who is also solely responsible for the construction means, methods, techniques, sequences or procedures, and for safety precautions and programs in connection with the Work.
6. The Engineer shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work. The Engineer's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures.
7. Examine all local conditions at the site, and assume responsibility as to the grades, contours, and the character of the earth, existing conditions, and other items that may be encountered during excavation work above or below the existing grades. Review the drawings, specifications, and geotechnical report covering this work and become familiar with the anticipated site conditions.
8. The Contractor is solely responsible for all utility locates. Contact utility companies for locations of all public and private utilities within the work area prior to beginning construction. Contact GOPHER STATE ONE CALL at (651) 454-0002 in the Minneapolis/St. Paul metro area, or 1-800-252-1166 elsewhere in Minnesota for exact locations of existing utilities at least 48 working hours (not including weekends and holidays) before beginning any construction in accordance with Minnesota Statute 216D. Obtain ticket number and meet with representatives of the various utilities at the site. Provide the Owner with the ticket number information. Gopher State One Call is a free service that locates municipal and utility company lines, but does not locate private utility lines. Use an independent locator service or other means in order to obtain locations of private utility lines including, but not limited to, underground electric cables, telephone, TV, and lawn sprinkler lines.
9. A licensed surveyor shall perform construction staking. The Contractor shall provide and be responsible for the staking. Verify all plan and detail dimensions prior to construction staking. Stake the limits of walkways and curbing prior to valvebox, maintenance hole, and catchbasin installation. Adjust valvebox and maintenance hole locations in order to avoid conflicts with curb and gutter. Adjust catchbasin locations in order to align properly with curb and gutter.
10. Provide temporary fences, barricades, coverings, and other protections in order to preserve existing items to remain, and to prevent injury or damage to person or property.
11. Pothole to verify the positions of existing underground facilities at a sufficient number of locations in order to assure that no conflict with the proposed work exists and that sufficient clearance is available.
12. Where existing gas, electric, cable, or telephone utilities conflict with the Work, coordinate the abandonment, relocation, offset, or support of the existing utilities with the appropriate local utility companies. Coordinate new gas meter and gas line installation, electric meter and electric service installation, cable service, and telephone service installation with the local utility companies.
13. Arrange for and secure suitable disposal areas off-site. Dispose of all excess soil, waste material, debris, and all materials not designated for salvage. Waste material and debris includes trees, stumps, pipe, concrete, asphaltic concrete, cans, or other waste material from the construction operations. Obtain the rights to any waste area for disposal of unsuitable or surplus material either shown or not shown on the plans. All work in disposing of such material shall be considered incidental to the work. All disposal must conform to applicable solid waste disposal permit regulations. Obtain all necessary permits at no cost to the OWNER.
14. Straight line saw-cut existing bituminous or concrete surfacing at the perimeter of pavement removal areas. Use saws that provide water to the blade. Do not allow the slurry produced by this process to be tracked outside of the immediate work area or discharged into the sewer system. Tack and match all connections to existing bituminous pavement.
15. All materials required for this work shall be new material conforming to the requirements for class, kind, grade, size, quality, and other details specified herein or as shown on the Plans. Do not use recycled or salvaged aggregate, asphaltic pavement, crushed concrete, or scrap shingles. Unless otherwise indicated, the Contractor shall furnish all required materials.
16. Document existing conditions (photographs, video, field survey, etc.) in order to enable restoration to match existing conditions and in order to ensure that restored areas have positive drainage similar to existing conditions.
17. Protect sub grades from damage by surface water runoff.
18. Full design strength is not available in bituminous pavement areas until the final lift of asphalt is compacted into place. Protect pavement areas from overloading by delivery trucks, construction equipment, and other vehicles.
19. Adjust all curb stops, valve boxes, maintenance hole castings, catchbasin castings, cleanout covers, and similar items to finished grade.
20. Compact 3" of Class 5 Aggregate Base into place below all proposed curb and gutter.
21. These plans, prepared by Sunde Engineering, PLLC., do not extend to or include systems pertaining to the safety of the construction contractor or its employees, agents, or representatives in the performance of the work. The seal of Sunde Engineering's registered professional engineer hereon does not extend to any such safety systems that may now or hereafter be incorporated into these plans. The construction contractor shall prepare or obtain the appropriate safety systems which may be required by U.S. Occupational Safety and Health Administration (OSHA) and/or local regulations.
22. <u>Bituminous Pavement Tolerances</u> : Check bituminous pavement surfaces with a 10-foot (3-meter) straightedge. Remove and replace any part of the bituminous pavement where the deviation of surface flatness in excess of 1/4 inch (6 mm). After compaction, the thickness of each bituminous course shall be within plus or minus 1/2 inch (13 mm) of the thickness shown on the Plans. Remove and replace any part of the bituminous pavement that is constructed with less than the minimum required thickness.
23. <u>Pavement Alignment Tolerances</u> : Lateral deviation from established alignment of the pavement edge shall not exceed plus or minus 0.10 foot (30 mm). Vertical deviation from established grade of the pavement shall not exceed plus or minus 0.04 foot (13 mm) at any point.
24. Grading for all sidewalks and accessible routes, including driveway crossings, shall conform to current State and Federal Americans with Disabilities Act (ADA) requirements. In accordance with ADA Section 103.3, slopes shall not exceed exceed 2% cross slope or 5% in the direction of travel. Sidewalk access to external building doors shall be ADA compliant. Accessible parking stalls shall not exceed 2% slope in any direction.
25. Curb ramps on accessible routes shall comply with sections 405 and 406 of the Americans with Disabilities Act Accessibility Guidelines (ADAAG).
26. Accessible parking spaces shall be provided in accordance with Minnesota Rules 1341.0502 A117.1 Section 502.
27. Accessible parking spaces shall include the International Symbol of Accessibility complying with ADA Section 703.7.2.1 painted in the center of the parking space, 4-ft. high. Hatch handicapped access aisles with white 4-inch wide painted stripes 18-inches on center and at 45 degree angles to the stalls.

FILL, BACKFILL, AND COMPACTION:

1. <u>Soil Correction</u>: Remove all unsuitable fill soils from beneath the building footprint, beneath all building foundations, and their 1 to 1 horizontal oversizing area. Replace with compacted engineered fill material. Refer to the "C.2 Design Considerations" section of the Geotechnical Report for details. Coordinate inspection and approval of the bottom of all foundation excavations with the Geotechnical Engineer.
2. The Contractor shall retain the services of an Independent Testing Laboratory in order to perform continuous full-time on-site geotechnical observation during stripping, rough grading, excavating, filling, and backfilling operations. DO NOT commence or perform any of this work without the presence of the Testing Laboratory.
3. The Contractor shall retain the services of an independent testing laboratory to perform analysis of fill materials and density testing.
4. Perform all fill, backfill, and compaction in accordance with the recommendations of the Geotechnical Report.
5. Allow no standing water in areas to receive fill or backfill. Keep areas free of water during placement and compaction. Do not place backfill or fill material on surfaces that are muddy, frozen, or that contain frost or ice.
6. Prepare ground surface to receive fill by removing vegetation, debris, unsatisfactory soil materials, mud, and obstructions. Correct any soft or unstable spots by scarifying, wetting or drying, and compacting the upper 0.6 m (2 feet) of the subgrade to density requirements for the backfill material. Use a smooth drum vibratory roller for final compaction. Remove soils that cannot be consolidated to provide a firm layer of support, and replace them with suitable material. Scarify as required so that fill material will bond with the existing surface.
7. Maintain the moisture content of fill and backfill within ± 3 percent of the optimum such that the required degree of compaction can be obtained. Sprinkle water on the surface of subgrade or layers of soil material where soil is too dry to permit compaction to the required density. Remove and replace, or scarify and air dry, soil material that is too wet to permit compaction to the required density.
8. Do not allow the fill layer to exceed 0.3 meters (1 foot) without testing the fill layer. Minimum number of tests are per unit area per lift or fraction thereof.
9. If subgrades or fills that have been placed are below specified density, provide additional compaction and testing until subgrades or fills meet or exceed specified density at no additional expense to the Owner.

SITE GRADING:

1. Visit the site. Become familiar with the site and existing site conditions including available soil reports. Examine all local conditions at the site, and assume responsibility as to the grades, contours, and the character of the earth, existing conditions, and other items that may be encountered during excavation work above or below the existing grades. Review the drawings and specifications covering this work and become familiar with the anticipated site conditions.
2. Unless otherwise noted, all proposed grades shown are finished grades. Finished grades at points between spot elevations or contours are determined by uniform slopes between the given grades. All proposed spot elevations shown at curblines are to bottom of curb (gutterline) unless otherwise indicated.
3. At locations where new work connects to existing work, field verify existing elevations and grades prior to beginning the new work. Match existing grades at construction limits.
4. Remove all unsuitable material (organic soils, uncontrolled fill, debris, and natural or artificial obstructions) in the zone from 1 m (3.28 feet) below the finished subgrade to finished subgrade in the proposed pavement areas.
5. Compact backfill in all utility trenches to 95% Standard Proctor maximum dry density (ASTM D698-78 or AASHTO T-99) from the pipe zone to within 1 m (3.28 feet) below the finished subgrade, and 100% Standard Proctor maximum dry density in the final 1 m (3.28 feet). Provide density tests in backfills and fills placed beneath footings, slabs, and pavements. At least one compaction test is required for every 100 feet of trench at vertical intervals not exceeding one foot.
6. Compact all fill placed in pavement areas in accordance with MNDOT Standard Specification 2105.3.F1 (Specified Density). Comply with the requirements of O.S.H.A. 29 CFR, Part 1926, Subpart P, "Excavations" (www.osha.gov)
7. Construct all proposed sideslopes with grades not exceeding 3:1 (3 horizontal to 1 vertical), unless otherwise indicated.
8. Test roll the building and pavement areas in the presence of the Geotechnical Engineer. Perform base preparation and test rolling prior to curb and gutter construction, placing of gravel base, sand/gravel sub-base, bituminous stabilized base, or plant mixed bituminous base on all street and pavement areas. Test roll the area between 300 mm (12 inches) outside of the back of the curbs on either side of the paved areas. Use a heavy pneumatic-tired roller, towed by suitable tractive equipment, with two wheels spaced not less than 1,800 mm (71 inches) apart (transversely center to center), tire size equal to 18x24 or 18x25 (18" wide) inflated to a pressure of 650 kPa (94 psi), and a gross mass of the roller not less than 13.5 metric tons (14.9 tons) and not more than 13.7 metric tons (15.1 tons). Test roll the above specified area in a manner such that each part of the area comes in contact with one of the tires at least once. Operate the heavy roller at a speed of not less than 4 km/h (2.5 mph) and not more than 8 km/h (5 mph). The subgrade shall be considered unstable if, at the time that the heavy roller passes over the subgrade, the surface shows yielding or rutting of more than 50 mm (2 inches), measured from the original surface to the bottom of the rut. Correct any soft spots or displacements which appear during the test rolling by scarifying, aerating or watering, and recompacting as required to obtain stability; or by excavating to solid material and backfilling with material suitable for base construction. Remove material such as vegetation, rubbish, large stones, peat, and wet clay. Retest the area after correction.
9. In areas where the proposed grade adjacent to the curb line slopes upward or downward, grade the first 5 feet of lawn area parallel to the curb line at a 20:1 slope before making the transition to 3:1.
10. Coordinate inspection and approval of all subgrades within the building and pavement areas with the Geotechnical Engineer. Coordinate inspection and approval of all fill materials prior to placement within the building and pavement areas with the Geotechnical Engineer. Use only uncontaminated fill material.
11. Conduct all grading operations in a manner that minimizes the potential for site erosion.
12. Grade the site to the finished elevations shown on the plan. Import embankment material, or remove and dispose of excess excavation material as required. Provide waste areas or disposal sites for excess material including, but not limited to, excavated material or broken concrete that is not desirable to be incorporated into the work involved on this project. Determination of material import and export quantities is solely the responsibility of the Contractor and the cost of material import and export is incidental to the contract.
13. <u>Tolerances</u> : The completed subgrade under slabs and pavement areas shall be compacted, free from irregular surface changes, and fine-graded not more than 18 mm (0.05 feet) above or below the specified subgrade elevation. The completed subgrade in other areas shall be compacted, free from irregular surface changes, and fine-graded not more than 30 mm (0.10 feet) above or below the specified subgrade elevation. The completed top of topsoil shall be compacted, free from irregular surface changes, and fine-graded not more than 18 mm (0.05 feet) above or below the specified finished grade elevation.
14. Choose equipment and work procedures that will not disturb the subgrade soils. Route construction traffic away from foundation soils and areas of pavements and slabs in order to minimize soil disturbances. If the construction equipment causes rutting or soil pumping, then switch to other types of equipment or methods. The Contractor is solely responsible for the proper selection of construction equipment in order to avoid disturbing soils on the site.
15. It is typical to abbreviate spot elevations. Elevations shown as 12.8 or 12.1 are understood to mean 912.8 or 912.1 respectively.

STORM DRAINAGE:

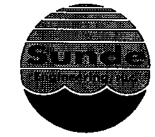
1. Unless otherwise indicated, use reinforced, precast, concrete maintenance holes and catchbasins conforming to ASTM C478, furnished with water stop rubber gaskets and precast bases. Joints for all precast maintenance hole sections shall have confined, rubber "O"-ring gaskets in accordance with ASTM C443. These joints are normally used in sewers to hold infiltration and exfiltration to a practical minimum and are adequate for hydrostatic heads up to 30'. The inside barrel diameter shall not be less than 48 inches.
2. All joints and connections in the storm sewer system shall be gastight or watertight. Use flexible compression joints to make watertight connections to manholes in accordance with Minnesota Rules part 4714.0718.8. Where permitted by the administrative authority, approved resilient rubber joints or waterstop gaskets must be used in order to make watertight connections to manholes, catchbasins, and other structures. Use Fernco "Concrete Manhole Adaptors" or "Large Diameter Waterstops", Press-Seal "Waterstop Grouting Rings", or approved equal. Cement mortar joints are permitted <u>only</u> for repairs or connections to existing lines having such joints.
3. The building sewer starts 2 feet outside of the building. See Uniform Plumbing Code (UPC) part 715.1. Material installed within 2 feet of the building must be of materials approved for use inside of or within the building.
4. The exterior storm water piping must comply with the following requirements: (A) Double wyes may not be used for drainage fittings in the horizontal position (see Minnesota Rules, Chapter 4714, Section 310.5), because proper pipe slope cannot be maintained on both of the lateral branches. (B) Changes in direction in drainage piping must be made by appropriate use of wyes and bends (see Minnesota Rules, Chapter 4714, Section 706.0). When connecting any vertical drop to a horizontal run, use a wye and a 1/8 bend (45 deg), or a sanitary combo. A sanitary combo is a combination wye and a 1/8 bend combined in a single fitting. The reason is to form a long radius bend in order to insure that the waste is directed in the downstream direction as it enters the horizontal run. Tees are not allowed where the direction of flow changes from either vertical to horizontal or horizontal to horizontal.
5. <u>PVC Pipe (Outside of the Building)</u>: Use solid-core, Schedule 40, ASTM D2665 Polyvinyl Chloride (PVC) Plastic Pipe for all designated PVC storm sewer services outside of the building. Fittings must comply with ASTM D1866, D2665, or F794. Joints must be approved mechanical or push-on utilizing an elastomeric seal. Use of solvent cement joints is allowed for building services. Solvent cement joints in PVC pipe must include use of ASTM F656 <u>purple</u> primer and cement in accordance with Uniform Plumbing Code (UPC), part 605.13.2. Pipe with solvent cement joints shall be joined with PVC cement conforming to ASTM D2564. The installation must comply with ASTM D2321, which requires open-trench installation on a continuous granular bed.
6. <u>Testing</u>: Test all portions of storm sewer that are within 10 feet of buildings, within 10 feet of buried water lines, within 50 feet of water wells, or that pass through soil or water identified as being contaminated in accordance with the Minnesota Rules part 4714.1109 and UPC part 1109.0. Building storm sewers shall be tested in accordance with Uniform Plumbing Code (UPC), section 712 or the Hydrostatic Test Method from the City Engineers Association of Minnesota. The Hydrostatic Test Method, provisions E2 and E3, as specified in Standard Utilities Specifications for Watermain and Service Line Installation and Sanitary Sewer and Storm Sewer Installation, written and published by the City Engineers Association of Minnesota, 2013 edition, is incorporated by reference. Test all flexible storm sewer lines for deflection after the sewer line has been installed and backfill has been in place for at least 30 days. No pipe shall exceed a deflection of 5%. If the test fails, make necessary repairs and retest.
7. <u>Cleanouts</u>: Install cleanouts on all storm sewer services in accordance with UPC part 719.0 and 1101.12. The distance between cleanouts in horizontal piping shall not exceed 100 feet for pipes 4-inch and over in size. Cleanouts shall be of the same nominal size as the pipes they serve. Include frost sleeves and concrete frame and pipe support. Install a meter box frame and solid lid (Neenah R-1914-A, or approved equal) over all cleanouts.
8. Use a Neenah R-1733 frame with Type "C" radial grate, or approved equal, on catch basins in paved and grass areas.
9. Use Neenah Foundry Co. R-1642 casting with self-sealing, solid, type B lid, or approved equal, on all storm sewer maintenance holes. Covers shall bear the "Storm Sewer" label.

INFILTRATION AREA:

1. Protect the infiltration area from compaction and disturbance of existing soils.
2. Schedule the construction so that excavation of the infiltration system to final grade occurs after the contributing drainage areas have been constructed and fully stabilized. Excavate the infiltration areas to within one foot of final grade initially. Delay final excavation of the basin floor until all disturbed areas tributary to the basin are stabilized. Utilize tracked excavation equipment that has relatively light bearing pressures. In order to minimize compaction, no heavy equipment is allowed on the infiltration areas before or after construction.
3. Delineate the location of infiltration areas (e.g. with flags, stakes, signs, silt fence, etc.) before work begins so that heavy construction equipment will not compact the soil in the proposed infiltration system.
4. Use rigorous erosion prevention and sediment controls (e.g. diversion berms) during the construction of the infiltration system in order to keep sediment and runoff completely away from the infiltration area.
5. Inspect all infiltration areas in order to ensure that no sediment from ongoing construction activity is reaching the infiltration areas and that these areas are protected from compaction due to construction equipment driving across the infiltration areas.
6. Provide dual-ring infiltrometer testing at the infiltration site in order to verify infiltration rates used for the basin design. Perform a minimum of 3 tests at each infiltration site. The tests shall be preformed at the bottom elevation of the infiltration basin and shall be performed by a qualified geotechnical professional. Do not begin construction until soil type and infiltration rate verification has been made.
7. 2.5' of engineered soil is to be used as the surface layer of the infiltration basin. It shall consist of 40% by volume silica sand, topsoil (20% by volume if loam texture, 30% by volume if sandy loam or loamy sand texture), and 30%-40% by volume compost material.
8. After final grading, till the floor of the infiltration area to a depth of at least 12 inches in order to provide a well aerated, porous surface texture. Till in 8 inches of MnDOT 3890 Grade 2 Compost Material if the soils become compacted.
9. Place all excavated materials downstream and away from the infiltration area during and after excavation.
10. Stabilize the bottom and sideslopes of the infiltration area immediately following construction of the basin.
11. Use <u>native</u> seed mixture equivalent to MNDOT No. 310. Apply seed mixture at a rate of 94.7 kg per hectare (84.5 lbs per acre) in accordance with MNDOT Standard Spec. 2575. Incorporate a Type 3 fertilizer (slow release type with 10 week residual) consisting of 22-5-10 (N-P-K) into the soil at an application rate of 392 kg per hectare (350 lbs per acre) by disking prior to seeding.
12. Establish <u>native</u> seed mix in accordance with MNDOT Standard Spec. 2575.3. Use a Truax type, or equal interseeder drill with at least two seed boxes: a small/fine seed box and a large/fluffy seed box. Drill large/fluffy seeds to a final planting depth of 10 mm (1/2 inch) to 25 mm (1 inch) deep from the large/fluffy seed box. Split the drill rates in half and make two passes over the site in order to decrease competition in drill rows. Scatter small/fine seeds over the soil surface by drop-seeding from the small/fine seed box, or broadcast. Coordinate with the seed vendor to keep the large/fluffy seeds separate from the small/fine seeds so that they may be installed from separate seed boxes. Lightly harrow or rake the site following the seeding operation. Pack the site following harrowing in order to ensure a firm seed-bed.
13. Comply with the requirements of MNDOT Standard Spec. Table 2575-1 for season of planting <u>native</u> seed mixtures. The appropriate dates for spring seeding are from April 15 through July 20. Fall seeding dates are from September 20 to October 20. Dormant seeding dates are from October 20 to November 15. Dormant seeding will only be allowed if the maximum soil temperature at a depth of 25 mm (1 inch) does not exceed 10 degrees C (50 degrees F) in order to prevent germination. When the dates in the season of planting prohibit seeding of the permanent seed mixture, apply temporary seeding and mulch in order to comply with the requirements of the GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY and then apply permanent seeding at a later date.
14. <u>Maintain Areas Planted With Native Seeds</u>: To reduce weed establishment, mow 2 to 3 times (30 days apart) during the first year with the mower deck about 6" - 8" off the ground. Mow one time during the 2nd year before weeds set their seeds. Mow once every 3 to 5 years following the initial 2 years of maintenance in order to remove dead plant material and stimulate new seed.
15. Furnish and install infiltration area marker X3-6A (MNDOT Spec. 2561).
16. Perform all the soil amendments before the landscape installation phase. The infiltration basin area shall be live planted. Install fox sedge grass plugs planted 18 inches on center. Upon completion of the seeding, cover all areas of the infiltration basin with erosion control blanket (e.g. MnDOT Category 0, net free). Cut slits through the erosion control blanket for live plantings on basin bottom in order to insure that planted plugs penetrate blanket into soil media. Stake blanket on slopes and basin bottom, in accordance with manufacturer's recommendation.

INSPECTIONS AND MAINTENANCE:

1. Inspect the entire construction site at least once every <u>7 days</u> during active construction and within <u>24 hours</u> after a rainfall event greater than 0.5 inches in a 24-hour period. Following an inspection that occurs within 24 hours after a rainfall event, the next inspection must be conducted within 7 days after that rainfall event.
2. Inspect all erosion prevention and sediment control BMPs, infiltration areas, and stabilized areas.
3. Record all inspections and maintenance conducted during construction in writing and keep these records. The inspections and maintenance records must include date and time of inspections, date and amount of all rainfall events greater than 0.5 inches in a 24-hour period, name of persons(s) conducting inspections, findings of inspections, recommendations for corrective actions, and any corrective actions taken.
4. Inspect all erosion prevention and sediment control BMPs in order to ensure integrity and effectiveness. Repair, replace, or supplement any nonfunctional BMPs with functional BMPs within 24 hours after discovery, or as soon as field conditions allow access unless another time frame is specified.
5. Remove accumulated sediment deposits from behind erosion and sediment control devices as needed. Do not allow sediment to accumulate to a depth of more than one-third of the height of the erosion and sediment control devices. Repair, replace, or supplement deteriorated, damaged, rotted, or missing erosion control devices within 24 hours of discovery, or as soon as field conditions allow access.
6. Repair, replace, or supplement all silt fences when they become nonfunctional or the sediment reaches 1/3 of the height of the fence. These repairs must be made within 24 hours of discovery, or as soon as field conditions allow access.
7. Clean sedimentation basins, storm sewer catch basins, ditches, and other drainage facilities as required in order to maintain their effectiveness. Temporary and permanent sedimentation basins must be drained and the sediment removed when the depth of sediment collected in the basin reaches 1/2 of the storage volume. Drainage and removal must be completed within 72 hours, or as soon as field conditions allow access.
8. Inspect surface waters (including drainage ditches and conveyance systems) for evidence of erosion and sediment deposition. Remove all deltas and sediment deposited. Stabilize areas where sediment removal results in exposed soil. Removal and stabilization must be completed within 7 days of discovery unless precluded by legal, regulatory, or physical access constraints. If precluded, removal and stabilization must take place within 7 days of obtaining access.
9. Inspect construction site vehicle exit locations for evidence of off-site sediment tracking onto paved surfaces. Remove all soils and sediments tracked or otherwise deposited onto adjacent property, pavement areas, sidewalks, streets, and alleys. Removal shall be on a <u>daily basis</u> throughout the duration of the construction. Clean paved roadways by shoveling or wet-sweeping. Do not dry sweep. If necessary, scrape paved surfaces in order to loosen compacted sediment material prior to sweeping. Haul sediment material to a suitable disposal area. Street washing is allowed only after sediment has been removed by shoveling or sweeping.
10. Perform any corrective measures ordered by the City or Watershed District within 24 hours of notification. Install any additional erosion protection or sediment control measures deemed necessary by the City or Watershed District within 24 hours of notification.



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ST. OLAF COLLEGE

NORTHFIELD, MN

DATE	REVISION
8/16/24	ORIGINAL PLAN DATE
3/11/25	CITY SUBMITTAL
5/2/25	PERMIT SET
7/7/25	CITY COMMENTS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Mike R. Kettler

DATE: 3/11/25 REG. NO.: 40425

INFORMATION:

PROJECT NO.: 24-534
DRAWN BY: MK
CHECKED BY: MK
APPROVED BY: MK
SCALE:
DATE:

DESCRIPTION:

NOTES

SHEET NO:

C3

3 of 6

24-534 T. , R. , S. MK DRAWING: \\server\Projects\2024\#24-534 St. Olaf College Parking Lot\2025-07-07\24534c10.dwg LAYOUT: c3 XREF: survey

EXHIBIT F

Stormwater Pollution Prevention Plan (C4 – C6)

SWPPP CONTACT INFORMATION

AGENCY / POSITION	CONTACT PERSON	PHONE NUMBERS
*Owner	Kevin Larson St. Olaf College	(507) 786-3280
SWPPP Manager/Site Inspector**	Kevin Larson St. Olaf College	(507) 786-3280
*Erosion Control BMP Installer	Kevin Larson St. Olaf College	(507) 786-3280
SUNDE ENGINEERING, PLLC. 10830 Nesbitt Avenue South Bloomington, MN 55437 SWPPP Designer	Mike Kettler	(952) 881-3344 office (952) 881-1913 fax
City Erosion Control Inspector Contact	James McDermott	(507) 645-3071

* Party responsible for long term operation and maintenance of the permanent stormwater management system.

** Party responsible for overseeing the implementation of the SWPPP.

PROJECT NARRATIVE:

1. The existing site is located south of the existing softball field and north of the hockey arena at St. Olaf College in Northfield, Minnesota. The site is currently unused open space with grass cover and no trees. Storm water runoff flows to the north.
2. The proposed modifications to the site include the addition of a new parking lot and drive aisles. Storm water from the proposed site will be captured and routed to the proposed storm water management rate control and infiltration basin to the west. The storm water management rate control and infiltration basin has been sized to meet current MPCA standards. Overflow from the basin will drain to the north.

GENERAL REQUIREMENTS:

1. Apply for and obtain the GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY from the Minnesota Pollution Control Agency.
2. Perform all construction activity in accordance with the Minnesota Pollution Control Agency GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY issued August 1, 2023 and all subsequent amendments thereto.
3. Prior to any work, visit the site and document existing conditions as necessary (photos, notes, etc.) in order to describe the existing drainage patterns on and off site related to the project. These documents shall be part of the SWPPP. Examine all local conditions at the site, and assume responsibility as to the grades, contours, and the character of the earth, existing conditions, and other items that may be encountered during excavation work above or below the existing grades. Review the drawings, specifications, and geotechnical report covering this work and become familiar with the anticipated site conditions.
4. Stormwater Pollution Prevention Plan (SWPPP): The SWPPP includes this narrative, the Grading, Utility, and Erosion Control Plans, Notes and Detail sheets, and Stormwater Management Calculations. During the construction process the SWPPP will have to be amended for all changes performed by the Contractor. The Owner shall be made aware of the amendments prior to changes made to the SWPPP. All notes, photographs, recorded dates, sketches, references, and diagrams will have to be recorded and made available as part of the SWPPP.
5. Keep a copy of the SWPPP, all changes to it, and inspections and maintenance records at the site during the construction. The SWPPP must be available for review. The SWPPP can be kept in the field office or on an on-site vehicle. If there will not be a trailer or a project manager on site, then place the SWPPP in an accessible on-site container.
6. The Contractor must designate a person knowledgeable and experienced in the application of erosion prevention and sediment control BMPs who will oversee the implementation of the SWPPP, and the installation, inspection, and maintenance of the erosion prevention and sediment control BMPs before and during construction.
7. The person who will oversee implementation of the SWPPP must have daily access to the SWPPP documentation.
8. Individuals preparing the SWPPP for the project, overseeing implementation of the SWPPP, revising and amending the SWPPP, and at least one individual on the project performing installation, inspection, maintenance, and repairs of BMPs must be trained. The training must be done by a local, state, federal agencies; professional organization; or other entities with expertise in erosion prevention, sediment control, or permanent storm water management. Training documentation must be in or with the SWPPP or be available within 72 hours upon request.
9. The Owner must keep all records in regards to the SWPPP, any stormwater permits required, all records of inspections and maintenance, and the Stormwater Management Calculations for 3 years after the submittal of the Notice of Termination (NOT).

EROSION PREVENTION PRACTICES:

1. Delineate the location of areas not to be disturbed (e.g. with flags, stakes, signs, silt fence, etc.) on the development site before work begins.
2. Avoid removal of trees and surface vegetation wherever possible. Schedule construction in order to expose the smallest practical area of soil at any given time. Implement appropriate construction phasing, vegetative buffer strips, horizontal slope grading, and other construction practices that minimize erosion.
3. All costs for temporary stabilization during construction will be considered to be incidental and no direct payment will be made therefor.
4. Following initial soil disturbance or redisturbance, complete permanent or temporary stabilization against erosion due to rain, wind, and running water as soon as possible, but in no case later than 14 calendar days (7 calendar days for impaired waters), on all disturbed or graded areas including stormwater management pond sideslopes. This requirement does not apply to those areas that are currently being used for material storage or for those areas on which grading, site building, or other construction activities are actively underway.
5. Provide temporary grass seed cover on all topsoil stockpiles and other areas of stockpiled excavated material in order to prevent soil erosion and rapid runoff during the construction period. Prolonged periods of open, bare earth without grass cover will not be permitted.
6. Stabilize all disturbed greenspace areas immediately after final subgrade completion. Seed and mulch, or sod and stake these areas within 48 hours after completion of final grading work (weather permitting).
7. Stabilize all disturbed areas to be paved using early application of gravel base.
8. Stabilize the normal wetted perimeter of any temporary or permanent drainage ditch or swale that conveys water from any portion of the construction site, or diverts water around the site, within 200 lineal feet from the property edge, or within 200 feet from the point of discharge to any surface water. Stabilization of this 200 feet must be completed within 24 hours of connecting to a surface water.
9. Stabilize the remaining portions of any temporary or permanent drainage ditches or swales within 14 calendar days (7 calendar days for impaired waters) after connecting to a surface water and construction in that portion of the ditch has temporarily or permanently ceased.
10. Provide pipe outlets with temporary or permanent energy dissipation within 24 hours of connection to a surface water. Place a 450 mm (18 inch) thick layer of MNDOT 3601 Class III riprap onto a 225 mm (9 inch) thick layer of MNDOT 3601.2.B granular filter material at locations indicated on the plan in accordance with MNDOT 2511. Install two layers of MNDOT 3733 Type IV Geotextile fabric beneath the granular filter material. At pipe outfalls configure the installation as shown on MNDOT Standard Plate No. 3133C for the size of pipe indicated and extend the geotextile fabric under the culvert apron a minimum of 3 feet. For pipe sizes smaller than 300 mm (12 inch) diameter, the minimum quantity of riprap and filter blanket shall be no less than that required for 300 mm (12 inch) diameter pipes.
11. Apply necessary moisture to the construction area and haul roads in order to prevent the spread of dust.
12. Use certified weed-free erosion control products.

ESTIMATED PRELIMINARY EROSION AND SEDIMENT CONTROL BMP QUANTITIES*

ITEM	QUANTITY
Temporary Rock Construction Entrance	1
Silt Sack Inlet Protection	2
Erosion Control Blanket	21,326 SQ. FT.
Stone Riprap	71 cu. yds.
Siltfence	3,630 linear feet
Bio Logs	May be used in lieu of siltfence.
Temporary Seed Mixture	18.6 lbs
Fertilizer for Temporary Seeding	73.4 lbs
Permanent Seed Mixture	18.6 lbs
Fertilizer for Permanent Seeding	73.4 lbs
Permanent Pond Skimmer Structures	
Temporary Sedimentation Basin Outlet Surface Skimmer	
Concrete Washout	1

* Note: BMP quantities are for informational purposes only and are subject to change. The Contractor shall not rely on these quantities for their bid. The Civil Engineer is not responsible for cost estimates or actual construction costs. The Contractor shall determine for themselves the exact quantities for bidding and construction. The Contractor shall provide additional temporary BMPs as necessary based on actual site conditions.

SEDIMENT CONTROL PRACTICES:

1. Implement sediment control practices in order to minimize sediment from entering surface waters, including curb and gutter systems and storm drain inlets.
2. Install all temporary or permanent sediment control measures including silt fence at perimeter of construction, rock construction entrances, sediment filters, silt sacks, and sedimentation basins prior to beginning site clearing, grading, or other land-disturbing activity.
3. Establish sediment control practices on all down gradient perimeters before any up gradient land disturbing activities begin. These practices must remain in place until final stabilization has been established.
4. Redundant Sediment Controls: Permittees are required to provide redundant rows of down gradient sediment BMPs when preservation of 50 feet of an existing buffer to a surface water is infeasible, earth disturbance occurs within 50 feet of the surface water, and stormwater flows to the surface water (excluding road ditches, judicial ditches, county ditches, stormwater conveyance channels, storm drain inlets, and sediment basins). Permittees must install the redundant sediment controls at least 5 feet apart unless limited by lack of available space.
5. Provide temporary on-site sediment basins that conform to the criteria for on-site detention basins whenever other erosion and sediment control practices are inadequate.
6. The timing of the installation of sediment control practices may be adjusted in order to accommodate short-term activities, but sediment control practices must be installed before the next precipitation event even if the short-term activity is not complete.
7. If the down gradient treatment system becomes overloaded, install additional up gradient sediment control practices or redundant BMPs in order to eliminate the overloading.
8. Install check dams, diversion swales, or other grade control practices in order to ensure sheet flow and prevent rills (for slope lengths greater than 75 feet with a grade of 3:1 or steeper).
9. Prior to beginning site clearing and grading, protect all storm sewer inlets that receive runoff from disturbed areas. In order to prevent sediment from entering the storm sewer system, seal all storm sewer inlets that are not needed for site drainage during construction. Protect all other storm sewer inlets by installing sediment control devices, silt sacks, or staked silt fence. Straw bales or fabric under the grates are not acceptable forms of inlet protection. Protect new storm sewer inlets as they are completed. Maintain storm sewer inlet protection in place until all sources with potential for discharging to the inlets are stabilized.
10. Before beginning construction, install a TEMPORARY ROCK CONSTRUCTION ENTRANCE at each point where vehicles exit the construction site. Use 25 mm (1 inch) to 50 mm (2 inch) diameter rock, MNDOT Standard Specification 3137 CA-1, CA-2, CA-3, or equal Coarse Aggregate. Place the aggregate in a layer at least 152 mm (6 inches) thick across the entire width of the entrance. Extend the rock entrance at least 15 m (50 feet) into the construction zone. Use a MNDOT Standard Specification 3733 Type V permeable geotextile fabric material beneath the aggregate in order to prevent migration of soil into the rock from below. Maintain the entrance in a condition that will prevent tracking or flowing of sediment onto paved roadways. Provide periodic top dressing with additional stone as required. Alternatively, install manufactured units such as FODS Trackout Control Mat System (Manufacturer FODS, 844-200-3837, http://getfods.com) or approved equal. Close entrances not protected by temporary rock construction entrances to all construction traffic.
11. If necessary, clean the wheels of construction vehicles in order to remove soils before the vehicles leave the construction site. Wash vehicles only on an area stabilized with stone that drains into an approved sediment trapping device.
12. Remove all soils and sediments tracked or otherwise deposited onto adjacent property, pavement areas, sidewalks, streets, and alleys. Removal shall be done immediately after tracking occurs and throughout the duration of the construction. Removal may need to be done frequently during the work day if tracking is a problem. Clean paved roadways by shoveling, wet-sweeping, or dry-sweeping. If necessary, scrape paved surfaces in order to loosen compacted sediment material prior to sweeping. Haul sediment material to a suitable disposal area. Street washing is allowed only after sediment has been removed by shoveling or sweeping. Perform all sweeping in a manner that prevents dust being blown to adjacent properties.
13. Soil Stockpiles: Install siltfence or other effective sediment controls around all temporary soil stockpiles. Locate soil or dirt stockpiles such that the downslope drainage length is no less than 8 m (25 feet) from the toe of the pile to a surface water, including stormwater conveyances such as curb and gutter systems, or conduits and ditches unless there is a bypass in place for the stormwater. If remaining for more than 7 days, stabilize the stockpiles by mulching, vegetative cover, tarps, or other means. During street repair, cover construction soil or dirt stockpiles located closer than 8 m (25 feet) to a roadway or drainage channel with tarps, and protect storm sewer inlets with silt sacks or staked siltfence.
14. Silt Fence: Install silt fence along the contour (on a level horizontal plane) with the ends turned up (J-hooks) in order to help pond water behind the fence. Install the silt fence on the uphill side of the support posts. Provide a post spacing of 1.2 m (4 feet) or less. Drive posts at least 0.6 m (2 feet) into the ground. Anchor the silt fence fabric in a trench at least 152 mm (6 inches) deep and 152 mm (6 inches) wide dug on the upslope side of the support posts. Lay the fabric in the trench and then backfill and compact with a vibratory plate compactor. Make any splices in the fabric at a fence post. At splices, overlap the fabric at least 152 mm (6 inches), fold it over, and securely fasten it to the fence post. Silt fence supporting posts shall be 51 mm (2 inch) square or larger hardwood, pine, or standard T- or U-section steel posts. T- or U-section steel posts shall weigh not less than 1.8602 kg per meter (1.25 lb per lineal foot). Posts shall have a minimum length of 1524 mm (5 feet). Posts shall have projections to facilitate fastening the fabric and prevent slippage. Geotextile fabric shall meet the requirements of MNDOT Standard Specification 3886 for preassembled silt fence, furnished in a continuous roll in order to avoid splices. Geotextile fabric shall be uniform in texture and appearance and have no defects, flaws, or tears. The fabric shall contain sufficient ultraviolet (UV) ray inhibitor and stabilizers to provide a minimum two-year service life outdoors. Fabric color shall be International orange.
15. Reinforce erosion control facilities in areas where concentrated flows occur (such as swales, ditches, and areas in front of culverts and catchbasins) by backing them with snow fence, wire mesh, or stiff plastic mesh reinforcement until paving and turf establishment operations have been completed. Posts for the reinforcing fence shall be 100 mm (4 inch) diameter wood posts, or standard steel fence posts weighing not less than 0.59 kg (1.3 lbs) per lineal foot, with a minimum length of 762 mm (30 inches) plus burial depth. Space posts for the reinforcing fence at intervals of 3 m (10 feet) or less. Drive posts for the reinforcing fence at least 0.6 m (2 feet) into the ground.
16. The best management practices (BMPs) shown on the plans are the minimum required. As the work proceeds, provide additional temporary BMPs as necessary in order to prevent erosion and sediment transport based on the actual site conditions.
17. Coordinate a meeting between a representative of the grading contractor, the Owner of the project, and the Watershed District staff in order to review the erosion control plan and the requirements of the Watershed District prior to any work on the site. Notify the Watershed District staff immediately after the erosion control measures are installed. Do not begin grading work until the Watershed District staff approves the installed erosion control measures.
18. Maintain all temporary erosion and sediment control devices in place until the contributing drainage area has been stabilized (hard-surfaced areas paved and vegetation established in greenspace). Repair any riling, gully formation, or washouts. After final establishment of permanent stabilization, remove all temporary synthetic, structural, and nonbiodegradable erosion and sediment control devices and any accumulated sediments. Dispose-of off site. Restore permanent sedimentation basins to their design condition immediately following stabilization of the site.

RECEIVING WATERS

SURFACE WATER, WETLAND, OR STORMWATER POND WITHIN 1 MILE OF SITE THAT RECEIVES STORMWATER RUNOFF FROM SITE	SPECIAL OR IMPAIRED WATER	IMPAIRMENT	APPROVED TMDL
NONE	NO	N/A	N/A

SOIL DATA

MAP UNIT SYMBOL	MAP UNIT NAME	PORTION OF SITE
382B	Blooming silt loam, 2 to 6 percent slopes	69.0%
1361	Le Sueur loam, moderately coarse substratum, 1 to 3 percent slopes	31.0%

No groundwater encountered to a depth of __ feet.

TOPSOIL:

1. Preserve existing topsoil. Strip, salvage, and re-spread topsoil on site. In areas to be seeded or sodded, spread topsoil to a depth sufficiently greater than 153 mm (6 inches) so that after light rolling and natural settlement the completed work will provide 153 mm (6 inches) of topsoil conforming to the lines, grades, and elevations shown.
2. Reduce soil compaction by limiting equipment access to specific construction paths, if applicable.
3. Till or use a backhoe with a toothed bucket in order to scarify and de-compact the subsoil to a depth of at least 5-inches before the first lift of topsoil is applied.
4. Compaction samples are to be taken after final grading of the site is complete. They are to be submitted and approved by the Engineer before installation of landscaping begins. Samples shall be randomly taken with even coverage of all landscaped areas. Submit sample results to the Engineer – bmundstock@sundecivil.com
5. Soil compaction for all non-structural landscaped areas (including landscaping islands) shall be between 75%-80% of standard proctor or not to exceed 300 psi for a minimum of the top 18" of soil. Soils not meeting this requirement are required to be ripped/subsoiled to relieve compaction.
6. In shrub beds, spread topsoil to a depth sufficiently greater than 457 mm (18 inches) so that after light rolling and natural settlement the completed work will provide 457 mm (18 inches) of topsoil conforming to the lines, grades, and elevations shown.

CONSTRUCTION SEQUENCE

1	Delineate the location of areas not to be disturbed (e.g. with flags, stakes, signs, silt fence, etc.) before work begins.
2	Establish sediment control practices on all down gradient perimeters before any up gradient land disturbing activities begin. These practices shall remain in place until final stabilization has been established.
3	Install temporary rock construction entrances.
4	Install all perimeter sediment control devices. The timing of the installation of sediment control practices may be adjusted in order to accommodate short-term activities, but sediment control practices must be installed before the next precipitation event even if the short-term activity is not complete.
5	Contact the City and/or Watershed District for approval of the sediment control devices.
6	Clear and grub the site.
7	Strip and stockpile topsoil.
8	Construct the stormwater management ponding.
9	Install erosion prevention and sediment controls in order to keep sediment away from infiltration areas.
10	Rough grade the site.
11	Install utilities.
12	Install curb and gutter.
13	Install pavements and sidewalks.
14	Perform finished grading.
15	Install lawn and landscape.
16	Restore all disturbed areas. Sod or seed with mulch or blanket.
17	Install bio-roll barriers in finished graded areas as required.
18	Remove accumulated sediment from basins. Clean all storm sewer and conveyance systems.
19	Construct infiltration basins.
20	After all disturbed areas are stabilized, obtain approval from the City and/or Watershed District.
21	Remove all temporary sediment control devices.
22	Submit notice of termination (NOT) to the MPCA within 30 days after all activities required for final stabilization are complete.

PROPOSED DEVELOPMENT

Total Drainage Area: 1.58 acres = 69,029 sq. ft.

Disturbed Area: 1.58 acres = 69,029 sq. ft.

Pre-Construction Impervious Area: 0 acres = 0 sq. ft.

Post-Construction Impervious Area: 0.89 acres = 38,908 sq. ft.

Net Increase in Impervious Area: 0.89 acres = 38,908 sq. ft.

Volume Required: 1" Over New Impervious Area = 1" x 38,908 sq. ft. x 1'/12" = 3,242 cu. ft.

Filtration Rate: 1.63 inches/hour (sandy material mix)

Area Required: $(1'/12")*(A_{sf})*(0.80'/hr)*(48\ hr) = 3{,}242$ cu. ft.
Area required (sq. ft.) = 497 sq. ft.

Total Infiltration Volume Provided: 14,185 cu. ft. (between 999.00 - 1001.50)

Total Infiltration Area Provided: 4,163 sq. ft.

RAINFALL DATA COLLECTION SYSTEM :

Rainfall data must be collected by a properly maintained rain gauge installed onsite, a weather station within 1 mile of the site, or a weather reporting system that provides site specific rainfall data from radar summaries.

The rainfall collection system used onsite shall be:__________________

INVASIVE SPECIES:

1. All equipment being transported on roads or placed in Waters of the State shall be free of prohibited and regulated invasive species and unlisted non-native species (any other species not native to Minnesota).
2. Prior to transportation along roads into or out of any work site, or between water bodies within a project area, all equipment must be free of any aquatic plants, water, and prohibited invasive species (dead or alive).
3. Drain all water from equipment where water may be trapped, such as tanks, pumps, hoses, silt curtains, and water-retaining components of boats and barges.
4. Pumping from designated infested waters for use elsewhere on the project is prohibited without a permit.
5. Remove all visible aquatic remnants (plants, seeds, and animals). Removal of mud and soil is not required at all sites, though is encouraged as a Best Practice. Removal of mud and soil may be required on sites designated as infested.
6. Destroy and dispose of prohibited invasive species at least 300 feet from shoreland areas, ditches, seasonally flooded lands, or other Waters of the State.
7. Designated Infested Waters: All equipment that has been in contact with designated infested waters greater than 24 hours must be treated to remove and kill invasive species present in those waters prior to re-use on another water body or transporting on public roads. Remove by hand scraping or power washing (minimum 3000 psi) all accessible areas. Kill Prohibited Aquatic Invasive Species in non-accessible areas using:
   a. Hot Water: Minimum 140°F for ten seconds for Zebra mussels, Quagga mussels, New Zealand mud snails, and faucet snails.
   b. Air Dry: Minimum of 2 days for Spiny waterfleas, a minimum of 7 days for New Zealand mud snails, and a minimum of 21 days for Zebra or Quagga mussels and faucet snails. Drying techniques must not trap water.
   c. Freezing Temperatures: Expose Zebra mussels to continuous temperatures below 32°F for 2 days.
   d. Crush: Crush rock, concrete, or other debris by running it through a crushing plant in order to kill prohibited species.

EROSION AND SEDIMENT CONTROL DEVICE OPERATION SCHEDULE

ITEM	INSTALLATION	INSPECTION/MAINTENANCE	REMOVAL
Siltfence	Install prior to any construction.	Inspect a minimum of once every 7 days or 24 hours after a rain event greater than 0.5-inches in a 24-hour period. Remove sediments as required. Repair, replace, or supplement non-functional siltfence within 24 hours of discovery.	After disturbed areas have been stabilized.
Temporary Rock Construction Entrance	Install prior to any construction.	Inspect daily. Maintain as required. Inspect for evidence of off-site sediment tracking. Remove any tracked sediment on a daily basis.	When site paving operations begin.
Storm Sewer Inlet Protection	Install prior to any construction or same day that the structure is constructed. Install on all existing and proposed catch basins exposed to construction sediment.	Inspect a minimum of once every 7 days or 24 hours after a rain event greater than 0.5-inches in a 24-hour period. Remove sediments as required. Make any necessary repairs within 24 hours of discovery.	After disturbed areas have been stabilized.
Temporary or Permanent Stormwater Pond	Install prior to rough grading. Direct surface water runoff to the pond.	Inspect a minimum of once every 7 days or 24 hours after a rain event greater than 0.5-inches in a 24-hour period. Drain pond and remove sediment when the depth of sediment collected in the basin reaches 1/2 the storage volume. Drainage and removal must be completed within 72 hours of discovery.	N/A
Temporary or Permanent Soil Stabilization	Install within 14 calendar days (7 calendar days for impaired waters) of the initial soil disturbance for all unworked exposed soil areas.	Inspect a minimum of once every 7 days or 24 hours after a rain event greater than 0.5-inches in a 24-hour period. Make any necessary repairs within 24 hours of discovery.	N/A
Protection of Temporary Stockpiles	Immediately install siltfence, or other effective sediment controls, around all temporary soil stockpiles.	Inspect a minimum of once every 7 days or 24 hours after a rain event greater than 0.5-inches in a 24-hour period. Remove sediments as required. Make any necessary repairs within 24 hours of discovery.	After stockpiles have been removed.
Temporary or Permanent Drainage Ditch Stabilization	Install within 24 hours; 200 lineal feet from the point of discharge. Install within 14 calendar days (7 calendar days for impaired waters); beyond 200 lineal feet from the point of discharge.	Inspect a minimum of once every 7 days or 24 hours after a rain event greater than 0.5-inches in a 24-hour period. Make any necessary repairs within 24 hours of discovery.	N/A
Temporary or Permanent Energy Dissipation at Pipe Outlets	Install within 24 hours.	Inspect a minimum of once every 7 days or 24 hours after a rain event greater than 0.5-inches in a 24-hour period. Make any necessary repairs within 24 hours of discovery.	N/A
Protection of Surface Waters (including drainage ditches and conveyance systems)	N/A	Inspect a minimum of once every 7 days or 24 hours after a rain event greater than 0.5-inches in a 24-hour period. Remove all deltas and sediment deposited. Restabilize the areas where sediment removal results in exposed soil. Remove and stabilize within 7 days of discovery.	N/A
Protection of Infiltration Areas	N/A	Inspect a minimum of once every 7 days or 24 hours after a rain event greater than 0.5-inches in a 24-hour period. Ensure that no sediment from ongoing construction activity is reaching the infiltration area and the area is protected from compaction due to construction traffic.	N/A

CONSULTING CIVIL ENGINEERS
10830 NESBITT AVENUE SOUTH
BLOOMINGTON, MINNESOTA 55437
(952) 881-3344 TELEPHONE
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www.sundecivil.com

ST. OLAF COLLEGE

NORTHFIELD, MN

DATE	REVISION
8/16/24	ORIGINAL PLAN DATE
3/11/25	CITY SUBMITTAL
5/2/25	PERMIT SET
7/7/25	CITY COMMENTS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Mike R. Kettler
DATE: 3/11/25 REG. NO.: 40425

INFORMATION:

PROJECT NO.: 24-534

DRAWN BY: MK

CHECKED BY: MK

APPROVED BY: MK

SCALE:

DATE:

DESCRIPTION:

SWPPP NOTES

SHEET NO:

C4

4 of 6

24-534 T. , R. , S. MK DRAWING: \\server\Projects\2024\# 24-534 St. Olaf College Parking Lot\2025-07-07\24534e10.dwg LAYOUT: c4 XREF: survey

SOIL STABILIZATION:

1. All seeded areas shall be either mulched and disc-anchored or covered by fibrous blankets to protect seeds and limit erosion.
2. Water and maintain seeded or sodded areas on a timely day-to-day basis. In the event of a seeding failure, reseed and remulch the areas where the original seed has failed to grow and perform additional watering as necessary at no additional cost to the Owner. Promptly replace all sod that dries out to the point where it is presumed dead and all sod that has been damaged, displaced, weakened, or heavily infested with weeds at no additional cost to the Owner.
3. In areas to be permanently seeded use native MN state seed mixture 35-241. Apply seed mixture at a rate of 36.5 lbs per acre in accordance with MNDOT Standard Spec. 2575. Incorporate a Type 3 fertilizer (slow release type with 10 week residual) consisting of 22-5-10 (%N-P-K) into the soil at an application rate of 200 lbs per acre by disking prior to seeding. Prepare the soil in accordance with MNDOT Standard Spec. 2574.3, except for stockpiles and berms where no soil preparation is needed.
4. Establish native seed mix in accordance with MNDOT Standard Spec. 2575.3. Seed native mixes with a native seed drill, a drop type seeder, or a hydro seeder at the adjusted bulk application rate of each mixture. Use a drill capable of accurately metering the types of seed planted and capable of maintaining a uniform mixture of seeds during drilling. Use a drill with disk furrow openers and a packer assembly to compact the soil directly over the drill row. Seed native mixes in rows spaced no greater than 8 inches apart. Place seeds to a final planting depth from ¼ inch to ½ inch. Perform drill seeding at a right angle to surface drainage. A drop type seeder equipped with a separate seed box for the fluffy seed and a soil packer assembly may be used in lieu of a drill with disc openers. Use a cyclone or spinner type seeder on areas no greater than 1 acre or on areas inaccessible to other equipment, as approved by the Engineer. Lightly harrow or rake the site following the seeding operation. Pack the site following harrowing in order to ensure a firm seed-bed.
5. Comply with the requirements of MNDOT Standard Spec. Table 2575-1 for season of planting native seed mixtures. The appropriate dates for spring seeding are from April 15 through July 20. Fall seeding dates are from September 20 to October 20. Dormant seeding dates are from October 20 to November 15. Dormant seeding will only be allowed if the maximum soil temperature at a depth of 1 inch does not exceed 40 degrees F in order to prevent germination. When the dates in the season of planting prohibit seeding of the permanent seed mixture, apply temporary seeding and mulch in order to comply with the requirements of the GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY and then apply permanent seeding at a later date.
6. Maintenance of Areas Planted With Native Seeds: To reduce weed establishment, mow 2 to 3 times (30 days apart) during the first year with the mower deck about 6" - 8" off the ground. Mow one time during the 2nd year before weeds set their seeds. Mow once every 3 to 5 years following the initial 2 years of maintenance in order to remove dead plant material and stimulate new seed.
7. Reinforce the pond overflow swale with Landlok TRM 450 turf reinforcement mat, or approved equal. Install the mat in accordance with the manufacturer's recommendations.
8. In seeded areas with slopes equal to or flatter than 4:1, apply MNDOT Standard Spec. 3882 Type 3 certified weed-free mulch uniformly over the soil surface by hand or machine within 24 hours after seeding in accordance with MNDOT Standard Spec. 2575.3. Apply mulch at a rate of 2 tons per acre and not less than 80% coverage. Immediately after placement, anchor all mulch material into the soil by crimping (straight disking) in a direction perpendicular to that of the overland storm water flow. Punch the mulch into the soil to a depth of 2 to 3 inches with a disk spacing of 8" or less.
9. In seeded areas with slopes steeper than 4:1, install biodegradable erosion control blankets uniformly over the soil surface by hand within 24 hours after seeding in accordance with manufacturers recommendations. Use MNDOT Standard Spec. 3885 Straw 2S-natural netting, or Wood Fiber 2S-natural netting type blanket.
10. In seeded ditches, install biodegradable erosion control blankets uniformly over the soil surface by hand within 24 hours after seeding in accordance with manufacturers recommendations. Use MNDOT Standard Spec. 3885 Coconut 2S-natural netting, or Wood Fiber HV 2S-natural netting type blanket.
11. Use only products with biodegradable netting. Do not use products that require UV-light to biodegrade (also called "photodegradable") as they do not biodegrade properly when shaded by vegetation.
12. Plastic or polypropylene netting associated with erosion matting (also known as an erosion control blanket or erosion mesh netting) without independent movement of strands can easily entrap snakes and other wildlife moving through the area, and cause dehydration, desiccation, and eventually mortality. Biodegradable jute/twine netting with the 'leno' or 'gauze' weave (contains strands that are able to move independently) has the least impact on snakes. If erosion matting will be used for this project, use the following matting (or approved equal): American Excelsior 'Fibretect' or 'NetFree' products; East Coast Erosion biodegradable jute products; Erosion Tech biodegradable jute products; ErosionControlBlanket.com biodegradable leno weave products; North American Green S150BN, SC150BN or C125BN; or Western Excelsior 'All Natural' products.
13. Erosion Control Blanket Installation: Lay the blanket parallel to the direction of water flow with the netting on the top. Spread the blankets evenly without stretching so that fibers are in direct contact with the soil. Overlap adjacent strip edges a minimum of 6 inches. Overlap strip ends a minimum of 10 inches with the upgrade strip on top. Bury the upstream end of each blanket at least 6 inches in a vertical trench with the soil pressed firmly against the embedded mat. Install additional check trenches at 50 foot intervals. Staple strip ends and end overlaps with not more than 12 inches between staples. Staple all other joints and edges at 2 foot intervals. Place additional staples down the center of each blanket in a diamond pattern at a maximum of 2 foot intervals. Insert all staples flush with the ground surface. Staples shall be 11 gauge or heavier "U"-shaped with a 1 - 2 inch crown. Staple length shall be 10 inches.
14. Water Mulching: Snow mulching consists of mulch material spread over the top of snow so that mulch materials melt through the snow and stick to the exposed soils. Frozen ground mulching consists of mulch materials spread over frozen ground. Mulch materials that do not require disc-anchoring into the soil may be placed without modification. Mulch materials that require disc-anchoring may be anchored with hydraulic soil stabilizers or may be frozen to the soil by applying water at a rate of 2000 gallons per acre over the mulch as a substitution for disc-anchoring.
15. Mulch, hydro-mulch, and tackifiers may not be used for stabilization in swales or drainage ditches.
16. In areas where irrigation is to be installed, the Contractor shall work to install the system in zones. Erosion and sedimentation control measures shall remain in place until soils have been stabilized with sod or seeded areas that exhibit a minimum of 70% lawn vegetative coverage. If silt fence has to be removed in order to install the irrigation system, it shall be reinstalled at the end of each work day or bio-rolls installed in order to provide protection during the installation process until lawn areas have sod and/or plant beds are mulched.
17. In areas to be sodded, silt fence can be removed on a short term basis, but all exposed soil areas must be sodded or erosion control measures shall be reinstalled at the end of each work day.
18. Rapid Stabilization: In order to prevent off site sedimentation and comply with the GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY, use rapid stabilization methods to rapidly stabilize small critical areas (up to 2 acres) within 200 ft of surface waters. The work may be performed numerous times during the Contract and may be conducted on several small areas that may or may not be accessible with normal equipment. This work shall be done in accordance with MNDOT 2575.3 and the applicable details and locations shown in the plan. The methods may be conducted independently or in combination. Rapid stabilization work is incidental to the erosion control bid item. The materials required shall be as follows:
   - Method 1 (Use on areas 0.5-2 acres with slopes equal to or flatter than 4:1): MNDOT Standard Spec. 3882 Type 1 Mulch @ 2 tons per acre with disc anchoring. Place mulch to obtain 90% ground coverage.
   - Method 2 (Use on areas 0.5-2 acres with slopes steeper than 4:1): MNDOT Standard Spec. 3882 Type 3 Mulch @ 1.5 tons per acre with MNDOT 3884 Stabilized Fiber Matrix @ 750 pounds per acre. Place mulch to obtain 75% ground coverage.
   - Method 3 (Use on areas 0.5-1.5 acres with slopes steeper than 4:1): MNDOT Standard Spec. 3884 Stabilized Fiber Matrix @ 330 pounds per 1000 gallons of slurry mix. MN state seed mixture 22-111 @ 10 pounds per 1000 gallons of slurry mix. Type 3 slow release fertilizer 10-10-10 @ 50 pounds per 1000 gallons of slurry mix. Water @ 875 gallons per 1000 gallons of slurry mix. Note: 1000 gallons of slurry mix will cover 1/6 acre. Apply material to obtain 100% ground coverage.
   - Method 4 (Use on areas up to 800 square yards with slopes between 2:1 and 4:1 or ditches with grades steeper than 4%): MNDOT Standard Spec. 3885 Category 3 Erosion Control Blanket. MN state seed mixture 22-111 @ 2 pounds per 100 square yards. Fertilizer 10-10-10 @ 8 pounds per 100 square yards.
   - Method 5: Rip Rap Class II with Geotextile Type III.

SWPPP AMENDMENTS:

1. Amend the SWPPP in order to include additional requirements such as additional or modified BMPs whenever there is a change in design, construction, operation, maintenance, weather or seasonal conditions that has a significant effect on the discharge of pollutants to surface waters or underground waters.
2. Amend the SWPPP whenever inspections indicate that the SWPPP is not effective in eliminating or significantly minimizing the discharge of pollutants to surface waters or underground waters.
3. Amend the SWPPP whenever inspections indicate that discharges are exceeding water quality standards.
4. Amend the SWPPP if it is not achieving the general objectives of minimizing pollutants in stormwater discharges associated with construction activity, or the SWPPP is not consistent with the terms and conditions of the permit.

INFILTRATION AREA CONSTRUCTION:

1. Protect the infiltration area from compaction and disturbance of existing soils.
2. Report any signs of high water table or compaction of the in place soils to the Engineer.
3. Schedule the construction so that excavation of the infiltration system to final grade occurs after the contributing drainage areas have been constructed and fully stabilized. Excavate the infiltration areas to within one foot of final grade initially. Delay final excavation of the basin floor until all disturbed areas tributary to the basin are stabilized. Utilize tracked excavation equipment that has relatively light bearing pressures. No heavy equipment is allowed on the infiltration areas before or after construction.
4. Delineate the location of infiltration areas (e.g. with flags, stakes, signs, silt fence, etc.) before work begins so that heavy construction equipment will not compact the soil in the proposed infiltration system.
5. Excavation of infiltration areas shall be completed using a backhoe with a toothed bucket.
6. The bottom excavations surface of infiltration areas shall be level without dips or swales.
7. Native soils in infiltration areas shall be de-compacted to a minimum depth of 18 inches prior to placing planting media or rock.
8. Planting media and rock shall remain uncontaminated (not mixed with other soil) before and during installation.
9. During construction, stormwater must be routed around infiltration areas until all construction activity has ceased and tributary surface are cleaned of sediment.
10. Installation of infiltration practices shall be done during periods of dry weather and completed before the rainfall event. Placement of planting media or rock shall be on dry native soil only.
11. Use rigorous erosion prevention and sediment controls (e.g. diversion berms) during the construction of the infiltration system in order to keep sediment and runoff completely away from the infiltration area.
12. Inspect all infiltration areas in order to ensure that no sediment from ongoing construction activity is reaching the infiltration areas and that these areas are protected from compaction due to construction equipment driving across the infiltration areas.
13. Prior to construction, provide dual-ring infiltrometer testing (ASTM D-3385) at the infiltration site in order to to verify infiltration rates used for the basin design. The tests shall be performed at the bottom elevation of the infiltration basin and shall be performed by a qualified geotechnical professional. Do not begin construction until soil type and infiltration rate verification has been made. Perform a minimum of 2 tests at each infiltration site (0.5-acre bottom area or less). Perform 2 additional tests for every additional 0.5-acre of bottom area. Verify the number of tests with the geotechnical professional and the governing authorities.
14. After final grading, till the floor of the infiltration area to a depth of at least 18 inches in order to provide a well aerated, porous surface texture. Till in 8 inches of compost material if the soils become compacted.
15. Place all excavated materials downstream and away from the infiltration area during and after excavation.
16. Stabilize the bottom and sideslopes of the infiltration area immediately following construction of the basin.
17. Use native MN state seed mixture 33-261. Apply seed mixture at a rate of 35 lbs per acre in accordance with MNDOT Standard Spec. 2575. Incorporate a Type 3 fertilizer (slow release type with 10 week residual) consisting of 22-5-10 (%N-P-K) into the soil at an application rate of 200 lbs per acre by disking prior to seeding. Prepare the soil in accordance with MNDOT Standard Spec. 2574.3
18. Establish native seed mix in accordance with MNDOT Standard Spec. 2575.3. Seed native mixes with a native seed drill, a drop type seeder, or a hydro seeder at the adjusted bulk application rate of each mixture. Use a drill capable of accurately metering the types of seed planted and capable of maintaining a uniform mixture of seeds during drilling. Use a drill with disk furrow openers and a packer assembly to compact the soil directly over the drill row. Seed native mixes in rows spaced no greater than 8 inches apart. Place seeds to a final planting depth from ¼ inch to ½ inch. Perform drill seeding at a right angle to surface drainage. A drop type seeder equipped with a separate seed box for the fluffy seed and a soil packer assembly may be used in lieu of a drill with disc openers. Use a cyclone or spinner type seeder on areas no greater than 1 acre or on areas inaccessible to other equipment, as approved by the Engineer. Lightly harrow or rake the site following the seeding operation. Pack the site following harrowing in order to ensure a firm seed-bed.
19. Comply with the requirements of MNDOT Standard Spec. Table 2575-1 for season of planting native seed mixtures. The appropriate dates for spring seeding are from April 15 through July 20. Fall seeding dates are from September 20 to October 20. Dormant seeding dates are from October 20 to November 15. Dormant seeding will only be allowed if the maximum soil temperature at a depth of 1 inch does not exceed 40 degrees F in order to prevent germination. When the dates in the season of planting prohibit seeding of the permanent seed mixture, apply temporary seeding and mulch in order to comply with the requirements of the GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY and then apply permanent seeding at a later date.
20. Water and maintain seeded areas on a timely day-to-day basis. In the event of a seeding failure, reseed and remulch the areas where the original seed has failed to grow and perform additional watering as necessary at no additional cost to the Owner.
21. Maintenance of Areas Planted With Native Seeds: To reduce weed establishment, mow 2 to 3 times (30 days apart) during the first year with the mower deck about 6" - 8" off the ground. Mow one time during the 2nd year before weeds set their seeds. Mow once every 3 to 5 years following the initial 2 years of maintenance in order to remove dead plant material and stimulate new seed.
22. Engineered Soil: 2.5' of engineered soil is to be used as the surface layer of the infiltration basin. It shall consist of Minnesota Stormwater Manual 4.1.1 Mix A: Water Quality Blend (a well-blended, homogenous mixture of 55-65% ASTM C-33 construction sand (MnDOT 3126), 10-20% topsoil, and 25-35% organic leaf compost. The material supplier shall provide documentation that the compost has been sampled and tested as required by the seal of testing assurance (STA) program of the United States Composting Council (USCC) and a gradation sieve analysis for the construction sand.
23. Sand: Provide clean construction sand, free of deleterious materials, AASHTO M-6 or ASTM C-33 (MnDOT 3126) with grain size of 0.02"-0.04".
24. Topsoil: Sandy loam, loamy sand, or loam texture per USDA textural triangle with less than 5% clay content. Topsoil shall be reasonably free of subsoil, heavy clay, coarse sand, stones, and other objects over 51 mm (2 inches) in diameter; and without plants, roots, sticks, and other objectionable material.
25. Organic Leaf Compost: MnDOT 3890 Grade 2 leaf litter compost.
26. Gravel Filter Specifications: Under-drain gravel blanket shall be double-washed, open-graded (no fines) stone, ASTM Number 57 (1-1/2" in size). Pea gravel shall be washed, river-run, round diameter, ¼ - ½ in size. Do not use crushed carbonate quarry rock, limestone, crushed concrete, or salvaged bituminous.

INFILTRATION AREA PERFORMANCE TESTING:

1. After construction, provide dual-ring infiltrometer testing (ASTM D-3385) at the infiltration site in order to verify the performance of the as-built infiltration system. The tests shall be performed at the bottom elevation of the infiltration basin and shall be performed by a qualified geotechnical professional.
2. Perform a minimum of 2 tests at each infiltration site (0.5-acre bottom area or less). Perform 2 additional tests for every additional 0.5-acre of bottom area. Verify the number of tests with the geotechnical professional and the governing authorities.
3. The average of the measured infiltration rates must meet or exceed the infiltration rate used for the basin design. If the measured infiltration rate does not meet or exceed the required rate, the Contractor shall perform the necessary soil corrective and/or soil replacement work within the infiltration area at the Contractor's expense until the measured infiltration rate meets or exceeds the required rate. All re-testing shall be at the Contractor's expense.
4. The maximum allowable infiltration rate is 8.3 inches/hour. If the infiltration rate exceeds the maximum allowable rate, the Contractor shall amend the soils in the system in order to reduce the infiltration rate to meet the MPCA requirements.

DEWATERING AND BASIN DRAINING:

1. If dewatering is required, all water must be discharged through an erosion control facility (temporary sedimentation basin, grit chamber, sand filter, upflow chamber, hydro-cyclone, swirl concentrator, dewatering bag or other appropriate facility) prior to leaving the construction site. Proper energy dissipation must be provided at the outlet of the pump system.
2. Discharge all water from dewatering or basin draining activities in a manner that does not cause nuisance conditions, erosion in receiving channels or on down gradient properties, or inundation in wetlands causing significant adverse impact to the wetlands.
3. If discharge water may be contaminated or come in contact with oil or grease an oil-water separator or suitable filtration device such as cartridge filters or absorbent pads must be used prior to discharging water.
4. A City approved dewatering/pumping plan is required prior to any pumping activity.

MATERIALS:

1. Storm Sewer Inlet Protection (areas with pedestrian or vehicle traffic): Emergency overflow is required. Take care to protect the catch basin curb-box from additional sediment escaping over the top of these devices while still allowing for emergency overflow.
   a. Road Drain Curb & Gutter: With replaceable filter sock. Manufactured by WIMCO, 799 Theis Drive, Shakopee, MN 55379, Phone (952) 233-3055, (www.roaddrain.com).
   b. Silt Sock: Type B, regular flow (50 gpm/ft2), with curb deflector as required. Rectangular siltsack on rectangular inlets. Round siltsack on round inlets. Manufactured by ACF ENVIRONMENTAL, 2831 Cardwell Road, Richmond, VA 23234, Phone (800) 448-3636, (www.acfenvironmental.com).
   c. Dandy Sack: With curb filter as required. Manufactured by DANDY PRODUCTS, 1095 Harcourt Road, Mount Vernon, OH 43050, Phone (800) 591-2284, (www.dandyproducts.com).
   d. Dandy Bag: With curb filter as required. Manufactured by DANDY PRODUCTS, 1095 Harcourt Road, Mount Vernon, OH 43050, Phone (800) 591-2284, (www.dandyproducts.com).
   e. Sediguard Filter: With Sediguard curbguard as required. Available from ERO-TEX, N94 W14330 Garwin Mace Drive, Menomonee Falls, WI 53051, Phone (866) 437-6839, (www.ero-tex.net).
3. Topsoil: Sandy loam, loamy sand, or loam texture per USDA textural triangle with less than 5% clay content. Topsoil shall be reasonably free of subsoil, heavy clay, coarse sand, stones, and other objects over 51 mm (2 inches) in diameter; and without plants, roots, sticks, and other objectionable material.
4. Mulch: MNDOT Standard Specification 3882 Type 3 certified weed-free mulch material.
5. Draintile: Perforated under-drains shall be slotted single wall corrugated HDPE. Install draintile with high permittivity circular knit polymeric filament filter sock per ASTM D6707-01. MnDot 3733 Type I sewn seam non-woven fabric shall not be used.
6. Geotextile Fabric for Subgrade Stabilization (if required): MNDOT Standard Specification 3733 Type V permeable geotextile material.
7. Supporting Posts for Siltfence: 51 mm (2 inch) square or larger hardwood, pine, or standard T- or U-section steel posts. T- or U-section steel posts shall weigh not less than 1.8602 kg per meter (1.25 lb per lineal foot). Posts shall have a minimum length of 1524 mm (5 feet). Posts shall have projections to facilitate fastening the fabric and prevent slippage.
8. Siltfence Fabric: MNDOT Standard Specification 3886 self supporting silt fence. Furnish in a continuous roll in order to avoid splices. Geotextile fabric shall be uniform in texture and appearance and have no defects, flaws, or tears. The fabric shall contain sufficient ultraviolet (UV) ray inhibitor and stabilizers to provide a minimum two-year service life outdoors. Fabric color shall be international orange.
9. Aggregate for Temporary Rock Construction Entrance: 25 mm (1 inch) to 50 mm (2 inch) diameter rock, MNDOT Standard Specification 3137 CA-1, CA-2, or CA-3 Coarse Aggregate, or equal.
10. Geotextile Fabric for Temporary Rock Construction Entrance: MNDOT Standard Specification 3733 Type V permeable geotextile fabric material.
11. Aggregate for Block and Rock Sediment Filter: 25 mm (1 inch) to 50 mm (2 inch) diameter rock, MNDOT Standard Specification 3137 CA-1, CA-2, or CA-3 Coarse Aggregate, or equal.
12. Block and Rock Inlet Filters: Block and Rock Inlet Filters consist of open-core concrete masonry blocks, wire screen with 12 mm (0.5 inch) openings, and washed rock. Place open-core concrete masonry blocks lengthwise on their sides around the catchbasin inlet. Place wire screen around the perimeter to the top of the block barrier before the rock is placed. The screen acts to prevent the rocks from being washed through the blocks. Place rock against the wire mesh to the top of the blocks. Use 25 mm (1 inch) to 50 mm (2 inch) diameter rock, MNDOT Standard Specification 3137 CA-1, CA-2, CA-3, or equal Coarse Aggregate. Install two courses of 8" blocks in order to form a barrier height of 16".
13. Concrete Block for Block and Rock Inlet Filter: Standard units with nominal face dimensions of 16 x 8 inches. Minimum 8 inches nominal depth.
14. Wire Screen for Block and Rock Inlet Filter: 12 mm (0.5 inch) openings
15. Bales: Tightly bound bales of unrotted hay, straw, or other grass locally available from recent cuttings.
16. Bale Anchor Posts: 12.7 mm (0.5 inch) diameter steel reinforcing rods, or 51 mm (2 inch) square hardwood or pine wooden stakes. Posts shall have a minimum length of 762 mm (30 inches) plus burial depth. Two posts per bale.
17. Supporting Posts for Culvert, Flared End Section, and Ditch Protection: 100 mm (4 inch) diameter wood posts, or standard steel fence posts weighing not less than 0.59 kg (1.3 lbs.) per lineal foot. Posts shall have a minimum length of 762 mm (30 inches) plus burial depth.
18. Temporary Seed: MNDOT Standard Spec. 3876. MN state seed mixture 32-241 or 22-112.
19. Fertilizer: MNDOT Standard Spec. 3881 Type 1-Commercial Fertilizer or Type 3-Slow Release Fertilizer.
20. Biodegradable Erosion Control Blankets: In accordance with MNDOT Standard Specification 3885. Use only products with natural netting and natural stitching.
21. Erosion Control Matting: Landlok TRM 450 Turf Reinforcement Mat manufactured by Propex, Inc. (www.geotextile.com), or approved equal soil erosion control matting.
22. Staples: Staples used to anchor erosion control blankets shall be U-shaped, 3 mm diameter or heavier steel wire. The span width at the crown shall be a minimum of 25 mm (1 inch). Staples shall have a length of 250 mm (10 inches) or more from top to bottom after bending.
23. Bio-Logs: Curlex Sediment Log, as manufactured by American Excelsior Company (www.curlex.com), or approved equal. Excelsior fibers shall be weed seed free, TYPE II 9-inch (23-cm) diameter. Excelsior color shall be standard (natural). Netting at each end of the log shall be secured to assure fiber containment.
24. Inflatable Sewer Pipe Plugs: Manufactured by Petersen Products Company, 421 Wheeler Avenue, Fredonia, Wisconsin 53021, Phone (262) 692-2416, www.petersenproducts.com.

FINAL STABILIZATION:

1. Complete all soil disturbing activities at the site and stabilize all soils by a uniform perennial vegetative cover with a density of 70% over the entire pervious surface area, or other equivalent means necessary in order to prevent soil failure under erosive conditions.
2. Verify that the permanent stormwater treatment system is completed in accordance with the design and specifications. The permanent stormwater treatment system must meet all of the requirements of the General Stormwater Permit for Construction Activity. This includes but is not limited to a final clean out of temporary or permanent sedimentation basins that are to be used as permanent water quality management basins and final construction or maintenance of infiltration basins. Remove all sediment from conveyance systems. Stabilize all ditches with permanent cover.
3. Remove all temporary synthetic and structural erosion prevention and sediment control BMPs (such as silt fence) prior to submission of the Notice of Termination. BMPs designed to decompose on site (such as some compost logs) may be left in place.
4. Submit notice of termination (NOT) to the MPCA within 30 days after all activities required for final stabilization are complete or control has passed to another owner.

POLLUTION PREVENTION MANAGEMENT MEASURES:

1. Solid Waste: Dispose of collected sediment, asphalt and concrete millings, floating debris, paper, plastic, fabric, construction and demolition debris, and other wastes properly off-site in compliance with Minnesota Pollution Control Agency requirements.
2. Hazardous Materials: Properly store oil, gasoline, paint and any hazardous substances in order to prevent spills, leaks or other discharge, and contact with stormwater runoff. Include secondary containment. Restrict access to storage areas in order to prevent vandalism. Storage and disposal of hazardous materials must be in compliance with MPCA regulations.
3. Other Materials: Dispose of unused building materials, garbage, trash, cleaning wastes, toxic materials, and wastewater properly off-site and in compliance with Minnesota Pollution Control Agency disposal requirements.
4. Furnish suitable covered watertight trash containers and regularly remove the accumulated trash from the premises. Do not place dumpsters near drainage inlets or receiving waters.
5. Do not allow solid waste, hazardous materials, materials with the potential to leach pollutants to be carried by runoff into a receiving water or storm sewer system. Store all materials in a manor to prevent and minimize contact with stormwater runoff.
6. Store all fertilizers in a covered shelter. Transfer partially used bags to a sealable bin in order to reduce the chance of spillage.
7. Limit external washing of trucks and other construction vehicles to a defined area of the site. Wash vehicles only on an area stabilized with stone that drains into an approved sediment trapping device. Contain runoff and properly dispose of waste. Engine degreasing is prohibited.
8. Concrete Washout Operations: Contain all liquid and solid wastes generated by concrete washout operations in a leak-proof containment facility or impermeable liner. A compacted clay liner that does not allow washout liquids to enter ground water is considered an impermeable liner. Place all washout areas a minimum of 50 feet from drainage ways, bodies of water, and inlets. Self-contained concrete washouts on concrete delivery trucks are an acceptable alternative to on-site containment. Do not allow the liquid and solid wastes to contact the ground. Prevent runoff from the concrete washout operations or areas. Maintain the washout area. Pay close attention to the level of concrete in the washout area before each use. Remove materials beyond 75% capacity. Dispose of liquid and solid wastes properly in compliance with Minnesota Pollution Control Agency regulations. Install a sign adjacent to each washout facility in order to inform concrete equipment operators to utilize the proper facilities. Remove the washout after construction work has been completed.
9. Mixing Stations: Prevent the wind-spread of powdery cement mix. If necessary, construct a windbreak at concrete and mortar mixing stations.
10. Sanitary and Septic Waste: Furnish and install detached portable toilet facilities at the construction site. The portable toilets shall be conveniently located for the use of all workers on the project. Maintain the facilities in a clean, dry, sanitary condition in accordance with Minnesota Department of Health requirements. Keep portable toilets at least 20 feet away from any water body and 10 feet from curb and gutter or storm sewer inlet. Position facilities and/or stake them down so that they may not be tipped or knocked over. Owner identification and contact information shall be displayed in a prominent location on each unit. Secondary containment for portable restrooms is required. Install secondary containment pans, or approved equal, under each portable restroom to serve as a drip tray in order to contain water and cleaning solutions during servicing. The pans are to be pumped out by the restroom service technician every time they service the restrooms.
11. Fueling and Vehicle Maintenance Areas: Conduct vehicle fueling and maintenance in ways to prevent spilling or leaking. Use drip pans, absorbents, designated concrete areas with secondary containment, etc. as necessary to prevent discharge of fuel and chemicals.
12. Emergency Spill Station: Provide an emergency spill station with necessary containment and cleanup devices for all workers to access. Provide signage in order to make the Emergency Spill Station visible in the field and note the location on the SWPPP.
13. Process water such as power washing water and concrete cutting effluent, among others, must be collected for treatment and disposal. Do not allow process water to be flushed into the site storm sewer system or to be discharged off site.
14. Machinery and mechanized equipment that leaks waste shall have a protective barrier or containment under the device adequate to contain the waste. Properly dispose of the waste.
15. Sedimentation Treatment Chemicals: If the contractor intends to use polymers, flocculants, or other sedimentation treatment chemicals on the project site, the contractor must comply with the following minimum requirements:
   a. The contractor must use conventional erosion and sediment controls prior to chemical addition to ensure effective treatment. Chemicals may only be applied where treated storm water is directed to a sediment control system that allows for filtration or settlement of the floc prior to discharge.
   b. Chemicals must be selected that are appropriately suited to the types of soils likely to be exposed during construction, and to the expected turbidity, pH, and flow rate of storm water flowing into the chemical treatment system or area.
   c. Chemicals must be used in accordance with accepted engineering practices, and with dosing specifications and sediment removal design specifications provided by the manufacturer or provider/supplier of the applicable chemicals.

INSPECTIONS AND MAINTENANCE REQUIREMENTS:

1. Inspect the entire construction site at least once every 7 days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in a 24-hour period. Following an inspection that occurs within 24 hours after a rainfall event, the next inspection must be conducted within 7 days after that rainfall event. Rainfall amounts must be obtained by a properly maintained rain gauge installed onsite, a weather station within 1 mile of the site, or a weather reporting system that provides site specific rainfall data from radar summaries.
2. Inspect all erosion prevention and sediment control BMPs, inlet protection, infiltration areas, and stabilized areas.
3. Inspect surrounding properties for evidence of off site sediment accumulation.
4. Inspect portable toilets for damage, leaks, and spills as part of the weekly storm water site inspection.
5. Record all inspections and maintenance conducted during construction in writing and keep these records with the SWPPP. The inspections and maintenance records must include date and time of inspections, date and amount of all rainfall events greater than 0.5 inches in a 24-hour period, name of persons(s) conducting inspections, findings of inspections, recommendations for corrective actions, any corrective actions taken, and any changes made to the SWPPP.
6. Record, describe, and photograph all points of discharge observed during inspection.
7. Inspect all erosion prevention and sediment control BMPs in order to ensure integrity and effectiveness. Repair, replace, or supplement any nonfunctional BMPs with functional BMPs within 24 hours after discovery, or as soon as field conditions allow access unless another time frame is specified.
8. Maintenance is critical to the proper function of erosion and sediment control devices. Remove accumulated sediment deposits from behind erosion and sediment control devices as needed. Repair, replace, or supplement all perimeter control devices when they become nonfunctional or the sediment reaches 1/2 of the height of the device. These repairs must be made within 24 hours of discovery, or as soon as field conditions allow access. Repair, replace, or supplement deteriorated, damaged, rotted, or missing erosion control devices within 24 hours of discovery, or as soon as field conditions allow access.
9. Clean sedimentation basins, storm sewer catch basins, ditches, and other drainage facilities as required in order to maintain their effectiveness. Temporary and permanent sedimentation basins must be drained and the sediment removed when the depth of sediment collected in the basin reaches 1/2 of the storage volume. Drainage and removal must be completed within 72 hours, or as soon as field conditions allow access. Discharge from sedimentation basins must not adversely affect the receiving water or downstream properties. Visually inspect in order to ensure that adequate treatment has been obtained and that nuisance conditions will not result from the discharge. Record, describe, and photograph any discharge observed during inspections.
10. Inspect surface waters (including drainage ditches, gutters, and conveyance systems) for evidence of erosion and sediment deposition. Remove all deltas and sediment deposited. Stabilize areas where sediment removal results in exposed soil. Removal and stabilization must be completed within 7 days of discovery unless precluded by legal, regulatory, or physical access constraints. If precluded, removal and stabilization must take place within 7 days of obtaining access.
11. Inspect construction site vehicle exit locations for evidence of off-site sediment tracking onto paved surfaces. Remove all soils and sediments tracked or otherwise deposited onto adjacent property, pavement areas, sidewalks, streets, and alleys. Removal shall be on a daily basis throughout the duration of the construction. Clean paved roadways by shoveling or wet-sweeping. Do not dry sweep. If necessary, scrape paved surfaces in order to loosen compacted sediment material prior to sweeping. Haul sediment material to a suitable disposal area. Street washing is allowed only after sediment has been removed by shoveling or sweeping.
12. Inspect all infiltration areas in order to ensure that no sediment from ongoing construction activity is reaching the infiltration areas and that these areas are protected from compaction due to construction equipment driving across the infiltration areas.
13. Perform any corrective measures ordered by the City, Watershed District, or the Minnesota Pollution Control Agency within 24 hours of notification. Install any additional erosion protection or sediment control measures deemed necessary by the City, Watershed District, or the Minnesota Pollution Control Agency within 24 hours of notification.
14. Account for and document in the SWPPP all soil hauled from the site, its final destination, storage, and method of stabilization.
15. Where parts of the project site have permanent cover, but work remains on other parts of the site, inspections of the areas with permanent cover may be reduced to once per month.
16. If permanent cover is established on all exposed soil areas and no construction activity is occurring anywhere on the site, inspect the site during non-frozen ground conditions at least once per month for a period of twelve (12) months. Following the twelfth month of permanent cover and no construction activity, inspections may be terminated until construction activity resumes.

Sunde Engineering, PLLC.
CONSULTING CIVIL ENGINEERS
10830 NESBITT AVENUE SOUTH
BLOOMINGTON, MINNESOTA 55437
(952) 881-3344 TELEPHONE
(952) 881-1913 FAX
www.sundecivil.com

ST. OLAF COLLEGE

NORTHFIELD, MN

DATE	REVISION
8/16/24	ORIGINAL PLAN DATE
3/11/25	CITY SUBMITTAL
5/2/25	PERMIT SET
7/7/25	CITY COMMENTS

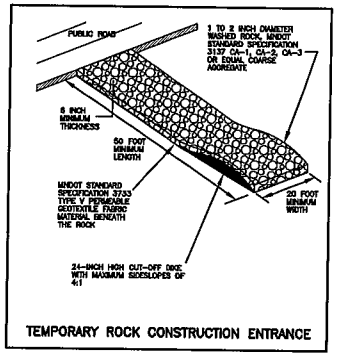
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Mike R. Kettler
DATE: 3/11/25 REG. NO.: 40425

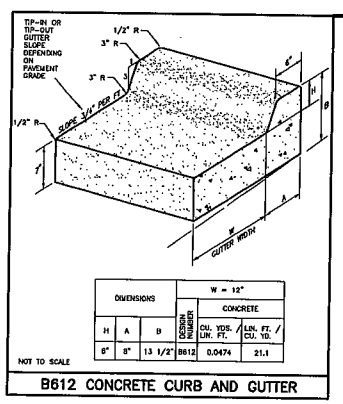
INFORMATION:
PROJECT NO.: 24-534
DRAWN BY: MK
CHECKED BY: MK
APPROVED BY: MK
SCALE:
DATE:

DESCRIPTION:
ADDITIONAL SWPPP NOTES

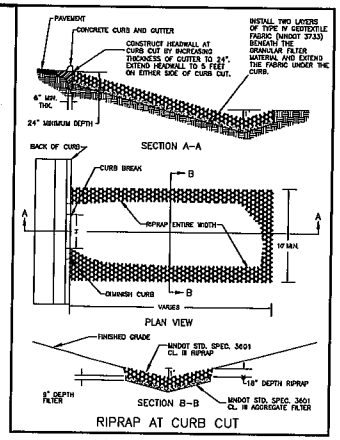
SHEET NO:
C5
5 of 6



TEMPORARY ROCK CONSTRUCTION ENTRANCE



B612 CONCRETE CURB AND GUTTER



RIPRAP AT CURB CUT

Rain Guardian—Turret

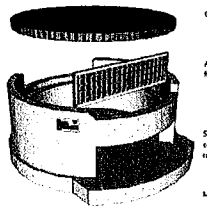
Standard exterior dimensions:

46" x 50" base, 19.5" total height

Turret prices:

Light-Duty Rated (541 lb. concentrated load)—Contact ACD

Heavy-Duty Rated (2,456 lb. concentrated load)—Contact ACD

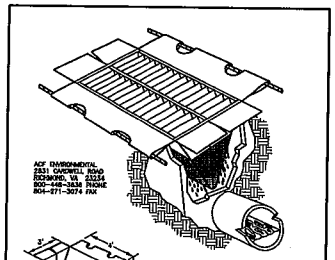


Galvanized steel grate (2 piece)

Anodized aluminum filter frame and fiberglass filter grid

Steel reinforced, cold joint secured monolithic concrete liner and base (3,030 lb.s.)

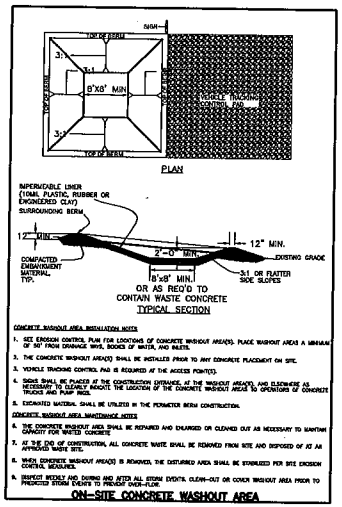
Manufactured by: PORTERRA



NOTES:

1. USE ACF ENVIRONMENTAL SILTSACK SEDIMENT CONTROL DEVICE, OR APPROVED EQUAL.
2. SILTSACK STUD REGULAR FLOW (40 GAL/MIN/SQ.FT.) AVERAGE WIDTH STRENGTH EQUAL TO 160.0 LBS./IN. ASTM D-4884. USE RECTANGULAR SILTSACK ON RECTANGULAR INLETS. USE ROUND SILTSACK ON ROUND INLETS.
3. INSTALL AND MAINTAIN SILTSACK IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS.

CATCHBASIN INLET PROTECTION



CONCRETE WASHOUT AREA INSTALLATION NOTES

1. SEE EROSION CONTROL PLAN FOR LOCATIONS OF CONCRETE WASHOUT AREA(S). PLACE WASHOUT AREAS A MINIMUM OF 50' FROM DRAINAGE WAYS, BODIES OF WATER, AND INLETS.
2. THE CONCRETE WASHOUT AREA(S) SHALL BE INSTALLED PRIOR TO ANY CONCRETE PLACEMENT ON SITE.
3. VEHICLE TRACKING CONTROL PAD IS REQUIRED AT THE ACCESS POINT(S).
4. SIGNS SHALL BE PLACED AT THE CONSTRUCTION ENTRANCE, AT THE WASHOUT AREA(S), AND ELSEWHERE AS NECESSARY, TO CLEARLY INDICATE THE LOCATION OF THE CONCRETE WASHOUT AREAS TO OPERATORS OF CONCRETE TRUCKS AND PUMP RIGS.
5. EXCAVATED MATERIAL SHALL BE UTILIZED IN THE PERIMETER BERM CONSTRUCTION.

CONCRETE WASHOUT AREA MAINTENANCE NOTES

6. THE CONCRETE WASHOUT AREA SHALL BE REPAIRED AND ENLARGED OR CLEANED OUT AS NECESSARY TO MAINTAIN CAPACITY FOR WASTED CONCRETE.
7. AT THE END OF CONSTRUCTION, ALL CONCRETE WASTE SHALL BE REMOVED FROM SITE AND DISPOSED OF AT AN APPROVED WASTE SITE.
8. WHEN CONCRETE WASHOUT AREA(S) IS REMOVED, THE DISTURBED AREA SHALL BE STABILIZED PER SITE EROSION CONTROL MEASURES.
9. INSPECT WEEKLY AND DURING AND AFTER ALL STORM EVENTS. CLEAN-OUT OR COVER WASHOUT AREA PRIOR TO PREDICTED STORM EVENTS TO PREVENT OVER-FLOW.

ON-SITE CONCRETE WASHOUT AREA

AREA TABULATIONS	
DISTURBED AREA	1.42 ACRES
PRE-CONSTRUCTION IMPERVIOUS AREA	0.00 ACRES
POST-CONSTRUCTION IMPERVIOUS AREA	0.89 ACRES
NET CHANGE IN IMPERVIOUS AREA	0.89 ACRES

EXISTING AND PROPOSED MECHANICAL AND NON-STORMWATER DISCHARGES:

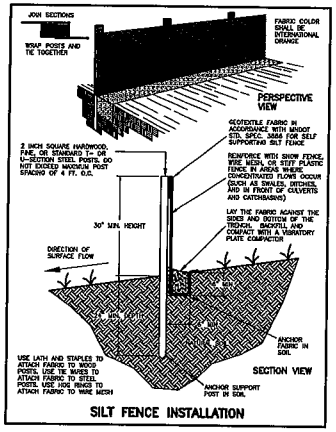
1. Street Cleaning Wash Water
2. Condensation from Air Conditioning Units
3. Foundation Drains
4. Discharge From Potable Water Sources
5. Uncontaminated Dewatering Discharge
6. Landscape Irrigation
7. Water Line Flushing

PROPOSED PLAN LEGEND:

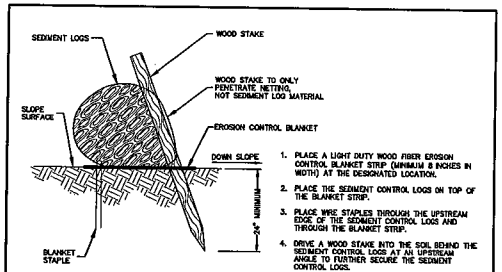
REINFORCE ALL DISTURBED SIDESLOPES WITH MNDOT STD. SPEC. 3885 STRAW FIBER 25 OR WOOD FIBER 25 EROSION CONTROL BLANKETS. INSTALL IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.

REINFORCE OVERFLOW SWALE WITH LANDLOK TRM 450 TURF REINFORCEMENT MAT, OR APPROVED EQUAL. INSTALL IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.

ON-SITE CONCRETE WASH OUT AREA

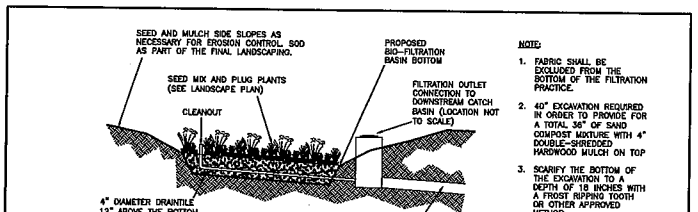


SILT FENCE INSTALLATION



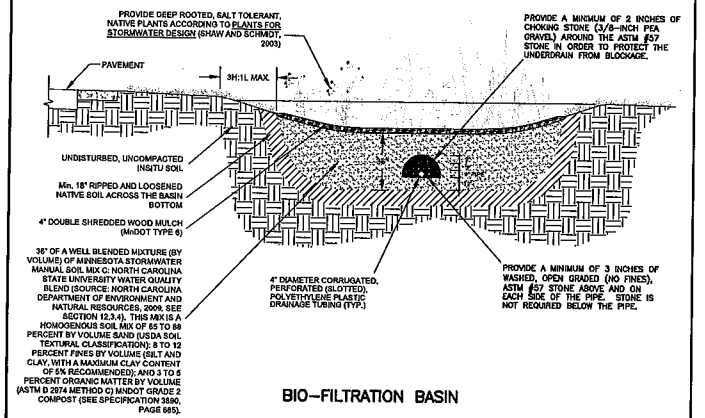
1. PLACE A LIGHT DUTY WOOD FIBER EROSION CONTROL BLANKET STRIP (MINIMUM 8 INCHES IN WIDTH) AT THE DESIGNATED LOCATION.
2. PLACE THE SEDIMENT CONTROL LOGS ON TOP OF THE BLANKET STRIP.
3. PLACE WIRE STAPLES THROUGH THE UPSTREAM EDGE OF THE SEDIMENT CONTROL LOGS AND THROUGH THE BLANKET STRIP.
4. DRIVE A WOOD STAKE INTO THE SOIL BEHIND THE SEDIMENT CONTROL LOGS AT AN UPSTREAM ANGLE TO FURTHER SECURE THE SEDIMENT CONTROL LOGS.

SEDIMENT CONTROL LOG INSTALLATION DETAIL (ATOP BARE SOIL)



NOTE:

1. FABRIC SHALL BE EXCLUDED FROM THE BOTTOM OF THE FILTRATION PRACTICE.
2. 40" EXCAVATION REQUIRED IN ORDER TO PROVIDE FOR A TOTAL 36" OF SAND COMPOST MIXTURE WITH 4" DOUBLE-SHREDDED HARDWOOD MULCH ON TOP
3. SCARIFY THE BOTTOM OF THE EXCAVATION TO A DEPTH OF 18 INCHES WITH A FROST RIPPING TOOTH OR OTHER APPROVED METHOD.



BIO-FILTRATION BASIN

CONSULTING CIVIL ENGINEERS
10830 NESBITT AVENUE SOUTH
BLOOMINGTON, MINNESOTA 55437
(952) 881-3344 TELEPHONE
(952) 881-1813 FAX
www.sundcivil.com

ST. OLAF COLLEGE

NORTHFIELD, MN

DATE	REVISION
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Mike R. Kistler

DATE: 3/11/25 REG. NO.: 40425

INFORMATION:

PROJECT NO.: 24-534

DRAWN BY: MK

CHECKED BY: MK

APPROVED BY: MK

SCALE:

DATE:

DESCRIPTION:

SWPPP NOTES & DETAILS

SHEET NO:

C6

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EXHIBIT G

Stormwater Best Management Practices, Operation and Maintenance Plan

Stormwater Best Management Practices (BMP) Operations and Maintenance Plan

St. Olaf College – Parking Lot
1520 St. Olaf Avenue, Northfield, MN 55057

List of Stormwater BMPs to be inspected and maintained:
Filtration Basin
Rainguardian Turret (x3)
Refer to associated location map at the end of this document.

Owner:
Kevin J. Larson
Director of Facilities – St. Olaf College
1520 St. Olaf Avenue
Northfield, MN 55057

Party Responsible for Maintenance:
Kevin J. Larson
Director of Facilities – St. Olaf College
1520 St. Olaf Avenue
Northfield, MN 55057
507-301-5720
larsonkj@stolaf.edu

Plan prepared by:
Mike Kettler
Sunde Engineering, PLLC.
10830 Nesbitt Avenue South
Bloomington, MN 55437-3100
04/16/2025

Inspection Activities:

Filtration Basin

Inspection Activity*	Inspection Frequency	Actions
Visual inspection of outlet pipe and overflow	At a minimum every year, or after large storm events (0.5-inch or greater)	Remove any trash and debris from outlets. Replace any damaged or compromised components.
Visual inspection of sediment accumulation in basin	Monthly, or after large storm events (0.5-inch or greater)	Remove accumulated sediment. Vacuum truck or hand work.
System Performance (design infiltration rate)	After large storm events (0.5-inch or greater). Water in system is to infiltrate within 48-hours of a storm event.	If 6-inches of visible water (or greater) is remaining in the basin, 72 hours after a 1-inch storm event, perform sediment removal maintenance action.

Rainguardian Turret

Inspection Activity*	Inspection Frequency	Actions
Visual inspection of sediment accumulation	Monthly and following large storm events	Remove accumulated sediment. Vacuum truck or hand work may be necessary. Follow manufacturer's recommendation
Visual inspection of internal components	During all inspections	Clean internal components per manufacturer's recommendations. Replace any damaged or missing parts with approved replacements.

*For all BMPs be sure to include the frequency of inspection/ indicator that maintenance is needed.

*For infiltration and filtration BMPs, be sure to include drawdown of system at 48 hours after a rainfall of 0.5 inch or greater.

*For Manufactured Treatment Devices specifically, be sure to include:

1. Requirement to maintain the MTD when drawdown of the storage system upstream exceeds 48 hours.
2. Maximum design maintenance interval of 1-year or per manufacturer recommendation, whichever is shortest.
3. Submit calculations or justification that MTD sediment storage is sufficient for the maintenance interval.
4. Recommended filtration media replacement interval.

Maintenance Activities:

Maintenance Activity	Maintenance Frequency	Notes/Additional Actions	Maintenance By

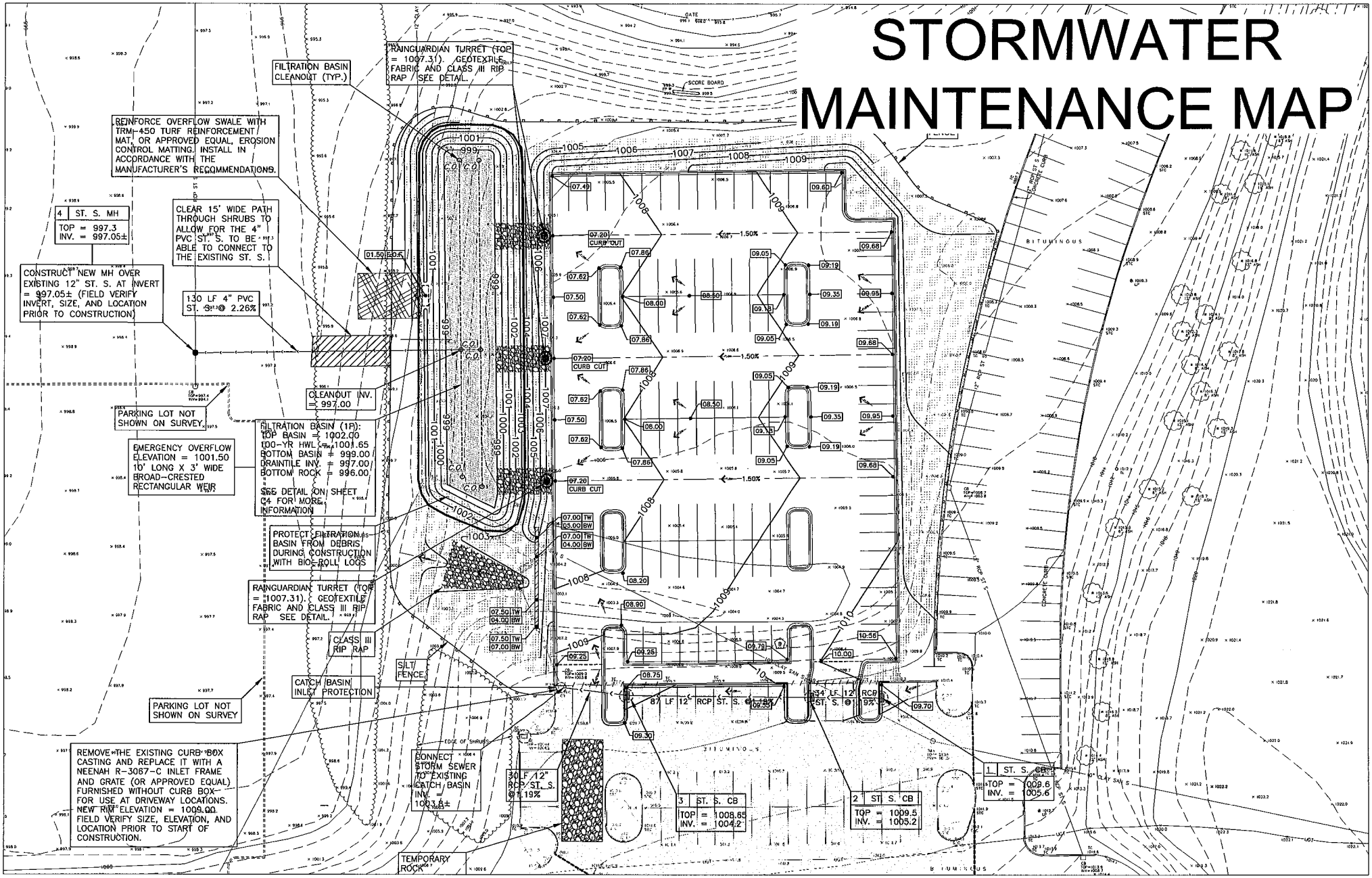
Equipment and tools needed to perform maintenance:

Typical landscape contractor field equipment.

Maintenance Cost Estimates:

$500

STORMWATER MAINTENANCE MAP



File #: 26-290, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and Members of Council
City Administrator

From: David E. Bennett, Public Works Director/City Engineer

Consider Approval of Temporary Construction Easement with JB Dudley for Mill Towns State Trail by Waterford Bridge.

Action Requested:
The Northfield City Council Approves a Temporary Construction Easement with JB Dudley for Mill Towns State Trail by Waterford Bridge.

Summary Report:
The MnDNR and Dakota County Parks have an agreement with land owner JB Dudley to purchase a portion of the land on the south side of the Waterford Bridge for a trail head for Mill Towns State Trail. This acquisition has been on-going with Dakota County and MnDNR over the last 18 months. This is great news for the Mill Towns State Trail, as this trail head will allow access onto the Mill Towns State Trail, but also water access to the Cannon River.

The County/MnDNR will not close on the property for the trail head for 6 (six) weeks. The City is currently building the trail approach on the south side of the Waterford Bridge with the City/MnDNR project. This temporary construction easement is for 60 days and will allow the City project to tie in the slopes of the trail onto JB Dudley property. It was originally thought that the County/MnDNR would have already closed on the property by the time the trail construction reached the Waterford Bridge.

The property owner has approved the temporary easement. There is no cost to the City for this.

City Plans & Policies Relevance:
NA

Alternative Options:
NA - This will allow the trail slope grading with the Mill Towns State Trail Project at the Waterford Bridge tie in.

Financial Impacts:
None

Tentative Timelines:
60-day Temporary Easement for Construction.

TEMPORARY CONSTRUCTION EASEMENT

This Temporary Construction Easement Agreement is made this 22 day of May, 2026 (the "Effective Date"), by and between John B. Dudley, as Trustee, or his successor in trust, of the John B. Dudley Revocable Trust dated July 31, 2024, referred to hereinafter as "Grantor," and the City of Northfield, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, 801 Washington Street, Northfield, Minnesota 55057, referred to hereinafter as "Grantee"; (collectively referred to herein as the "parties").

AGREEMENT

That for and in consideration of the sum of $1.00 and other good and valuable consideration, paid this date by Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, the Grantor and Grantee do hereby agree as follows:

1. Grantor owns the real property located in the City of Northfield, Dakota County, Minnesota, legally described on Exhibit A ("Grantor's Property"), which is attached hereto and incorporated herein by reference. The Grantor hereby grants and conveys to the Grantee a Temporary Easement for construction purposes (the "Temporary Easement") over, under and across that portion of the Grantor's Property legally described on Exhibit B, which is attached hereto and incorporated by reference (the "Temporary Easement Area"). The purpose of the Temporary Easement is to allow Grantee, or its employees, agents, permitees and licensees, to use the Temporary Easement Area in connection with the Mill Towns Trail Project, which will include the grading of land and construction of public trail facilities and appurtenances thereto within the Temporary Easement Area (the "Grantee's Work").

   The Temporary Easement shall expire no later than the earlier of: (a) Sixty (60) days from the date of this Agreement.

2. The Temporary Easement Area described above is depicted on the schematic drawing/map, Exhibit C, which is attached hereto and incorporated herein by reference.

3. The Grantor states and hereby covenants that the Grantor is the lawful owner of the above-described real property, is lawfully seized and possessed of said real property, and that the Grantor has good and lawful right to grant the Temporary Easement described herein.

4. The Grantee shall have the right, at its sole cost and expense, to conduct all such activities in the Temporary Easement Area, as are reasonably necessary to complete Grantee's Work.

5. The Grantee and its employees, agents, permitees and licensees shall have the right of ingress and egress to and from the Temporary Easement Area, including but not limited to ingress

and egress for equipment, materials, supplies and vehicles, at all times and without notice to Grantor.

6. The Grantee shall have the right, in addition to the Grantee's Work, to trim, remove and keep the Temporary Easement Area clear of all buildings, structures, roots, shrubbery, trees, bushes, undergrowth and all other obstructions that may interfere with or endanger the Grantee's Work or Grantee's exercise of any of the rights granted to Grantee pursuant to this Temporary Easement.

7. The Grantor shall not erect, construct or locate in the Temporary Easement Area any new structure or object that was not in existence on the Effective Date of this Temporary Easement, which would prevent the Grantee's reasonable access to the Temporary Easement Area or prevent the Grantee's of the rights granted hereunder, without the written consent of the Grantee.

8. The Grantee shall restore, at Grantee's expense, any and all disturbed areas within the Temporary Easement Area back to as close to original condition, with the exception of the improvements resulting from the Grantee's Work, as, in Grantor's judgment, is reasonably practicable given the rights granted hereunder for the Grantee to perform the Grantee's Work. All disturbed areas outside the paved trail, shall be restored with seed and topsoil back to as close to original condition. No construction materials may remain in, on or under the Temporary Easement Area at the end of the term of this Temporary Easement.

9. The provisions hereof shall inure to the benefit of and bind the parties hereto and the successors and assigns of the respective parties hereto.

10. The Grantee shall install a temporary construction fence, along the edge of the temporary easement along with no trespassing signage.

11. The Grantor shall disclose to the Grantor's successors in title the existence of this Temporary Easement if the real property described herein, or any part thereof, is conveyed prior to the expiration of the Temporary Easement.

12. Grantor and Grantee agree to correct any legal descriptions or depictions contained herein if there is a mistake discovered, including any mistakes or discrepancies revealed by an accurate survey of the property identified herein, and to accordingly replace the corresponding corrected exhibit herein, as applicable.

13. The Grantee shall defend, indemnify and hold harmless Grantor from and against claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the Grantee's Work within the Temporary Easement Area. The indemnification provision herein shall not apply to the negligence or intentional misconduct of Grantor.

14. This Agreement shall be governed by and construed under the laws of the State of Minnesota without reference to its conflict of laws principles.

15. Any notice or other communication required or permitted under this Temporary Easement must be in writing and may be given by personal delivery, by being deposited with any nationally recognized overnight carrier that routinely issues receipts, or by being deposited with the United States Postal Service, postage prepaid, certified mail, addressed to the party for whom it is intended at its address set forth above. Any such notice shall be deemed delivered upon (but not until) receipt or refusal of receipt. Either party may change its address for notices by giving 10 days prior written notice of such change to the other party in a manner set forth above.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties have hereunto executed this document the day and year first above written.

GRANTOR:

John B. Dudley, as Trustee of the John B. Dudley Revocable Trust dated July 31, 2024

By: _____
John B. Dudley, Its Trustee

STATE OF _____)
) ss.
COUNTY OF Rice)

The foregoing instrument was acknowledged before me this 22 day of May, 2026, by John B. Dudley, as Trustee of the John B. Dudley Revocable Trust dated July 31, 2024, Grantor.

_____
Notary Public

JULIE ANN WEILER
Notary Public-Minnesota
My Commission Expires Jan. 31, 2030

GRANTEE:

CITY OF NORTHFIELD, MINNESOTA

By: _____
Erica Zweifel, Its Mayor

ATTEST:

By: _____
Lynette Peterson, Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this _____day of _____, 2026, by Erica Zweifel, as Mayor, and Lynette Peterson, as City Clerk, on behalf of the City of Northfield, a municipal corporation under the laws of the State of Minnesota, Grantee.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A,
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

EXHIBIT A

LEGAL DESCRIPTION OF GRANTOR'S PROPERTY

LEGAL DESCRIPTION:

Parcel 6

That part of the Southwest quarter (SW¼) of the Southeast quarter (SE¼) of Section 20, Township 112, Range 19, Dakota County, Minnesota described as follows:

Beginning at the southeast corner of said Southwest quarter (SW ¼) of the Southeast quarter (SE ¼); thence North 0°09'26" East (assumed bearing) along the east line of said Southwest quarter (SW¼) of the Southeast quarter (SE¼) 1318.48 feet to a line parallel with and 150.00 feet southeasterly as measured at right angles from the centerline of the existing track of the Union Pacific Railway Co. line; thence South 62°56'53" West along said parallel line 1255.40 feet to the centerline of Canada Avenue, as traveled; thence easterly along said centerline 59.25 feet along a nontangential curve concave to the north having a central angle of 20°21'36", a radius of 166.73 feet and a chord that bears South 70°33'24" East; thence South 80°44'12" East, along said centerline, tangent to the last described curve, 91.95 feet; thence southeasterly along said centerline 117.02 feet along a tangential curve concave to the south having a central angle of 31°12'46" and a radius of 214.80 feet; thence South 49°31 '26" East, along said centerline, 77.82 feet; thence South 47°13'41" East, along said centerline, 139.67 feet; thence southerly along said centerline 59.90 feet along a nontangential curve concave to the west having a central angle of 32°44'47", a radius of 104.81 feet and a chord that bears South 21°22'42" East; thence southerly along said centerline 86.99 feet along a nontangential curve concave to the west having a central angle of 17°18'49", a radius of 287.89 feet and a chord that bears South 7°40'20" West; thence South 23°25'37" West along said centerline 152.72 feet; thence southerly along said centerline 148.27 feet along a tangential curve concave to the east having a central angle of 21°17'36" and a radius of 398.96 feet; thence South 2°08'02" West along said centerline 115.16 feet to the south line of said Southwest quarter (SW ¼) of the Southeast quarter (SE¼), thence North 88°29'36" East along said south line 789.45 feet to the point of beginning.

EXHIBIT B

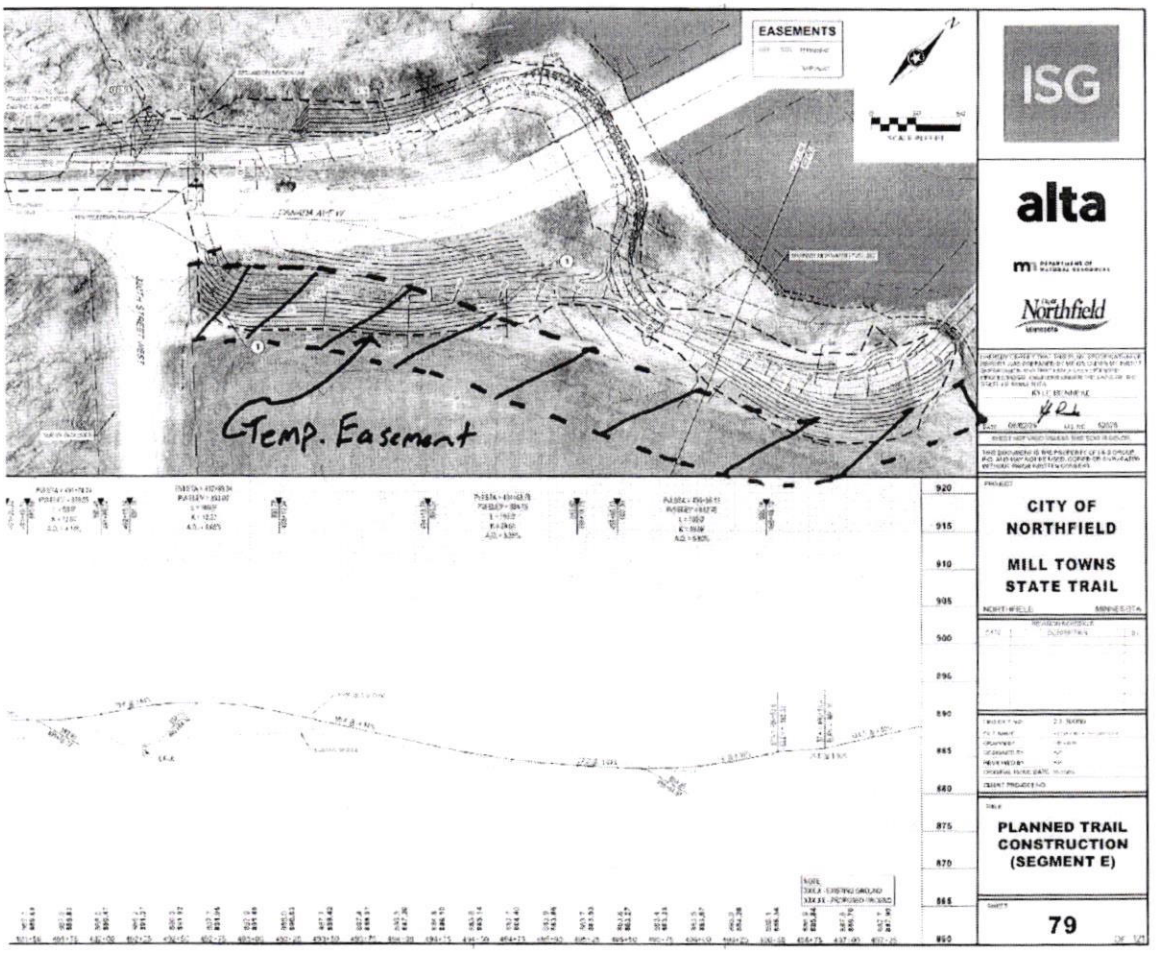
LEGAL DESCRIPTION OF TEMPORARY EASEMENT

LEGAL DESCRIPTION:

The temporary easement shall begin at the NE Corner of the intersection of the Right-of-Way for 320th St W and Canada Avenue. The temporary easement shall be 50 feet east of the east right-of-way line of Canada Avenue up to the historic iron bridge.

EXHIBIT C

DEPICTION OF TEMPORARY EASEMENT AREA



File #: 26-291, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council
City Administrator

From: Mikayla Schmidt, City Planner
David Bennett, Public Works Director/City Engineer

Public Hearing for Ordinance 1094 Vacating a Drainage and Utility Easement within 2420 Bridgewater Ln.

Action Requested:
The Northfield City Council holds a public hearing for Ordinance 1094 vacating a drainage and utility easement within 2420 Bridgewater Ln.

Summary Report:
GM2 Properties (the Developer) is redeveloping two parcels, Parcel ID - 1711300005
Address - 616 Highway 3 S. and Parcel ID - 1711301002, located in the City of Dundas. As part of the redevelopment, the developer has applied to vacate an existing drainage and utility easement in the City of Northfield at 2420 Bridgewater Ln., to then be dedicated as a new drainage and utility easement in the City of Dundas, with the City of Northfield maintaining drainage and utility rights for the parcels in Northfield that utilize the drainage and utility easement.

The public hearing notice was published in the Northfield News on Wednesday, May 20, 2026. Public hearing notices were mailed to property owners within 350’ of 2420 Bridgewater Ln. on May 20, 2026. A copy of the public hearing mailing and location map are attached.

Public Hearing Procedure (from adopted City Council Rules of Business):
A Public Hearing is used by the City Council to solicit the public's comments on various projects or City operation procedures.

A. The Mayor will open the hearing by identifying the subject.
B. Staff Presentation- Mikayla Schmidt, City Planner will give a presentation on the subject.
C. Applicant's Presentation- if needed.
D. Public Input- The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.
    1. The Mayor will recognize a speaker at the podium and comments/conversation will be between the Mayor and speaker; and between the Mayor and Council Members.
    2. At the podium the speaker must give their name, address, and if representing a business, must give the name of the business or corporation. If an Attorney or consultant is representing a client, the client must be identified for the record.
    3. Speakers will be allowed to speak a maximum of two (2) minutes per item (not including

interpreter's time, if applicable).

4. Speakers who have material to be handed out to the City Council will pass the material to the City Administrator. The City Administrator will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.
5. Persons cannot gift their 2 minute speaking time to other members of the public.

E. Questions or Clarifications from City Council - After the public input of the public hearing is completed, the City Council may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held. Questions should be succinct and avoid being rhetorical or leading in nature. Subsequent actions of the City Council provide for opportunities for further questions or clarifications from the City Council.

F. Any material to be entered into the record shall be noted. Any written communication presented to the City Council during a City Council meeting shall be read into the record or summarized for the record or simply delivered to the City Council, as the City Council may determine. They shall then be recorded in the minutes by title and filed with the minutes in the office of the City Clerk.

G. Motion to Close Hearing - The Mayor will state if there is an extension of time for public input into the hearing. If not, the City Council Members will make a motion, second, and vote of the City Council on closing the public hearing.

Background

GM2 Properties (the Developer) is redeveloping two parcels, Parcel ID - 1711300005 Address - 616 Highway 3 S. and Parcel ID - 1711301002, located in the City of Dundas. As part of the redevelopment, the Developer has applied to vacate an existing drainage and utility easement in the City of Northfield at 2420 Bridgewater Ln., to then be dedicated as a new drainage and utility easement in the City of Dundas, with the City of Northfield maintaining drainage and utility rights for the parcels in Northfield that utilize said drainage and utility easement. A drainage and utility easement agreement with the City of Northfield and the City of Dundas is being prepared for the Council's review when the second reading of the vacation happens.

In addition, the Developer has also applied to request a concurrent detachment and annexation of the land within the City of Northfield, that the easement overlays. The Developer has also applied to have the City of Dundas accept the land as an annexation. This is a process allowed by State Statute where two cities can mutually agree upon a detachment and annexation process, which then is approved by an administrative law judge when both Northfield and Dundas have submitted an approved resolution stating support to concurrently detach and annex. This resolution is also being prepared for the Northfield City Council to review during the second reading of the easement vacation. Staff is supportive of the detachment and annexation.

This is the first reading of the vacation process to coincide with a public hearing to vacate the drainage and utility easement. The second reading is proposed to follow at the June 16th City Council meeting.

According to Northfield Municipal Code Section 15.6:

> The council may by ordinance approved by at least five (5) members vacate any street, alley or other public grounds or part thereof within the city. Such vacation may be made only after published notice and an opportunity for affected property owners and public to be heard, and upon such further terms and by such procedures as the council by ordinance may prescribe. A notice of completion of such proceedings shall be filed with the proper county offices in accordance with law.

Staff recommends approval to vacate the drainage and utility easement as the separate agenda item immediately

following the public hearing.

Alternative Options:
None recommended.

Financial Impacts:
N/A

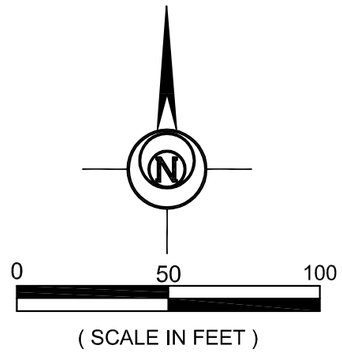
Tentative Timelines:

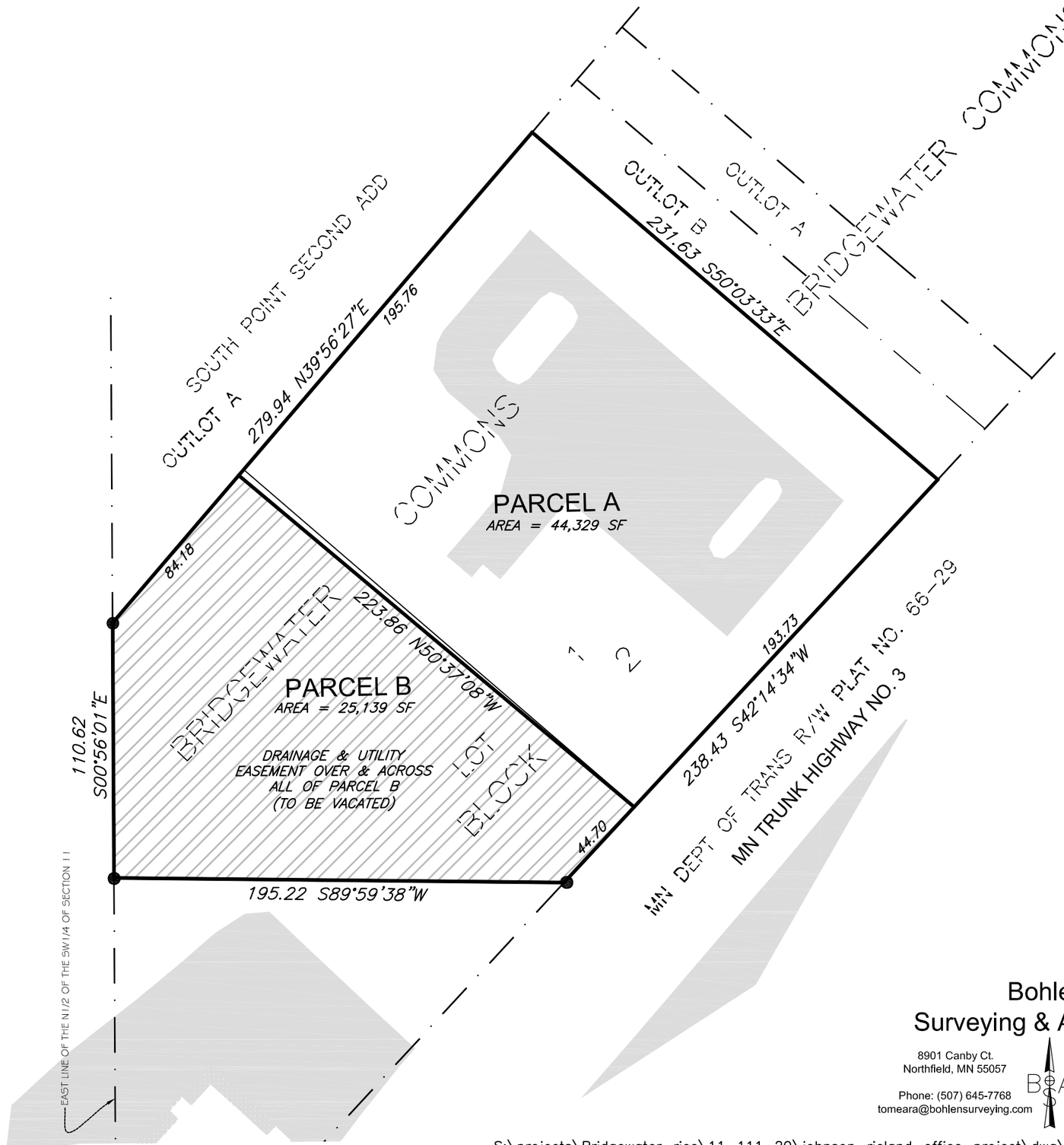
June 2, 2026:	Public Hearing and First Reading at City Council
June 16, 2026:	Second Reading at City Council
June 24, 2026:	Summary Publication in Newspaper
July 24, 2026:	Ordinance Takes Effect

PROPERTY SKETCH

FOR

JOHNSON REILAND BUILDERS & REMODELERS, INC.





DENOTES EASEMENT AREA TO BE VACATED

EASEMENT AREA TO BE VACATED:
That part of Lot 1, Block 2, BRIDGEWATER COMMONS, Rice County, Minnesota, described as follows:
Beginning at the most southwesterly corner of said Lot 1; thence North 89 degrees 59 minutes 38 seconds East, along the South line of said Lot 1, a distance of 195.22 feet to the southeast corner of said Lot 1; thence North 42 degrees 14 minutes 34 seconds East, along the southeasterly line of said Lot 1, a distance of 44.70 feet; thence North 50 degrees 37 minutes 08 seconds West, a distance of 223.86 feet to the northwesterly line of said Lot 1; thence South 39 degrees 56 minutes 27 seconds West, along said northwesterly line, a distance of 84.18 feet to the northwesterly corner of said Lot 1; thence South 00 degrees 56 minutes 01 seconds East, along the westerly line of said Lot 1, a distance of 110.62 feet to the point of beginning.

Bohlen
Surveying & Associates

8901 Canby Ct.
Northfield, MN 55057

Phone: (507) 645-7768
tomeara@bohlensurveying.com

1682 Cliff Road E.
Burnsville, MN 55337

Phone: (952) 895-9212
Fax: (952) 895-9259

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

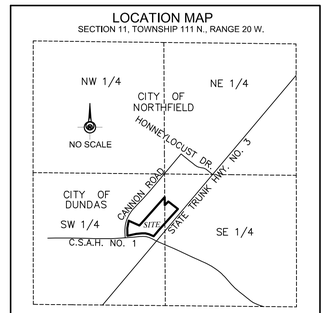
DATE: 4-4-26

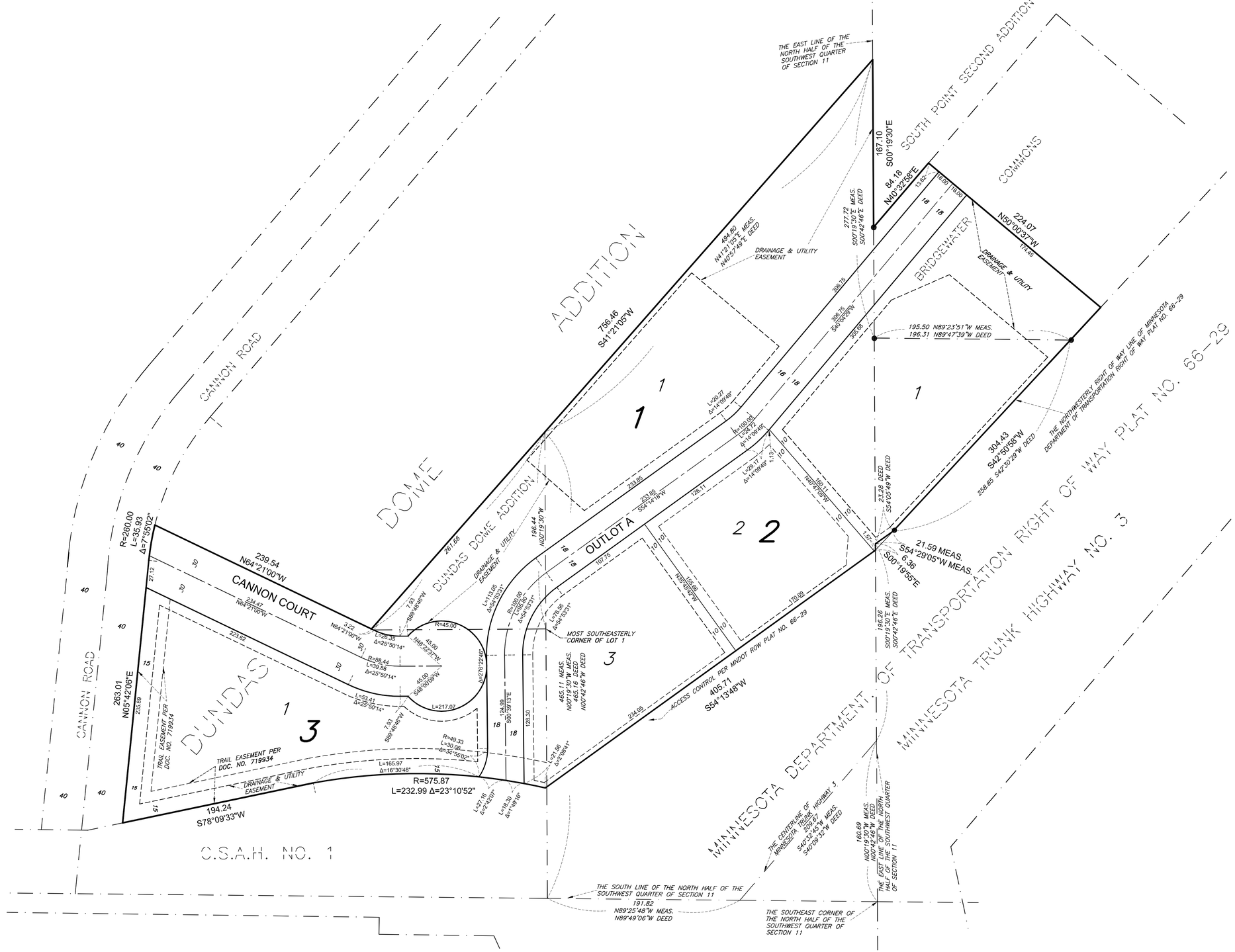
Thomas J. O'Meara

THOMAS J. O'MEARA, LAND SURVEYOR
MINNESOTA LICENSE NO. 46167

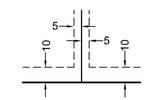
DUNDAS COMMONS

LOCATION MAP
SECTION 11, TOWNSHIP 111 N., RANGE 20 W.

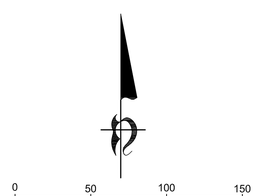




DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING STREET LINES UNLESS OTHERWISE INDICATED AND 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES AND REAR LOT LINES UNLESS OTHERWISE INDICATED.



SCALE IN FEET

THE SOUTH LINE OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF SECTION 11,TOWNSHIP 111 NORTH RANGE 20 WEST, RICE COUNTY, MINNESOTA IS ASSUMED TO HAVE A BEARING OF N89°25'48"W.

○ - DENOTES ½ INCH BY 14 INCH IRON PIPE MONUMENT SET AND MARKED BY LICENSE NUMBER 46167, UNLESS OTHERWISE SHOWN.

● - DENOTES IRON PIPE MONUMENT FOUND, UNLESS OTHERWISE SHOWN.

Bohlen
Surveying & Associates

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that the City Council of the City of Northfield will conduct a public hearing in the Council Chambers at Northfield City Hall, 801 Washington St., Northfield, MN 55057, on Tuesday, June 2, 2026 beginning on or after 6:00 p.m. to receive public input to consider an application to vacate a drainage and utility easement located at 2420 Bridgewater Ln., Northfield, MN 55057.

Public comment relating to the application is welcome. Methods for public input include:

- Providing comment in person during the public hearing
- eComment – Residents can comment on agenda items until 12:00 p.m. on the day of the meeting by using the eComment (electronic comment) system. Once the City Council agenda is published, the eComment link will be active. Residents can review agenda item details, indicate their position on an item and leave feedback by clicking on the eComment tab on the City Council meetings page: https://northfield.legistar.com/Calendar.aspx
- Sending an email or calling City Clerk Lynette Peterson no later than 12:00 p.m. the day of the meeting:
    - E-mail: lynette.peterson@northfieldmn.gov noting public hearing comment in the subject line and type your comment in the body of the email or attach a document if necessary.
    - Phone: 507-645-3001
- Send a letter containing your input to:
    - City Clerk Lynette Peterson, City of Northfield, 801 Washington St., Northfield, MN 55057
    - Letters must be received prior to the meeting.

Questions may be directed to Lynette Peterson, City Clerk, at 507-645-3001 or via e-mail: lynette.peterson@northfieldmn.gov.

Lynette Peterson
City Clerk

THE CITY OF NORTHFIELD
ESTD MINNESOTA 1855

City Council Public Hearing Notice

TO:	Property Owners Within 350 feet
APPLICANT:	GM2 Properties, LLC
PURPOSE:	To receive public input to consider an application for the vacation of a drainage and utility easement.
LOCATION OF PROPERTY:	2420 Bridgewater Ln., Northfield, MN 55057
MEETING DATE & TIME:	Tuesday, June 2, 2026 Beginning on or after 6:00 p.m.
PLACE OF HEARING:	Northfield City Hall – Council Chambers 801 Washington St., Northfield, MN 55057
HOW TO PARTICIPATE/ ASK QUESTIONS:	Public comment relating to the application is welcome. Methods for public input include: • Providing comment in person during the public hearing • eComment – Residents can comment on agenda items until 12:00 p.m. on the day of the meeting by using the eComment (electronic comment) system. Once the City Council agenda is published, the eComment link will be active. Residents can review agenda item details, indicate their position on an item and leave feedback by clicking on the

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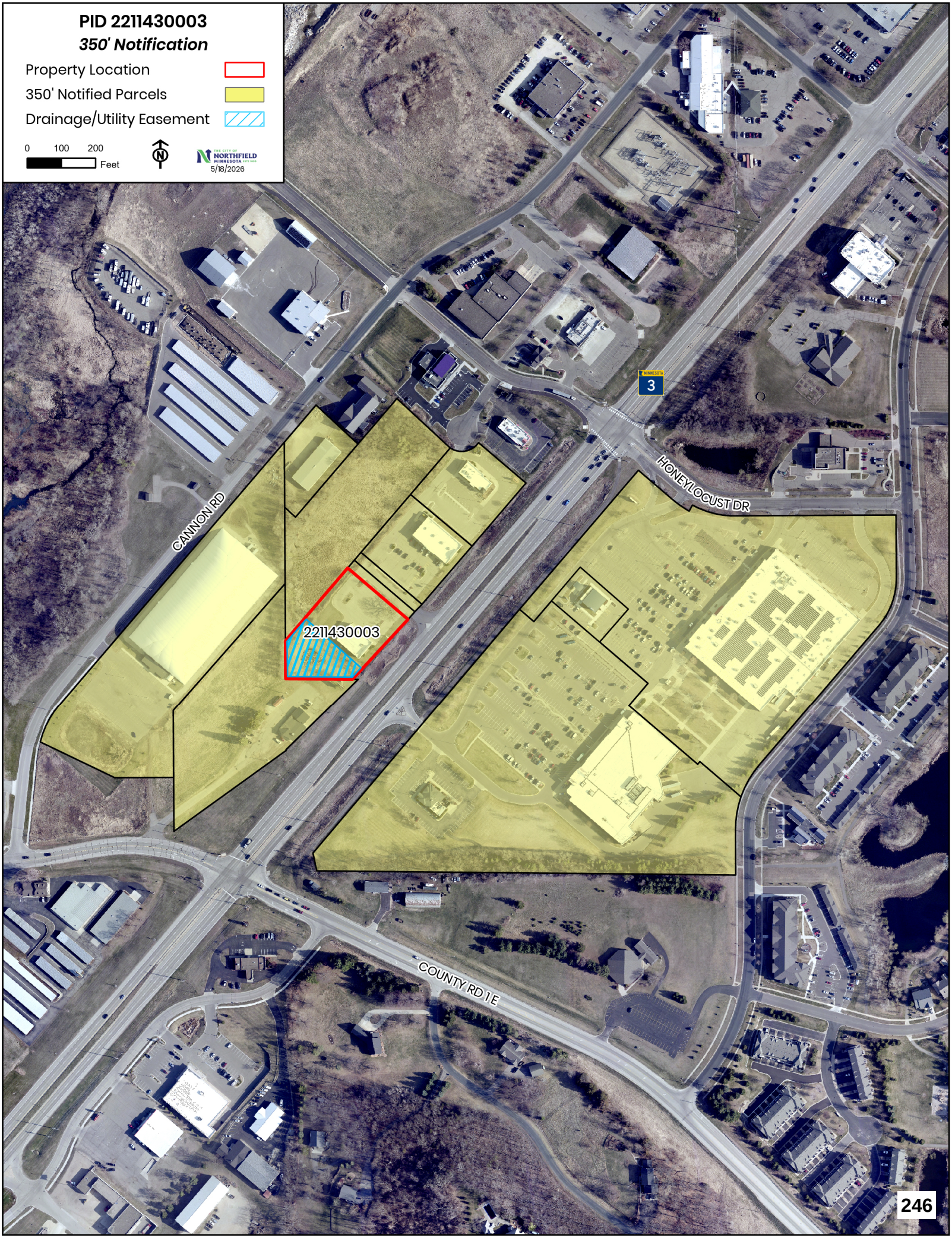
- Sending an email or calling City Clerk Lynette Peterson no later than 12:00 p.m. the day of the meeting:
  - E-mail: lynette.peterson@northfieldmn.gov noting public hearing comment in the subject line and type your comment in the body of the email or attach a document if necessary.
  - Phone: 507-645-3001
- Send a letter containing your input to:
  - City Clerk Lynette Peterson, City of Northfield, 801 Washington St., Northfield, MN 55057
  - Letters must be received prior to the meeting.

HOW TO WATCH THE MEETING:

The City Council meeting will be livestreamed on the City's meetings page (recordings are typically available on this page the next day): https://northfield.legistar.com/Calendar.aspx.

NOTE: If your property is occupied wholly or in part by renters, it is up to you to decide whether to pass this notice on to them.

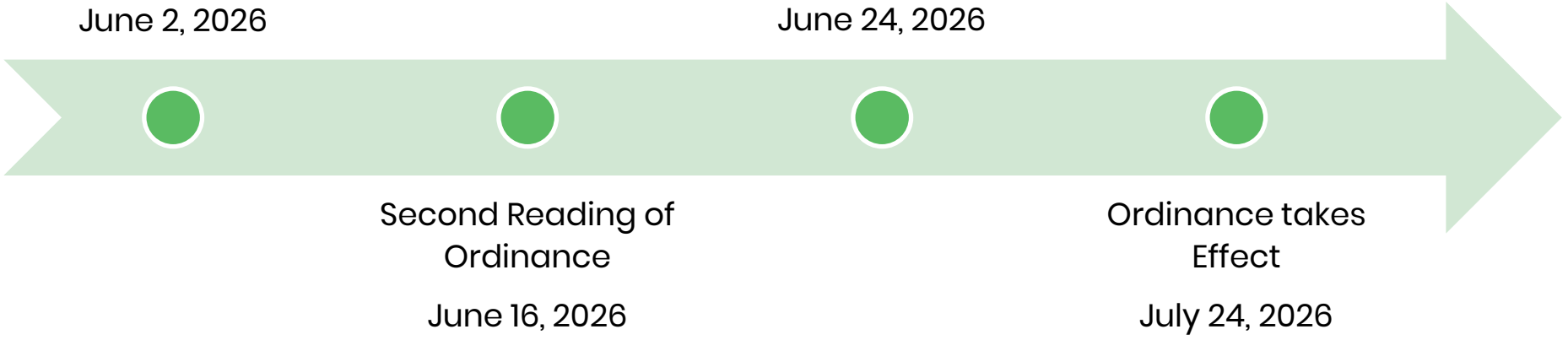

PID 2211430003
350' Notification
Property Location
350' Notified Parcels
Drainage/Utility Easement
0 100 200
Feet
THE CITY OF NORTHFIELD MINNESOTA
5/18/2026
CANNON RD
HONEYLOCUST DR
COUNTY RD 1 E
3
2211430003

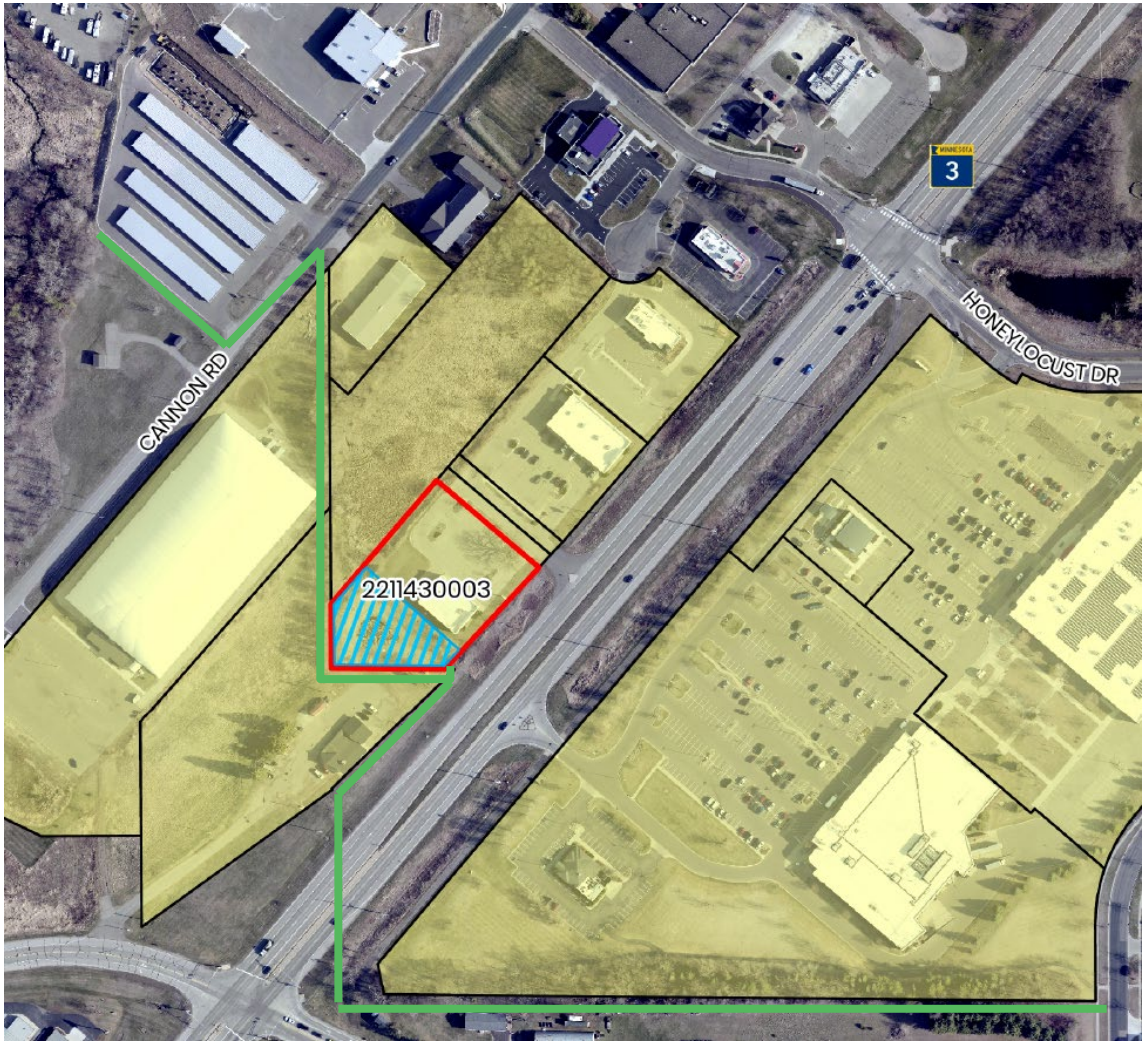
THE CITY OF
NORTHFIELD
MINNESOTA
ESTD 1855

Public Hearing on Vacating a Drainage & Utility Easement

2420 Bridgewater Ln.
City Council
Mikayla Schmidt, City Planner

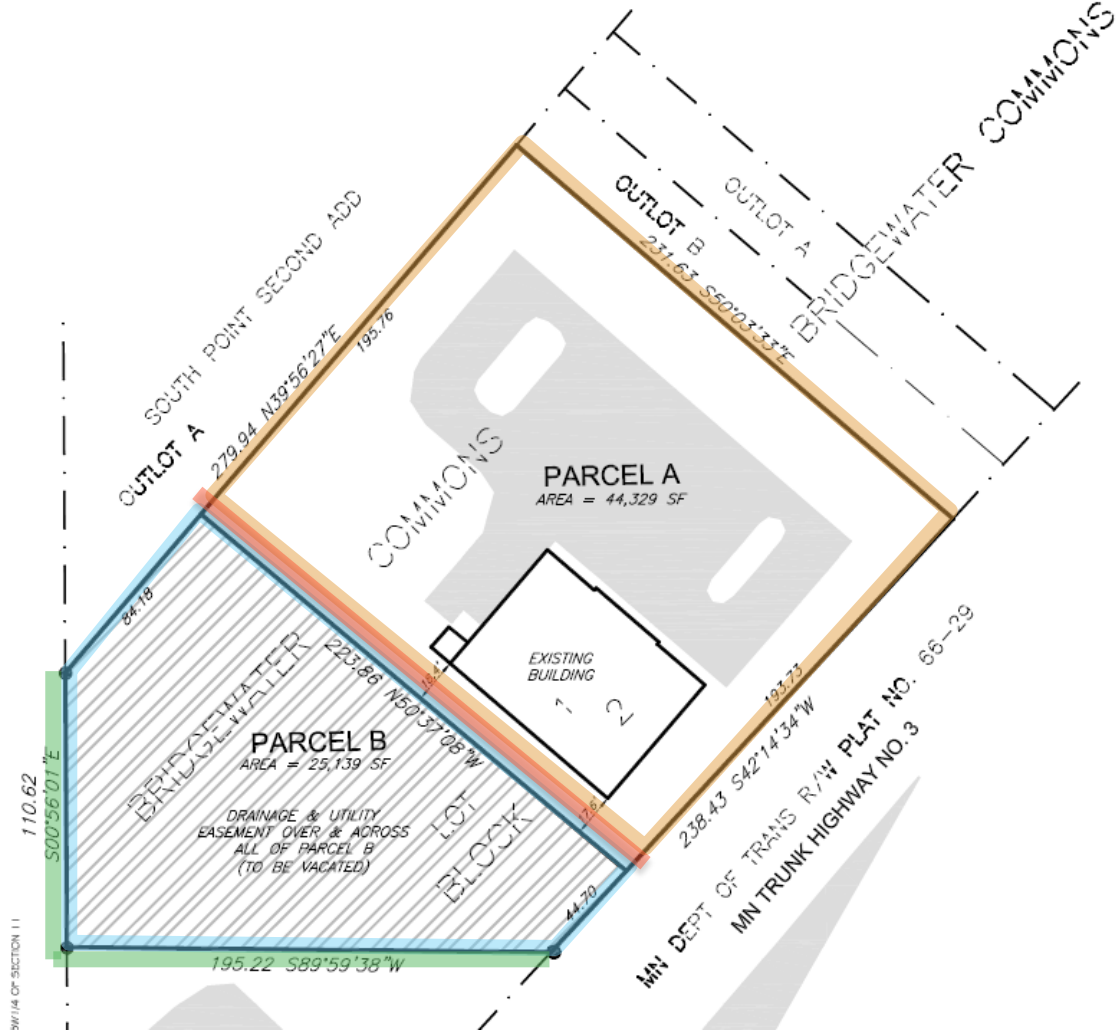
Anticipated Timeline





Location Map

- Red Line = 2420 Bridgewater Ln.
- Blue Hatched Line = easement
- Green Line = existing City of Northfield boundo

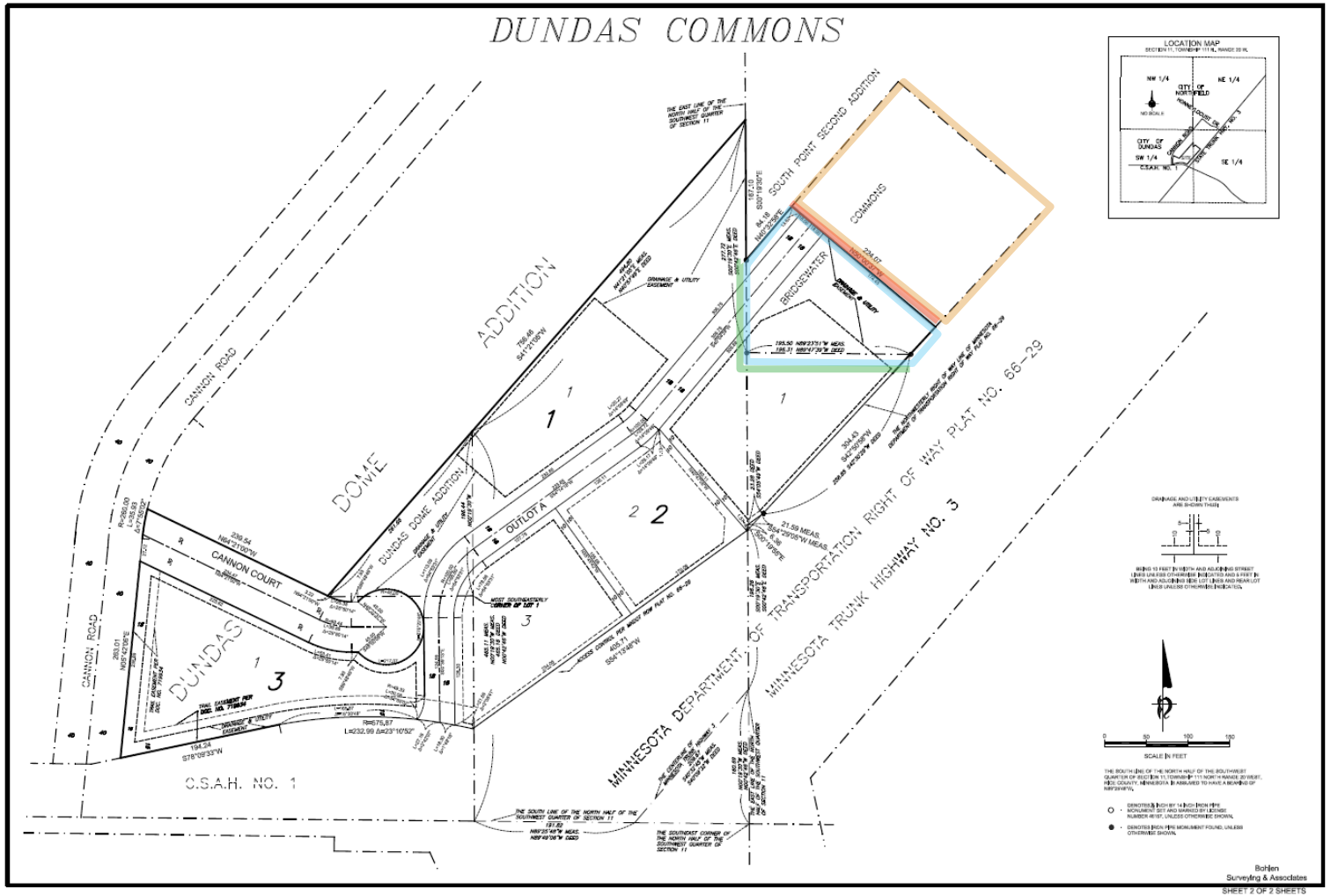


Parcel B:

- Easement to be vacated
- Land to be detached & annexed into Dundas

Green Line = Existing City of Northfield boundary

Red Line = New City of Northfield boundary



Dundas Commons Proposed Final Plat

Green Line = Existing City of Northfield boundary

Red Line = New City of Northfield boundary

Series of approvals

- Second reading and summary publication of the easement vacation must occur
- An agreement between the City of Northfield and Dundas is being drafted for Northfield to maintain drainage and utility rights
- The City of Northfield and Dundas must both approve a resolution for detachment and annexation of this parcel, which will then be platted as part of Dundas Commons
- Anticipated timeline for this is the June 16 meeting, but it may be pushed into July

Questions?

Thank you!

File #: Ord. 1094, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council
City Administrator

From: Mikayla Schmidt, City Planner
David Bennett, Public Works Director/City Engineer

Consider First Reading of Ordinance 1094 Vacating a Drainage and Utility Easement within 2420 Bridgewater Ln.

Action Requested:
The Northfield City Council approves a motion to approve the first reading of Ordinance 1094 vacating a drainage and utility easement within 2420 Bridgewater Ln.
Requires a supermajority (5/7) vote.

Summary Report:
Please see related Public Hearing agenda item background for more details on this proposed ordinance action. An abbreviated summary is included in this presentation. No additional staff background will be provided at this action item as that will be covered in the public hearing. Additionally, public input will be received at the public hearing and there will not be a separate opportunity for public input for this action item that directly relates to the public hearing.

GM2 Properties (the Developer) is redeveloping two parcels, Parcel ID - 1711300005
Address - 616 Highway 3 S. and Parcel ID - 1711301002, located in the City of Dundas. As part of the redevelopment, the Developer has applied to vacate an existing drainage and utility easement in the City of Northfield at 2420 Bridgewater Ln., to then be dedicated as a new drainage and utility easement in the City of Dundas, with the City of Northfield maintaining drainage and utility rights for the parcels in Northfield that utilize said drainage and utility easement. A drainage and utility easement agreement with the City of Northfield and the City of Dundas is being prepared for the Council's review when the second reading of the vacation happens.

In addition, the Developer has also applied to request a concurrent detachment and annexation of the land within the City of Northfield, that the easement overlays. The Developer has also applied to have the City of Dundas accept the land as an annexation. This is a process allowed by State Statute where two cities can mutually agree upon a detachment and annexation process, which then is approved by an administrative law judge when both Northfield and Dundas have submitted an approved resolution stating support to concurrently detach and annex. This resolution is also being prepared for the Northfield City Council to review during the second reading of the easement vacation. Staff is supportive of the detachment and annexation.

This is the first reading of the vacation process to coincide with a public hearing to vacate the drainage and

utility easement. The second reading is proposed to follow at the June 16th City Council meeting.

According to Northfield Municipal Code Section 15.6:

> The council may by ordinance approved by at least five (5) members vacate any street, alley or other public grounds or part thereof within the city. Such vacation may be made only after published notice and an opportunity for affected property owners and public to be heard, and upon such further terms and by such procedures as the council by ordinance may prescribe. A notice of completion of such proceedings shall be filed with the proper county offices in accordance with law.

Staff recommends approval to vacate the drainage and utility easement.

Alternative Options:
N/A

Financial Impacts:
N/A

Tentative Timelines:

June 2, 2026:	Public Hearing and First Reading at City Council
June 16, 2026:	Second Reading at City Council
June 24, 2026:	Summary Publication in Newspaper
July 24, 2026:	Ordinance Takes Effect

ORDINANCE NO. 1094

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA VACATING A DRAINAGE AND UTILITY EASEMENT

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN:

SECTION 1. Following published notice and an opportunity for affected property owners and the public to be heard, as required by law, the following legally described drainage and utility easement is hereby vacated and abolished:

See Exhibit A legal description and Exhibit B survey depiction of vacated easement area, which are attached hereto and incorporated herein by reference.

SECTION 2. This Ordinance shall be effective 30 days following publication.

Passed by the City Council of the City of Northfield, Minnesota, this 16th day of June 2026.

ATTEST:

_____ _____

City Clerk Mayor

First Reading:	June 2, 2026
Second Reading:	June 16, 2026
Published:	June 24, 2026
Effective Date:	July 24, 2026

VOTE: ____ ZWEIFEL ____ BEUMER ____ DAHLEN ____ HOLMES

____ NESS ____ PETERSON WHITE ____ SOKUP

EXHIBIT A

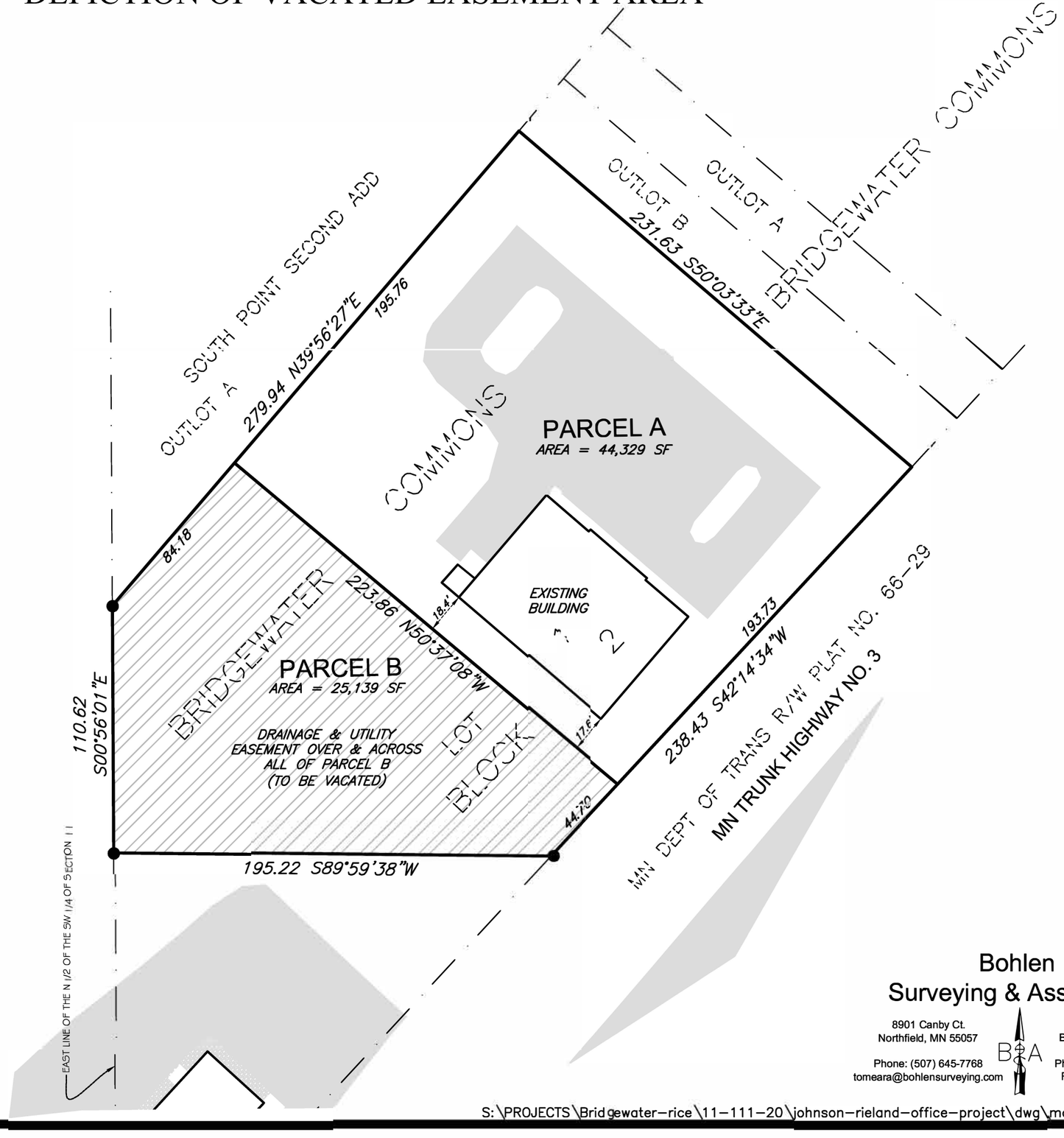
LEGAL DESCRIPTION OF VACATED EASEMENT AREA

That part of Lot 1, Block 2, BRIDGEWATER COMMONS, Rice County, Minnesota, described as follows:

Beginning at the most southwesterly corner of said Lot 1; thence North 89 degrees 59 minutes 38 seconds East, along the South line of said Lot 1, a distance of 195.22 feet to the southeast corner of said Lot 1; thence North 42 degrees 14 minutes 34 seconds East, along the southeasterly line of said Lot 1, a distance of 44.70 feet; thence North 50 degrees 37 minutes 08 seconds West, a distance of 223.86 feet to the northwesterly line of said Lot 1; thence South 39 degrees 56 minutes 27 seconds West, along said northwesterly line, a distance of 84.18 feet to the northwesterly corner of said Lot 1; thence South 00 degrees 56 minutes 01 seconds East, along the westerly line of said Lot 1, a distance of 110.62 feet to the point of beginning.

EXHIBIT B

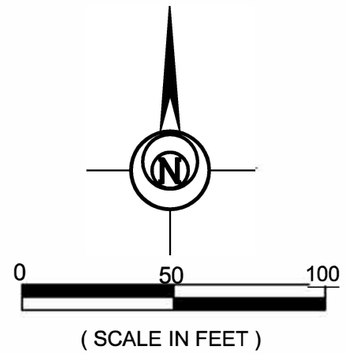
DEPICTION OF VACATED EASEMENT AREA



PROPERTY SKETCH

FOR

JOHNSON REILAND BUILDERS & REMODELERS, INC.



DENOTES EASEMENT AREA TO BE VACATED

EASEMENT AREA TO BE VACATED:
That part of Lot 1, Block 2, BRIDGEWATER COMMONS, Rice County, Minnesota, described as follows:
Beginning at the most southwesterly corner of said Lot 1; thence North 89 degrees 59 minutes 38 seconds East, along the South line of said Lot 1, a distance of 195.22 feet to the southeast corner of said Lot 1; thence North 42 degrees 14 minutes 34 seconds East, along the southeasterly line of said Lot 1, a distance of 44.70 feet; thence North 50 degrees 37 minutes 08 seconds West, a distance of 223.86 feet to the northwesterly line of said Lot 1; thence South 39 degrees 56 minutes 27 seconds West, along said northwesterly line, a distance of 84.18 feet to the northwesterly corner of said Lot 1; thence South 00 degrees 56 minutes 01 seconds East, along the westerly line of said Lot 1, a distance of 110.62 feet to the point of beginning.

Bohlen
Surveying & Associates

8901 Canby Ct.
Northfield, MN 55057
Phone: (507) 645-7768
tomeara@bohlensurveying.com

1682 Cliff Road E.
Burnsville, MN 55337
Phone: (952) 895-9212
Fax: (952) 895-9259

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 4-4-26
REVISED: 5-15-26

Thomas J. O'Meara
THOMAS J. O'MEARA, LAND SURVEYOR
MINNESOTA LICENSE NO. 46167

S:\PROJECTS\Bridgewater-rice\11-111-20\johnson-rieland-office-project\dwg\maurices-easement-vacation.dwg 5/15/2026 1:49:15 PM CDT

File #: 26-292, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator

Reports From the Mayor and Council Members.

Summary Report:
During this portion of the meeting, the Mayor and Council will provide updates on work being done on the boards, commissions, and committees they are a part of, as well as other City events they have participated in.

Below are the 2026 board, commission and committee appointments of the City Council.

Mayor Zweifel
- City/Hospital Governance Committee
- Housing and Redevelopment Authority (HRA)
- Mayor's Youth Council

Councilor Beumer
- Beyond the Yellow Ribbon
- Economic Development Authority (EDA)
- Housing and Redevelopment Authority (HRA)

Councilor Dahlen
- Council Employment Committee
- Housing and Redevelopment Authority (HRA)
- Mill Towns Trail Joint Powers Board

Councilor Holmes
- Council Employment Committee
- City/Hospital Governance Committee
- Housing and Redevelopment Authority (HRA)
- Planning Commission (PC)

Councilor Ness
- Age Friendly Steering Committee
- Convention and Visitors Bureau Board

- Council Employment Committee
- Housing and Redevelopment Authority (HRA)
- Northfield Area Fire & Rescue Services (NAFRS)
- Rice/Steele 911 Center Board

Councilor Peterson White

- City/Hospital Governance Committee
- Friends of Downtown Northfield
- Economic Development Authority (EDA)
- Hiawathaland Transit Advisory Committee
- Hospital Board
- Housing and Redevelopment Authority (HRA)
- Northfield Transportation Advisory Committee

Councilor Sokup

- Housing and Redevelopment Authority (HRA)
- Mill Towns Trail Joint Powers Board

Alternative Options:
N/A

Financial Impacts:
N/A

Tentative Timelines:
N/A

File #: Res. 2026-056, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator

Consider Resolution Receiving Charter Amendment to Section 4.1 of the City Charter and Calling for a Public Hearing on Charter Amendment Proposed to be Adopted by Ordinance.

Action Requested:
The Northfield City Council is asked to consider the attached resolution receiving the Charter Commission's proposed amendment as submitted and calling for a public hearing.

Summary Report:
The Northfield Charter Commission adopted the attached proposed changes to Charter Section 4.1 at their May 14, 2026 meeting by a vote of 5-1. Commissioner Jensen was not in attendance at the meeting. Charter Commission Chair CC Linstroth submitted the amendment to the City Administrator via email on May 26, 2026. Linstroth requested that staff initiate the process for City Council review of the amendment. Linstroth will be in attendance at the meeting to present the recommended Charter Amendment. Additionally, other Charter Commissioners were encouraged by the Chair to attend and would like a brief opportunity to introduce themselves.

This change specifically adds a reference to applicable State law requirements for charter cities. The amendment also includes complementary language intended to align more clearly with State law while providing additional clarification regarding the timing of assuming office and related oath of office requirements.

The current wording of Section 4.1 is provided below:

> **Section 4.1. - Council Meetings.**
> At its first meeting in January, the council shall meet at the usual place and time for the holding of council meetings. At this time any newly elected members of the council including the mayor shall, as the first order of business, be administered the oath of office and shall assume their duties. Thereafter, the council shall meet at such time as may be prescribed by resolution. Such a resolution shall remain in force until modified by the council. The mayor or any three members of the council may call special meetings of the council upon at least twelve hours notice to each member and such public notice as shall be prescribed by ordinance in compliance with the laws of Minnesota. Public notice of all meetings of the council and its committees shall be given as prescribed by ordinance, and any citizen shall have access to the minutes and records thereof at all reasonable times.
> (Ord. No. 739, § 4.1, 11-6-2000; Ord. No. 781, 3-17-2003)

The recommended new "redline" version (crossout=delete; underline = new add) is as follows:

> **Section 4.1. - Council Meetings.**
> Pursuant to Minn. Stat. § 205.07, subd. 1a, as the same may be amended from time to time, the terms of all city council members, including the mayor, expire on the first Monday in January of the year in which such terms expire, except that such outgoing members shall hold office until their successors qualify. At its first meeting in January, the council shall meet at the usual place and time for the holding of council meetings. At this time any newly elected members of the council including the mayor, if not having previously been administered the oath of office on or following the first Monday in January, shall, ~~as the first order of business,~~ prior to calling the meeting to order, be administered the oath of office and shall assume their duties. Thereafter, the council shall meet at such time as may be prescribed by resolution. Such a resolution shall remain in force until modified by the council. The mayor or any three members of the council may call special meetings of the council upon at least twelve hours notice to each member and such public notice as shall be prescribed by ordinance in compliance with the laws of Minnesota. Public notice of all meetings of the council and its committees shall be given as prescribed by ordinance, and any citizen shall have access to the minutes and records thereof at all reasonable times.

There is a lengthy background of this topic and ordinance development provided in the memo and attachments. However, the video including discussion is provide at the 3:21 mark of the meeting and lasts about 15 minutes in total should you like to review the discussion including dissenting thoughts of member DeLong who voted in opposition to the proposed amendment.

Amendment Background:
At the January 7, 2025 City Council meeting, a new Mayor, two new Council members, and one re-elected Council member were sworn into office. One Council member was absent from the meeting. As a result, only three continuing Council members were present at the start of the meeting (before the oath of office was to be administered).

Prior to the meeting, the agenda order was adjusted, and the meeting was called to order, followed immediately by the administration of the oath of office. No additional actions were taken prior to the oath of office being administered and the newly elected officials officially assumed office.

Following the meeting, a concern was raised by a member of the public, now Charter Commission member David DeLong, regarding whether a quorum was present at the start of the meeting. In response, the City Administrator requested that the Charter Commission review the existing Charter language and consider amendments to prevent similar issues in the future.

The Charter Commission began its review and discussion of potential amendments at its July 10, 2025 meeting. After numerous discussions on the citizen concern and in consultation with the City Attorney, the Charter Commission is proposing updates to Charter Section 4.1 that will allow the oath of office to be administered prior to calling the meeting to order.

Attachments:
The following documents are attached:

- Attachment 1 Resolution

- Attachment 2 Draft ordinance for proposed 4.1 amendment.
- Attachment 3 Email from Chair Linstroth submitting the amendment.
- Attachment 4 Timeline for Charter amendment process.
- Attachment 5 Citizen concern related to 2025 oaths of office.
- Attachment 6 City Attorney memo.
- Attachment 7 Answers to Charter Commission questions.
- Attachment 8 Charter Commission Video May 19, 2026 (Agenda Item #3 at 3:21 minute mark)
- Attachment 9 Presentation

Alternative Options:
The City Council must formally act on the recommendation per state statutes. Therefore, the resolution and timing of the hearing is ultimately required for this meeting. The timeline for action in the future can be amended as needed.

Financial Impacts:
N/A

Tentative Timelines:
The detailed process and anticipated dates of City Council action is attached (attachment #4). Charter amendments require a unanimous vote of all seven members of the City Council at both the first and second readings to pass. Staff will adjust the calendar for any City Council member absences.

CITY OF NORTHFIELD, MN
CITY COUNCIL RESOLUTION 2026-056
RECEIVING CHARTER AMENDMENT AND CALL FOR PUBLIC HEARING
ON CHARTER AMENDMENT PROPOSED TO BE ADOPTED BY ORDINANCE

WHEREAS, the Northfield Charter Commission has proposed an amendment to the Northfield City Charter; and

WHEREAS, Northfield Charter Commission Chair CC Linstroth submitted the proposed amendment to the City Administrator on May 26, 2026; and

WHEREAS, the Northfield City Council received the proposed amendment on June 2, 2026; and

WHEREAS, Minnesota law allows the City Council, upon recommendation of the Charter Commission, to enact Charter amendments by ordinance, by an affirmative vote of all the members of the Council, provided that passage of such an ordinance must be preceded by a public hearing, that notice of the public hearing, containing the text of the proposed amendments, must be published two weeks before the public hearing, that under local law the ordinance must have two readings, that the ordinance must be published and that it becomes effective 90 days after publication.

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

1. The Northfield City Council receives the proposed change to the Northfield Charter Section 4.1 from the Northfield Charter Commission submitted by the Charter Commission Chair on June 2, 2026; and
2. A public hearing shall be held on the proposed amendment set forth in the attached Exhibit A on July 7, 2026

PASSED by the City Council of the City of Northfield on this 2 day of June, 2026.

ATTEST

_____ _____
City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ PETERSON WHITE ___ SOKUP

ORDINANCE NO. ____

AN ORDINANCE AMENDING CHAPTER FOUR OF THE NORTHFIELD CITY CHARTER

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. Northfield City Charter, Chapter Four. – Procedure of Council, Section 4.1. - Council Meetings, is hereby amended to read as follows:

Section 4.1. - Council Meetings.

Pursuant to Minn. Stat. § 205.07, subd. 1a, as the same may be amended from time to time, the terms of all city council members, including the mayor, expire on the first Monday in January of the year in which such terms expire, except that such outgoing members shall hold office until their successors qualify. At its first meeting in January, the council shall meet at the usual place and time for the holding of council meetings. At this time any newly elected members of the council including the mayor, if not having previously been administered the oath of office on or following the first Monday in January, shall, ~~as the first order of business,~~ prior to calling the meeting to order, be administered the oath of office and shall assume their duties. Thereafter, the council shall meet at such time as may be prescribed by resolution. Such a resolution shall remain in force until modified by the council. The mayor or any three members of the council may call special meetings of the council upon at least twelve hours notice to each member and such public notice as shall be prescribed by ordinance in compliance with the laws of Minnesota. Public notice of all meetings of the council and its committees shall be given as prescribed by ordinance, and any citizen shall have access to the minutes and records thereof at all reasonable times.

SECTION 2: This Ordinance shall take effect ninety days after its publication.

Passed by the City Council of the City of Northfield, Minnesota, this ____ day of _____, 2026.

ATTEST:

_____ _____

City Clerk Mayor

First Reading:	
Second Reading:	
Published:	

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ SOKUP ___ PETERSON WHITE

Dear Administer Martig,

At our May 14, 2026 meeting, the Charter Commission approved a proposed amendment to Charter Section 4.1 regarding the administration of the oath of office.

On behalf of the Charter Commission, I respectfully request that the City Council begin the review process for the proposed amendment, including receipt of the proposed amendment and scheduling of the required public hearing.

Thank you,

CC Linstroth,
Chair, Northfield Charter Commission

TIMELINE FOR PROPOSED CHARTER COMMISSION AMENDMENT

Pursuant to Minn. Stat. § 410.12, Subd. 7

Step		Timeline Notes	Date
#	Action		
1.	Proposed Ordinance. Charter Commission makes a motion and votes at an open public meeting to approve the following: A. Specific recommendations to amend the Charter by ordinance (proposed ordinance); and B. Submission of the proposal to the City Council.		A. 05/14/26 B. 05/26/26
2.	Receive Amendment. City Council receives proposed Charter amendment in ordinance form from Charter Commission and sets a date for a public hearing.	A public hearing date must be noticed within one month after the City Council receives the proposed ordinance.	06/02/26
3.	Notice. City publishes notice of a public hearing on the proposed ordinance, which must contain the text of the proposed ordinance.		06/10/26
4.	Public Hearing. City Council holds a public hearing on the proposed ordinance.	At least two weeks, but not more than one month after the notice is published. There is a maximum of 60 days between receipt of the proposed ordinance and the date of the public hearing must be held.	07/07/26
5.	City Council - First reading of ordinance. Council must vote to introduce the proposed ordinance in an open public meeting. Proposed ordinance must receive unanimous approval from the City Council.	Within one month of the date of the public hearing.	07/07/26
6.	City Council - Second reading of ordinance (if first reading is adopted unanimously). Proposed ordinance is enacted if it receives a unanimous affirmative vote of all members of the City Council and is published.	Date of City Council meeting approving ordinance.	07/21/26
7.	Effective Date. Ordinance becomes effective.	90 days after passage and publication or such later date as is fixed in the ordinance.	10/19/26

lheisler@heislerlawoffice.com

From: Ben Martig <Ben.Martig@northfieldmn.gov>
Sent: Monday, June 23, 2025 11:45 AM
To: Lance Heisler
Subject: FW: No Quorum Present Jan. 7th

fyi

From: Ben Martig
Sent: Thursday, March 13, 2025 7:13 PM
To: Lance Heisler <lheisler@heislerlawoffice.com>
Subject: FW: No Quorum Present Jan. 7th

Here is a good email chain that provides the background for the charter commission.

From: Ben Martig
Sent: Monday, January 27, 2025 4:14 PM
To: David DeLong <daviddelong157@gmail.com>
Cc: Lance Heisler <lheisler@heislerlawoffice.com>; Erica Zweifel <Erica.Zweifel@NorthfieldMN.gov>; Peter Dahlen <Peter.Dahlen@northfieldmn.gov>; Chris Hood <cmhood@flaherty-hood.com>
Subject: RE: No Quorum Present Jan. 7th

Dear Mr. DeLong,

Thank you for sharing your additional concerns regarding the January 7th City Council meeting and for your analysis of the relevant Charter sections. As in the past, I appreciate your ongoing dedication to ensuring that our processes align with the Charter's intent.

As you noted, the Charter specifies that newly elected members, including the mayor, must be sworn in as the first order of business at the first meeting in January. It also states that current members continue to serve until their successors are elected and qualified. I consulted with The City Council's legal counsel, Chris Hood, and he agreed the procedures were appropriate to meet the intent of the charter completed the swearing in immediately at the beginning of the meeting. The following is an excerpt from an email response provided on this topic (and he is copied on this email):

> *Good afternoon,*
>
> *After our brief discussion last evening (01/21/25) in reference to David DeLong's recent emails, I wanted to follow up on several points regarding the administration of the oath of office and actions taken at the January 7, 2025 City Council meeting.*
>
> ***Factual Background***
> *As background, the procedural status of the City Council in reference to the beginning of the January 7, 2025 City Council meeting was that there were four newly elected members in attendance that evening; Mayor-elect Zweifel, Councilor-elect Dahlen, Councilor-elect Beumer,*

and incumbent Councilor-elect Ness. The incumbents remaining on the City Council in attendance at this meeting were Councilor Holmes and Councilor Peterson White. Incumbent Councilor Soukup was absent from the January 7 meeting. As a result of this absence, there were only three currently elected members, counting Councilor Ness, present at the beginning of the meeting, along with the three newly elected members. Thus, a total of six members were present for the meeting. Accordingly, quorum was also not established at the beginning of the meeting yet pending administration of the oath of office to the four newly elected members by the City Clerk.

Mayor-elect Zweifel called the meeting to order at approximately 6:00 p.m. Such an action was appropriate given the foregoing attendance in order to take the procedural step to begin the meeting and administer the oaths of office as required by Charter to the four newly elected members in order to then thereby establish quorum and thereafter conduct City business as provided in the agenda for the January 7, 2025 City Council meeting. Immediately following the Mayor-elect calling the meeting to order, City Clerk Peterson administered the oaths of office to each newly elected member. Having thereafter received and taken the oath of office each member then having qualified to serve commenced their respective terms of elected office. Each qualified Council member then immediately took their seats at the dais and commenced City business as provided in the agenda for the January 7 meeting. No votes on any City business matters were taken prior to proper administration of the oath of office by the City Clerk to the four (4) newly elected members. All members were legally and properly qualified to take their respective elected offices following administration and taking the oath of office.

Oath of Office

Administering the oath of office is typically routine and often done ceremonially. It is nonetheless an important legal prerequisite to newly elected persons qualifying for office and beginning their terms. Such is the case in Northfield and all other elective offices in the United States. Administering the oath of office is a legal qualification, but is also a procedural step not intended to prevent the functioning of a government entity, but instead to facilitate and implement the functioning of a government entity. It is a necessary element for the transition of government. City Charter, Sections 3.3, 4.1 and 15.2, require the administration of the oath of office to newly elected persons as a prerequisite to such persons commencing their elective terms. See operative highlighted language below:

Section 3.3. - Council Composition and Election.
The council shall be composed of a mayor and six (6) council members who shall be qualified. To qualify for elective office a candidate must be qualified to vote, be at least twenty-one (21) years of age on the date he or she would assume office, and be a resident of the city and of any ward he or she seeks to represent, or will become a resident therein at least thirty (30) days before the election. If elected, candidates must further qualify for office by taking and filing an oath of office. One (1) council member shall be elected from each of four (4) wards and two (2) council members shall be elected at large. Each council member and the mayor shall serve for a term of four (4) years and until a successor is elected and qualified. Two ward council members and one council member at large shall have terms that expire at the end of each even numbered year. A person who is sworn in as mayor while holding a council seat thereby vacates the council seat.

Section 4.1. - Council Meetings.
At its first meeting in January, the council shall meet at the usual place and time for the holding of council meetings. At this time any newly elected members of the council including the mayor

shall, as the first order of business, be administered the oath of office and shall assume their duties. Thereafter, the council shall meet at such time as may be prescribed by resolution. Such a resolution shall remain in force until modified by the council. The mayor or any three members of the council may call special meetings of the council upon at least twelve hours notice to each member and such public notice as shall be prescribed by ordinance in compliance with the laws of Minnesota. Public notice of all meetings of the council and its committees shall be given as prescribed by ordinance, and any citizen shall have access to the minutes and records thereof at all reasonable times.

Section 15.2. - Oath of Office.

Every elected or appointed officer of the city, before entering upon the duties of the office, shall take and subscribe an oath of office as required by the laws of the State of Minnesota.

Present Question

David DeLong has raised a concern that the meeting was not properly called to order establishing a quorum in order to give the oaths of office to the newly elected members and that subsequent actions thereafter may be invalid as a result. He has suggested that a former member of the Council (Mayor Pownell, Councilor Reister, or Councilor Zuccolotto) would have needed to be present at the beginning of the meeting in order to and for the sole purpose of calling the meeting to order to establish quorum for the administration of the oaths of office to the newly elected members. Getting beyond the procedural and logistical difficulties that could be presented by such a process as suggested by Mr. DeLong, the concerns are not well grounded. However, in the event that the Charter Commission believes that clarification of the Charter is needed in light of the circumstances presented at the January 7 meeting, the Charter Commission, in its judgment and discretion, has the authority to review the current provisions of the Charter and recommend and propose changes to the City Council.

Analysis

Charter Section 4.1 states in part that: "At its first meeting in January, the council shall meet at the usual place and time for the holding of council meetings. At this time any newly elected members of the council including the mayor shall, as the first order of business, be administered the oath of office and shall assume their duties."

Robert's Rules of Order provides that a government entity may hold a meeting without having established quorum for limited purposes only, but may not take votes until a quorum is established. The reason for the quorum requirement, according to Robert's Rules of Order, is to prevent a minimum number of members who may be present from conducting substantive business taken with votes not representing a majority of the governing body. Administering the oath of office is not business that requires voting and is not the business of the former governing body to implement, initiate, facilitate, delay or prevent. Administering the oath of office cannot be prevented by the former governing body whether former members attend the meeting at which the oath is administered or not. Calling the January 7 meeting to order was merely a procedural step necessary for purposes of administering the required oath of office. In short, someone needed to open the meeting for this purpose, which Mayor-elect Zweifel did as the soon to be sworn in presiding officer.

Mr. DeLong's premise would argue that Charter, Section 4.1 requires the former city council to be present at the first meeting, but section 4.1 does not state that. It merely states the "council shall

meet". One could simply conclude the reference to council meant the new council not the old and that reasonable interpretation makes far more logical sense than requiring the former council to appear for the 30 seconds needed to call the meeting to order. Further, both City Charter, Section 4.3 and City Code, Section 2-56 provide that the City Council sets its own Rules of Procedure/Business. City Code, Section 2–56 provides in part that: "The provisions of this division, except as required by the charter and state law, maybe temporarily suspended ... by consent, evidenced by lack of objection." Thus, without objection, the Mayor-elect calling the meeting to order was also within the Council's discretion regarding their Rules of Procedure/Business.

As stated, business requiring voting cannot occur until a quorum of the members of the governing body is present. There is no vote associated with or required for administering the oath of office. Therefore, quorum is not necessary or required to administer the oath of office. After the oath of the office was properly given on January 7, a quorum was thereafter established, and the newly qualified Councilors had the authority to take votes and conduct City business.

The above quoted Chater language is clear and mandatory from the standpoint that newly elected members including the newly elected mayor "shall" be administered the oath of office at the first meeting in January. There is no discretion on this action. There is no requirement for quorum. The City Clerk is required to administer the oath of office at the first meeting. There are no grounds or legal authority to delay giving the oath of office and seating the newly elected members having thereafter qualified to serve.

The premise of Mr. DeLong that the procedural step of calling the meeting to order can prevent the administration of the oath of office because a quorum of the former city council was not present, or quorum was not otherwise established, is without support and would run contrary to both the Charter and the functioning of our democracy. The language in Section 4.1 of the Charter is somewhat internally inconsistent. It does not however require establishment of a quorum in order to open the Council meeting. It does not prevent the Mayor-elect from calling the meeting to order pursuant to City Code, Section 2-56. It further does not require establishment of a quorum for the City Clerk to fulfill her legal obligation to administer the oath of office to each newly elected member. The intent of Section 4.1 of the Charter is clear that the purpose of the first item of business at the first meeting in January is, exclusive of all other business, required to be administration of the oath of office and immediately thereafter seating the new City Council so that they can expeditiously undertake the business of the people of Northfield as duly elected and qualified members of the City Council.

The only other argument that could possibly be made is that the first item of business should be the administration of the oath prior to calling the meeting to order. The City Council could have also proceeded in that regard had it chosen to do so. This too would have been a reasonable interpretation of the Charter and a process that a future City Council could consider.

Under the present circumstances on January 7 and in compliance with the Charter, the Mayor-elect properly and without objection opened the meeting pursuant to City Code, Section 2-56. The City Clerk then the immediately administered the oath of office to all four newly elected members as the first item of business. The new City Council was thereby established with quorum to then subsequently consider all of the matters on the January 7 agenda and vote on the same. The actions taken on January 7, 2025 were proper and in compliance with the Charter, City

Code, and Robert's Rules of Order. The formality of calling the meeting to order does not prevent administration of the oath of office by the City Clerk as required by Charter or prevent or delay the seating of the newly elected and qualified City Council.

The minutes of the January 7, 2025 meeting should reflect the foregoing facts and proceedings from the January 7 City Council meeting.

As I noted in the prior email, I agree that this situation highlights an area where the Charter's language could benefit from clarification to prevent similar concerns in the future. Specifically, I think there is value in revisiting:

1. The sequence of calling the meeting to order and administering the oath of office; and
2. Defining procedures for situations where quorum issues arise due to outgoing or incoming members.

To that end, I have again included Charter Commission Chair Lance Heisler in this discussion to consider adding this topic to a future item at the Chart Commission. A Charter amendment could help ensure clearer procedural guidance moving forward.

Thank you again for bringing this matter to our attention. Your input is invaluable as we work toward ensuring transparency and accountability in our processes. Please don't hesitate to reach out with any further questions.

Sincerely,

Ben Martig
he, him, his
City Administrator
City of Northfield
801 Washington Street
Northfield, MN 55057-2598
www.northfieldmn.gov

THE CITY OF NORTHFIELD MINNESOTA ESTD 1855

From: David DeLong <daviddelong157@gmail.com>
Sent: Friday, January 17, 2025 10:05 AM
To: Ben Martig <Ben.Martig@northfieldmn.gov>
Cc: Lance Heisler <lheisler@heislerlawoffice.com>; Erica Zweifel <Erica.Zweifel@NorthfieldMN.gov>; Peter Dahlen <Peter.Dahlen@NorthfieldMN.gov>; Chris Hood <cmhood@flaherty-hood.com>
Subject: Re: No Quorum Present Jan. 7th

CAUTION: This email originated from outside of the organization.

I apologize if this is a bit long but it has been said that I can go a little long and I've been trying to be more concise in speaking and emails.

But apparently I need to expand on my comments.

First let me clear up the misconception that the City would never be able to call a meeting to order. My comments mention qualified members not "active" members. As to the inaccurate assertion that the City could never call a meeting to order, I point you to Charter Section 3.3 - *Each council member and the mayor shall serve for a term of four (4) years and until a successor is elected and qualified.*

Northfield is not without a Mayor or Council Members during the days between the end of a calendar year and the first meeting of the new year. Members who were up for election all still serve until a successor is qualified by taking and subscribing to an oath of office. Charter Section 15.2.

Section 15.2. - Oath of Office. *Every elected or appointed officer of the city, before entering upon the duties of the office, shall take and subscribe an oath of office as required by the laws of the State of Minnesota.*

Rhonda Pownell is/was still the Mayor at the start of the meeting until Erica Zweifel takes an oath of office. A Mayor elect is no more authorized to perform official duties than an ordinary citizen.

Current Charter language is clear and unambiguous and has been followed up until now, when apparently based on a discussion with legal counsel Chris Hood the process has been changed. I don't know what version of the Charter Attorney Hood was referencing when he suggested this opinion on the process or where in the Charter the official duties of a Mayor elect are outlined.

The current Charter language I used.

Section 3.3. - Council Composition and Election (Ord. No. 739, § 3.3, 11-6-2000; Ord. No. 781, 3-17-2003)
Section 4.1. - Council Meetings (Ord. No. 739, § 4.1, 11-6-2000; Ord. No. 781, 3-17-2003)
Section 15.2. - Oath of Office.

I don't know the reason why Mayor Pownell didn't attend the meeting. It really doesn't make a difference. When the Mayor is not present, The President Pro Tem presides. (Section 3.9. - President Pro Tem)

President Pro Tem Kathleen Holmes was present and in the Mayor's absence should have presided. This did not happen.

At the scheduled first meeting on January 6th 2025 the serving members were -

1.) President Pro Tem Kathleen Holmes who is in the middle of her term was present.
2.) Council Member Brad Ness whose term was up but as per Charter he was still serving until his replacement was sworn in, which was himself.
3.) Council Member Jessica Peterson White who is/was in the middle of her term was present.

Members absent

4.) Council Member Davin Sokup, who is in the middle of his term.
5.) Council Member Jami Reister, was still a Member under Charter Language.
6.) Council Member George Zuccolotto, was still a Member under Charter Language.
7.) Mayor Rhonda Pownell, still Mayor under Charter Language.

With only 3 out of 7 qualified members present, there was not a quorum. If there is no quorum, then there are no official actions.

I would be interested in Attorney Hood's justification for thinking it was the proper way to proceed and "clearly it was legal and the appropriate way to do it under the current language of the Charter."

I think the Charter is clear in setting out the end of term responsibilities and that a Mayor elect is no more authorized to perform official duties than is an ordinary citizen. The authority to act as an official only comes after being qualified by being properly sworn in to office. (Charter Section 15.2)

Since it was not a legal meeting, I might suggest that out of abundance of caution a properly constituted council called to order by Mayor Pownell or Mayor Pro Tem Holmes and 3 other qualified and still serving members, repeat the swearing in process properly, due to some technical problems and then entertain some kind of resolution thats says the council confirms or re ratifies the actions taken at the Jan. 6th Meeting.

David DeLong

The following are excerpts of minutes, showing that past Mayors, Administrators and City Attorneys had followed Charter guidelines concerning who should preside at the first meeting in January until their elected replacement had been sworn in.

From January 8, 2013
Call to Order
At 7: 00 p.m. outgoing Mayor Rossing called the meeting to order.
A roll call was taken of members present and a quorum was declared.

Swear In Members
City Clerk Little administered the Oath of Office to Mayor Dana Graham, Council Member Second Ward David DeLong, Council Member Third Ward Erica Zweifel and Council Member At -Large David Ludescher.
The new members were seated.

From January 5, 2009
Presentation
Mayor Lansing made a statement thanking board and commission members and highlighting achievements of the previous year.
Call to Order
At 7:07 p.m. Mayor Lansing called the meeting to order. A roll call was taken of members present and a quorum was declared.
Swearing In of New Members
City Clerk Little conducted the swearing in of newly elected members. Mary Rossing, Rhonda Pownell, Erica Zweifel, Betsey Buckheit and Kris Vohs read the oath of office and took their seats at the dais.

From January 3, 2005
Call To Order
At 7:00 p.m. Mayor Covey called the meeting to order. A roll call was taken of members present and a quorum was declared.
Finance Director /City Clerk Karl Huber administered the Oath of Office to the following newly elected officials:
Lee Lansing Mayor
Kris Vohs (Re- elect) Councilmember -At Large

Scott Davis Councilmember- Second Ward
Arnie Nelson Councilmember -Third Ward

Dana Graham, CC Linstroth and Keith Covey stepped down from the table.

January 2, 2001

1) At 7:02 p.m. Mayor Rossman called the meeting to order.
2) A roll call was taken of members present and a quorum was declared.
5) Finance Director /City Clerk Huber administered the Oath of Office to the following newly elected officials:
Keith Covey Mayor
Dana Graham Councilmember- Second Ward
Kris Vohs Councilmember -At Large
CC Linstroth (Re- elect) Councilmember -Third Ward

These elected officials then took their respective seats in order to conduct business at the meeting to follow. The outgoing members stepped down.

JANUARY 2, 1998
MEMBERS PRESENT: Newly elected Mayor William Rossman, outgoing Mayor Paul Hager, Councilmembers Peg Prowe, David Garwood - DeLong,
outgoing Councilmember Greg Colby
NOT PRESENT: Councilmembers Ken Brackee and Nancy Gruchow

Mayor Hager called the meeting to order. His first order of business was to read a letter from William Rossman submitting his resignation as Councilmember First Ward effective upon being sworn in as Mayor.
Mayor Hager next asked Finance Director /City Clerk Huber to administer the Oath of Office to the following newly elected officials:
William Rossman Mayor
Phillip S. Hansen Councilmember -At Large
Robert P. Stangler Councilmember -Third Ward
These elected officials then took their respective seats in order to conduct business at the meeting to follow. The outgoing members stepped down.

The list could go on but I hope my point about members serving until a successor is elected and qualified has been clarified.

On Mon, Jan 13, 2025 at 3:53 PM Ben Martig <Ben.Martig@northfieldmn.gov> wrote:

> Thank you Mr. DeLong for sharing your concerns and your perspective.

I did discuss this issue in advance of the meeting with legal counsel Chris Hood and followed the process consistent with his advice on the calling to order. Following your logic on only calling the meeting to order with "active" City Council members, if we had four new City Council members with a Mayor and 3 City Councilors (which didn't happen this year but could) then we'd never be able to call a meeting to order. So, it was followed the best we could to implement according to the language. But, we believe clearly it was legal and the appropriate way to do it under the current language of the Charter.

However, this is something the Charter Commission could review for language to see if it can be enhanced. I am aware that the appointment process is different than statutes so I think it would be good to see if the Charter Commission wants to add to their review list not only on the issue of calling the meeting to order but also reviewing when the term starts and how to see it that can be improved. I have included the Chair Lance Heisler in the email for his interest/advisement on behalf of the Charter Commission since that is their sole focus is Charter Amendments.

Thanks.

Ben Martig

he, him, his

City Administrator

City of Northfield

801 Washington Street

Northfield, MN 55057-2598

www.northfieldmn.gov

THE CITY OF NORTHFIELD MINNESOTA ESTD 1855

From: David DeLong <daviddelong157@gmail.com>
Sent: Monday, January 13, 2025 12:52 PM
To: Erica Zweifel <Erica.Zweifel@NorthfieldMN.gov>; Peter Dahlen <Peter.Dahlen@NorthfieldMN.gov>
Cc: Ben Martig <Ben.Martig@northfieldmn.gov>
Subject: No Quorum Present Jan. 7th

CAUTION: This email originated from outside of the organization.

Good afternoon, I have concerns regarding the legality of the January 7th 2025 City Council meeting. There was not a qualified quorum present. I believe this brings into question official actions that occurred at this "meeting".

I did send an email regarding the fact that as per our City Charter the Oath of Office needed to be the first thing on the agenda. I did see that was changed on the published agenda, however it wasn't till this weekend that I was able to review the video replay of the Council meeting and was surprised to see that the meeting was called to order not by not Mayor Pownell, or in her absence the president pro tem, but by Erica Zweifel who had been elected but was not yet fully qualified. (Sec. 3.3) *If elected, candidates must further qualify for office by taking and filing an oath of office.* She had not taken the Oath of Office yet. Further the Charter also states (Sec.15.2) - Oath of Office. *Every elected or appointed officer of the city, **before entering upon the duties of the office**, shall take and subscribe an oath of office as required by the laws of the State of Minnesota.*

The only qualified members in attendance were Councilpersons Holmes, Jessica Peterson White and Ness. (Sec.3.3) *Each council member and the mayor shall serve for a term of four (4) years and until a successor is elected and qualified.* With Councilmember Sokup absent only 3 qualified members of the Council were present, not enough for a quorum. No quorum, no business, no actions.

I would like to see the Mayor elect start her term off right and I don't feel this is her fault in any way, but there is a correct way to do things as outlined in our City Charter. I think this situation needs to be fixed.

I've included Councilperson Dahlen since he has been part of the Charter Commission.

Thank you for your attention to this matter.

David DeLong

MEMORANDUM

To: Ben Martig, City Administrator **VIA EMAIL ONLY**

From: David A. Assaf, Assistant City Attorney

Date: March 7, 2026

Re: Proposed Amendment of Northfield City Charter, Section 4.1

- -

INTRODUCTION

You requested that our office review Northfield City Charter (the "Charter"), Section 4.1 for compliance with all applicable laws and provide any recommended revisions, which might improve and clarify the current process regarding the timing of the administration of the oath of office for newly elected members of the City Council (the "Council").

ANALYSIS

Pursuant to Minn. Stat. § 205.07, subd. 1a, "[t]he terms of all city council members of charter cities expire on the first Monday in January of the year in which they expire," but "[a]ll officers of charter cities chosen and qualified shall hold office until their successors qualify." As the current language under Charter Section 4.1 requires the oath of office be administered as the first order of business at the first meeting in January for the newly elected members of the Council, Section 4.1 as written contains an ambiguity regarding the need for outgoing Councilmembers or Mayors to attend a meeting for the sole procedural purpose of calling a meeting to order so that the oath of office may be taken by the newly elected members in order that they then may be seated.

The proposed amendment to Section 4.1 being considered by the Charter Commission to bring the Charter more fully into compliance with Minn. Stat. § 205.07, subd. 1a, and to avoid any future confusion in administering the oath of office to newly elected members of the Council so that the same may immediately be seated and undertake the people's business is a reasonable and appropriate means to address the present ambiguity in this provision.

Under the proposed amendment, the governing statute quoted above will be incorporated into Section 4.1 of the Charter, and newly elected members of the Council will be administered the oath of office *prior* to calling the first meeting in January to order. The proposed amendments to Section 4.1 of the Charter are as set forth in the ordinance now under consideration by the Charter Commission in underline/strikeout format. Section 4.1 of the Charter remains otherwise unchanged.

CONCLUSIONS

I hope that the foregoing is helpful in your consideration of this matter. I will be in attendance at the March 12, 2026 meeting of the Charter Commission to answer any legal questions the Charter Commission may have regarding the proposed Charter amendment.

Should you have any questions or require additional information, please do not hesitate to contact me at your convenience at (651) 225-8840 or via email at daassaf@flaherty-hood.com. Thank you.

DAA/sc

Charter Commission July 10, 2025 Meeting Follow-Up Questions

Are there expectations for former Council members to attend the first meeting of the year or is this a widespread practice in other cities?

SUMMARIZED ATTORNEY/STAFF RESPONSE: From a staff and City Attorney perspective, requiring defeated or retiring council members to attend the first meeting following a post-election turnover for the swearing in of new members may create multiple problems. First, outgoing members have no legal requirement to attend the meeting and may simply wish not to. Second, the swearing in of newly elected members should be a procedural and ceremonial act and relying on the attendance of former members could create a far more complicated process than is needed and may cause unnecessary delays in completing City business.

Staff did reach out to the League of Minnesota Cities (LMC) and they also reaffirmed this position. In addition, they also brought attention to MN Statute 205.07, Subd. 1A below:

205.07, SUBD. 1A.CITY COUNCIL MEMBERS; EXPIRATION OF TERMS.

> *The terms of all city council members of charter cities expire on the first Monday in January of the year in which they expire. All officers of charter cities chosen and qualified shall hold office until their successors qualify.*

Per our City Attorney, he requested this statute be brought to the Charter Commission's attention given the review of Charter Section 4.1. However, he feels the current provision "seems consistent with this statute since the statute's second sentence states: "All officers of charter cities chosen and qualified shall hold office until their successors qualify." This statute is not artfully crafted, but seems to state that such term of office goes until a successor qualifies and that would be following being sworn in at the Council's first meeting in January."

Are there any issues with the oath being administered between January 1st and the start of the first meeting of the year?

ATTORNEY RESPONSE: "The above quoted Chater language is clear and mandatory from the standpoint that newly elected members including the newly elected mayor "shall" be administered the oath of office at the first meeting in January. There is no discretion on this action based on the present Charter language. The City Clerk or another authorized person is required to administer the oath of office at the first meeting. There are no grounds or legal authority to delay giving the oath of office and seating the newly elected members having thereafter qualified to serve.

The oath must be administered at the first meeting following an election pursuant to Charter, Section 4.1. State law does allow administration of the oath earlier than this, but the Northfield Charter specifically limits administration of the oath at the first meeting.

Nowhere in City Charter, City Code, or State law is there a requirement that defeated or retiring members be present for the administration of the oath of office to new members at the first meeting. In my opinion, the presence of defeated or retiring members may be welcome from a ceremonial standpoint, but their presence is not legally required. Based on the foregoing and the below law, it would appear that the simplest and arguably most logical process to facilitate the transition is that the first item of business at the first meeting following an election should be the administration of the oath of office prior to calling the Council meeting to order. I do not see a reason to make this ceremonial process more complicated than that. The City Clerk is authorized by law to administer the oath as discussed below. "

Who is authorized to administer the oath of office to elected and appointed officials?

SUMMARIZED ATTORNEY/STAFF RESPONSE: Per guidance from the League of Minnesota Cities (LMC), "any person with authority to take and certify acknowledgments may administer the oath, including the city clerk, a justice of the peace, a notary public, or a register of deeds." This refers to Minnesota State Statues 358.09, 358.10, and 358.52. subd. 6 (see below).

For the City of Northfield, the City Clerk is usually the person to administer the oath of office for the City Council and the Charter Commission, with the Deputy City Clerk serving as a backup, should the City Clerk be unavailable.

For appointed officials (board and commission members), any designated staff member who serves as a notary public can administer the oath. This could be the City Clerk, Deputy City Clerk, Administrative Assistants, Meeting Associates, or other qualified staff members.

Relevant and Related State Statutes:

358.09 BY WHOLE AND HOW ADMINIISTERED.

> Any officer authorized by this chapter to take and certify acknowledgments may administer an oath, and, if the same be in writing, may certify the same under the officer's signature, and an official notarial stamp, in the following form: "Subscribed and sworn to before me this ..... day of ....., ..." The mode of administering an oath commonly practiced in the place where it is taken shall be followed, including, in this state, the ceremony of uplifting the hand.

358.10 OFFICIALS MAY ADMINISTER, WHEN.

> (a) All persons holding office under any law of this state, or under the charter or ordinances of any municipal corporation thereof, including judges and clerks of election, and all committee members, commissioners, trustees, referees, appraisers, assessors, and all others authorized or required by law to act or report upon any matter of fact, have the power to administer oaths they deem necessary to the proper discharge of their respective duties.
>
> (b) Any employee of the secretary of state designated by the secretary of state has the power to administer oaths to an individual who wishes to file with the secretary of state an affidavit of candidacy, nominating petition, declaration of intent to be a write-in candidate, or any other document relating to the conduct of elections.

358.11 OATHS, WHERE FILED.

Except as otherwise provided by law, the oath required to be taken and subscribed by any person shall be filed as follows:

(1) if that of an officer of the state, whether elective or appointive, with the secretary of state;

(2) if of a county officer, or an officer chosen within or for any county, with the county auditor;

(3) if of a city officer, with the clerk or recorder of the municipality;

(4) if of a town officer, with the town clerk;

(5) if of a school district officer, with the clerk of the district;

(6) if of a person appointed by, or made responsible to, a court in any action or proceeding therein, with the court administrator of such court;

(7) if that of a person appointed by any state, county, or other officer for a special service in connection with official duties, with such officer.

If the person taking such oath be also required to give bond, the oath shall be attached to or endorsed upon such bond and filed therewith, in lieu of other filing.

358.52 DEFINITIONS.

Subd. 6.**Notarial act.**

"Notarial act" means an act, whether performed with respect to a tangible or electronic record, that a notarial officer may perform under the law of this state. The term includes taking an acknowledgment, administering an oath or affirmation, taking a verification on oath or affirmation, witnessing or attesting a signature, certifying or attesting a copy, and noting a protest of a negotiable instrument.

Subd. 7.**Notarial officer.**

"Notarial officer" means a notary public or other individual authorized to perform a notarial act.

Subd. 8.**Notary public.**

"Notary public" means an individual commissioned to perform a notarial act. on oath or affirmation before a notarial officer, that a statement in a record is true.

359.04 POWERS.

Every notary public so appointed, commissioned, and qualified shall have power throughout this state to administer all oaths required or authorized to be administered in this state; to take and certify all depositions to be used in any of the courts of this state; to take and certify all acknowledgments of deeds, mortgages, liens, powers of attorney, and other instruments in writing or electronic records; to receive, make out, and record notarial protests; and to perform online remote notarial acts in compliance with the requirements of sections 358.645 and 358.646.

THE CITY OF
NORTHFIELD
MINNESOTA
ESTD 1855

Charter Commission Amendment Section 4.1

City Council Meeting

June 2, 2026

Charter Section 4.1
Background

- Charter Section 4.1 currently requires the oath of office to be administered at the first City Council meeting of the year.
- At the January 7, 2025 City Council meeting only three incumbent Council members were present at the start of the meeting; 3 new members were to take the oath along with 1 of the incumbent members.
- The agenda was adjusted to administer the oath immediately after the meeting was called to order.
- No other business or Council action occurred before the oath of office.

Charter Section 4.1
Concern Raised

- After the meeting, a resident raised concerns about whether a quorum existed at the start of the meeting.
- The concern focused on the Charter language requiring the meeting to be called to order before newly elected officials officially assumed office and whether there were enough members to call the meeting to order.
- The resident expressed concern that Council members from the previous Council who were not serving on the new Council were not present for the start of the meeting.

Charter Section 4.1
Charter Commission Review

- City Administrator Martig requested that the Charter Commission review the Charter language to determine if the current wording could be improved.
- The Commission reviewed section 4.1 and consulted with the City Attorney to identify updated language to avoid similar concerns in the future.

Charter Section 4.1
Proposed Amendment

- Acknowledges MN State Statute language that all city council terms expire on the first Monday in January of the year in which such terms expire or until their successor qualifies.
- Allows the oath to be administered after the first Monday in January but prior to the first meeting of the year.

Charter Amendment Timeline/ Process

May 14, 2026 *– Charter Commission Approve Section 4.1 Amendment.*

May 26, 2026 *– Charter Commission Chair Notifies City Administrator of Proposed Amendment.*

June 2, 2026 *– City Council Receives Proposed Amendment and Sets Public Hearing Date.*

June 10, 2026 *– City Publishes Notice of Public Hearing in the Northfield News.*

July 7, 2026 *– Public Hearing and First Reading of Ordinance.**

July 21, 2026 – Second Reading of Ordinance. *

October 19, 2026 – Ordinance Goes into Effect.**

*Requires 7/7 vote of City Council; date will be shifted if a Council Member(s) is absent.

**Ordinance goes into effect 90 days after secor reading. Will shift if the second reading shifts.

File #: Ord. 1093, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator

Consideration of Second Reading of Ordinance No. 1093 Amending Section 2-66 of City Code Relating to 2027 and 2028 Mayor and City Council Compensation.

Action Requested:
The Northfield City Council considers a motion to approve Ordinance No. 1093 - Amending Section 2-66 of the City Code Relating to Council Compensation.

Summary Report:
The first reading was approved at the May 19, 2026 Council Meeting on a 6-1 vote. This ordinance would increase the Mayor and City Council salaries by 4.0% commencing January 1, 2027 and another increase of 3.0% commencing January 1, 2028. The proposed 2027 budget impact for the Mayor and Council would be an additional expense of $3,021 over 2026. The proposed 2028 budget impact for the Mayor and Council would be an additional expense of $2,355 over 2027.

At the May 19th meeting Council discussed the timing and appropriateness of adjusting Mayor and City Council compensation prior to an election, recognizing both the benefits and concerns associated with the proposal. Some members noted the value of maintaining a more consistent and predictable practice of incremental wage adjustments tied generally to employee compensation trends, rather than allowing compensation discussions to become infrequent or highly politicized. Discussion also included recognition of the significant time, responsibility, and public service commitment involved in serving in elected office, as well as the importance of ensuring compensation levels do not unintentionally create financial barriers that could limit who is able to serve in local government.

At the same time, councilmembers also acknowledged the broader financial pressures facing local taxpayers. Members recognized that any increase carries a public cost and emphasized the importance of balancing fair compensation with sensitivity to current community economic conditions.

Additional Background from May 19th Meeting
The City Council is asked to approve the second reading of Ordinance No. 1093 - Amending Section 2-66 of the City Code Relating to Council Compensation (attachment 1) setting Council compensation for 2027 and 2028. Ordinance No. 1062 - Amending Section 2-26 of the City Code Relating to Council Compensation was approved on July 9, 2024 setting Council Compensation for 2025 and 2026 is also attached (attachment 2). (*Editor's note- Ord. No. 1081§ 2, adopted September 9, 2025, renumbered provisions for use as §§ 2-25.5-2-25.10 as §§ 2-26, 2-35-2-39. Inasmuch as there were already provisions so designated, said* Article *has been renumbered as §§ 2-66, 2-67, 2-76-2-85 at the discretion of the editor.*)

The following section of the City Code has set the current compensation of the Mayor and City Council:

Article II. City Council Division 1. - Generally

(a) The annual salary for the elected members of the city council shall be in the amount of $10,027.00 commencing January 1, 2025, and shall be increased to the amount of $10,302.00 commencing January 1, 2026.

(b) The annual salary for the mayor shall be in the amount of $13,369.00 commencing January 1, 2025, and shall be increased to the amount of $13,736.00 commencing January 1, 2026.

(c) The salaries established shall be paid on a biweekly basis.

(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, 2025, until changed as provided by state law.

(Code 1986, § 100:45; Ord. No. 816, 10-18-2004; Ord. No. 959, 8-5-2014; Ord. No. 984, 9-20-2016; Ord. No. 997, 5-1-2018; Ord. No. 1014, 7-21-2020; Ord. No. 1040, 7-12-2022; Ord. No. 1062, 7-9-2024; Ord. No. 1081, § 2, 9-9-2025)

State law reference(s)-Authority to fix salary of council, Minn. Stat. § 415.11.

State law reference(s)-Authority to fix salary of council, Minn. Stat. § 415.11.

The following state law requires that there shall be no change in wages until after the next succeeding municipal election:

415.11 SECOND TO FOURTH CLASS CITIES; GOVERNING BODY SALARIES.

Subdivision 1. *Set by ordinance.* Notwithstanding the provisions of any general or special law, charter, or ordinance, the governing body of any statutory or home rule charter city of the second, third or fourth class may by ordinance fix their own salaries as members of such governing body, and the salary of the chief elected executive officer of such city, in such amount as they deem reasonable.

Subd. 2. *After next election.* No change in salary shall take effect until after the next succeeding municipal election.

Subd. 3. *Temporary reductions.* Notwithstanding subdivision 2 or a charter provision to the contrary, the governing body may enact an ordinance to take effect before the next succeeding municipal election that reduces the salaries of the members of the governing body. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the salary of the members reverts to the salary in effect immediately before the ordinance was enacted.

Attached is the Council background information from the last ordinance that was adopted.

City Administrator Martig is suggesting following city employee's general adjustment to base pay plan from the last two years of 2025 and 2026 for the Mayor and Council's 2027 and 2028 compensation increase. This has been the practice employed by the City Council since 2017.

	Current 2026	*Proposed 2027*	*Proposed 2028*
Mayor	$13,736.00	$14,285.00	$14,714.00
Council	$10,302.00	$10,714.00	$11,035.00

Below are some comparable cities current (2026) compensation for reference:

City	*Mayor*	*Council*
Columbia Heights	$15,000.00	$10,800.00
Crystal	$12,172.56	$9,364.20
Elk River	$10,000.00	$7,000.00
Faribault	$13,500.00	$9,800.00
Forest Lake	$6,500.00	$5,500.00
Hastings	$10,200.00	$7,700.00
New Brighton	$8,600.00	$7,000.00
New Hope	$16,016.00	$11,695.32
Owatonna	$14,400.00	$12,000.00
South St. Paul	$12,300.00	$8,700.00
Stillwater	$9,000.00	$7,200.00
West St. Paul	$14,500.00	$12,500.00
White Bear Lake	$9,600.00	$7,500.00
Northfield	$13,736.00	$10,302.00
Median	$12,236.28	$9,032.10

In order to implement a change to be effective for anytime between 2027 and 2028, the Council would need to initiate a first reading on or before September 2026. The tentative timeline is summarized below.

Alternative Options:
None recommended based on prior reading.

Financial Impacts:
The increase each year is proposed at 4.00% for 2027 and 3.00% for 2028 for the Mayor and City Council.

The proposed 2027 budget impact for the Mayor and Council would be an additional expense of $3,021 over 2026. The proposed 2028 budget impact for the Mayor and Council would be an additional expense of $2,355 over 2027.

Tentative Timelines:

✓	May 19, 2026	First Reading of Ordinance
	June 2, 2026	Second Reading of Ordinance
	June 10, 2026	Publication
	July 10, 2026	Ordinance Effective 30 days following publication
	November 3, 2026	Election Day (Salary change not effective until after the election)

January 1, 2027	Salary change effective date per language in ordinance

ORDINANCE NO. ~~XXXX~~1093

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA AMENDING SECTION ~~2-26~~ 2-66 OF CITY CODE RELATING TO COUNCIL COMPENSATION

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT NORTHFIELD CODE SEC. ~~2-26~~ 2-66 IS HEREBY AMENDED AS FOLLOWS: (new material is underlined; deleted material is lined out)**:**

Sec. ~~2-26~~2-66. Compensation.

(a) The annual salary for the elected members of the city council shall be in the amount of ~~$10,027~~ $10,714 commencing January 1, 202~~5~~7, and shall be increased to the amount of ~~$10,302~~ $11,035 commencing January 1, 202~~6~~8.

(b) The annual salary for the mayor shall be in the amount of ~~$13,369~~ $14,285 commencing January 1, 202~~5~~7, and shall be increased to the amount of ~~$13,736~~ $14,714 commencing January 1, 202~~6~~8.

(c) The salaries established shall be paid on a biweekly basis.

(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, 202~~5~~7, until changed as provided by state law.

Passed by the City Council of the City of Northfield, Minnesota, this 2nd day of June, 2026.

ATTEST:

City Clerk

Mayor

First Reading: 05/19/2026
Second Reading: 06/02/2026
Published: 06/10/2026

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ PETERSON WHITE ___ SOKUP

File #: Ord. 1062, Version: 1

City Council Meeting Date: July 9, 2024

To: Mayor and City Council

From: Ben Martig, City Administrator

Consideration of Second Reading of Ordinance No. 1062 Amending Section 2-26 of City Code Relating to 2025 and 2026 Mayor and City Council Compensation.

Action Requested:
The Northfield City Council considers the second reading of Ordinance No. 1062 - Amending Section 2-26 of the City Code Relating to Council Compensation. The first reading of this ordinance occurred at the June 18, 2024 Council Meeting. This ordinance would increase the Mayor and City Council salaries by 2.75% commencing January 1, 2025 and another increase of 2.75% commencing January 1, 2026.

Summary Report:
The City Council approved the first reading of Ordinance No. 1062 - Amending Section 2-26 of the City Code Relating to Council Compensation (attachment 1) at their June 18, 2024 meeting setting Council compensation for 2025 and 2026. Ordinance No. 1040 - Amending Section 2-26 of the City Code Relating to Council Compensation was approved on July 12, 2022 setting Council Compensation for 2023 and 2024 is also attached (attachment 2). The following section of the City Code has set the current compensation of the Mayor and City Council:

Article II. City Council Division 1. - Generally

Sec. 2-26. - Compensation.

(a) The annual salary for the elected members of the city council shall be in the amount of $9,498.00 commencing January 1, 2023, and shall be increased to the amount of $9,759.00 commencing January 1, 2024.

(b) The annual salary for the mayor shall be in the amount of $12,664.00 commencing January 1, 2023, and shall be increased to the amount of $13,012.00 commencing January 1, 2024.

(c) The salaries established shall be paid on a biweekly basis.

(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, 2023, until changed as provided by state law.

(Code 1986, § 100:45; Ord. No. 816, 10-18-2004; Ord. No. 959, 8-5-2014; Ord. No. 984, 9-20-2016; Ord. No. 997, 5-1-2018; Ord. No. 1014 <https://library.municode.com/mn/northfield/ordinances/code_of_ordinances?nodeId=1056255>, 7-21-

2020; Ord. No. 1040 <https://library.municode.com/mn/northfield/ordinances/code_of_ordinances?nodeId=1162416>, 7-12-2022)

State law reference(s)-Authority to fix salary of council, Minn. Stat. § 415.11.

The following state law requires that there shall be no change in wages until after the next succeeding municipal election:

415.11 SECOND TO FOURTH CLASS CITIES; GOVERNING BODY SALARIES.

Subdivision 1.**Set by ordinance.** Notwithstanding the provisions of any general or special law, charter, or ordinance, the governing body of any statutory or home rule charter city of the second, third or fourth class may by ordinance fix their own salaries as members of such governing body, and the salary of the chief elected executive officer of such city, in such amount as they deem reasonable.

Subd. 2.**After next election.** No change in salary shall take effect until after the next succeeding municipal election.

Subd. 3.**Temporary reductions.** Notwithstanding subdivision 2 or a charter provision to the contrary, the governing body may enact an ordinance to take effect before the next succeeding municipal election that reduces the salaries of the members of the governing body. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the salary of the members reverts to the salary in effect immediately before the ordinance was enacted.

Attached is the Council background information from the last ordinance that was adopted.

City Administrator Martig is suggesting following city employee's general adjustment to base pay plan from the last two years of 2023 and 2024 for the Mayor and Council's 2025 and 2026 compensation increase. This has been the practice employed by the City Council since 2017.

	Current 2024	Proposed 2025	Proposed 2026
Mayor	$13,012.00	$13,369.00	$13,736.00
Council	$9,759.00	$10,027.00	$10,302.00

Below are some comparable cities current (2024) compensation for reference:

City	*Mayor*	*Council*
Columbia Heights	$13,800.00	$7,800.00
Crystal	$11,864.16	$9,126.96
Elk River	$10,000.00	$7,000.00
Faribault	$13,500.00	$9,800.00
Forest Lake	$6,500.00	$5,500.00
Hastings	$10,200.00	$7,700.00
New Brighton	$8,600.00	$7,000.00
New Hope	$15,100.00	$11,028.00

Owatonna	$14,400.00	$12,000.00	
South St. Paul	$12,300.00	$8,700.00	
Stillwater	No Response by packet deadline		
West St. Paul	$14,400.00	$12,500.00	**proposed for 2025*
White Bear Lake	$9,600.00	$7,500.00	
Northfield	$13,012.00	$9,759.00	
Median	$11,644.32	$8,716.46	

In order to implement a change to be effective for anytime between 2025 and 2026, the Council would need to initiate a first reading on or before September 2024. The tentative timeline is summarized below.

Alternative Options:

A. Remove from the consent agenda and during the regular meeting postpone to the July 16th worksession. This would provide for additional discussion and still allow an ordinance to be initiated in August which would be before the State deadline. The following options could occur as discussion at the worksession:
    1. Take no action. The City Council would not need to take any action. In this case, the compensation would remain at the current levels at least through the end of 2026.
    2. Propose other increase or decrease from the recommended level.
    3. Discuss possible alternate process to review and recommend to the City Council.

Financial Impacts:

The increase each year is proposed at 2.75% for 2025 and 2.75% for 2026 for the Mayor and City Council.

The proposed 2025 budget impact for the Mayor and Council would be an additional expense of $1,965 over 2024. The proposed 2026 budget impact for the Mayor and Council would be an additional expense of $2,017 over 2025.

Tentative Timelines:

✓	June 18, 2024	First Reading of Ordinance
	July 9, 2024	Second Reading of Ordinance
	July 17, 2024	Publication
	August 16, 2024	Ordinance Effective 30 days following publication
	November 5, 2024	Election Day (Salary change not effective until after the election)
	January 1, 2025	Salary change effective date per language in ordinance

ORDINANCE NO. 1062

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA AMENDING SECTION 2-26 OF CITY CODE RELATING TO COUNCIL COMPENSATION

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT NORTHFIELD CODE SEC. 2-26 IS HEREBY AMENDED AS FOLLOWS: (new material is underlined; deleted material is lined out)**:**

Sec. 2-26. Compensation.

(a) The annual salary for the elected members of the city council shall be in the amount of $10,027 commencing January 1, 2025, and shall be increased to the amount of $10,302 commencing January 1, 2026.

(b) The annual salary for the mayor shall be in the amount of $13,369 commencing January 1, 2025, and shall be increased to the amount of $13,736 commencing January 1, 2026.

(c) The salaries established shall be paid on a biweekly basis.

(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, 2025, until changed as provided by state law.

Passed by the City Council of the City of Northfield, Minnesota, this 9th day of July, 2024.

ATTEST:

City Clerk

Mayor

First Reading: 06/18/2024
Second Reading: 07/09/2024
Published: 07/17/2024

VOTE: Y POWNELL Y HOLMES N NESS Y PETERSON WHITE

Y REISTER Y SOKUP Y ZUCCOLOTTO

Legislation Text

File #: Ord. 1040, Version: 1

City Council Meeting Date: June 21, 2022

To: Mayor and City Council

From: Ben Martig, City Administrator

Consideration of First Reading of Ordinance No. 1040 Amending Section 2-26 of City Code Relating to 2023 and 2024 Mayor and City Council Compensation.

Action Requested:
The Northfield City Council considers the first reading of the Ordinance No. 1040 - Amending Section 2-26 of the City Code Relating to Council Compensation. This ordinance would increase the Mayor and City Council salaries by 3.0% commencing January 1, 2023 and another increase of 2.75% commencing January 1, 2024.

Summary Report:
The City Council approved Ordinance No. 1014 - Amending Section 2-26 of the City Code Relating to Council Compensation (attachment 2) in July 2020 setting Council compensation for 2021 and 2022. The following section of the City Code has set the current compensation of the Mayor and City Council:

Article II. City Council Division 1. - Generally

Sec. 2-26. - Compensation.

(a) The annual salary for the elected members of the city council shall be in the amount of $8,995.69 commencing January 1, 2021, and shall be increased to the amount of $9,220.58 commencing January 1, 2022.

(b) The annual salary for the mayor shall be in the amount of $11,994.98 commencing January 1, 2021, and shall be increased to the amount of $12,294.86 commencing January 1, 2022.

(c) The salaries established shall be paid on a biweekly basis.

(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, 2021, until changed as provided by state law.

(Code 1986, § 100:45; Ord. No. 816, 10-18-2004; Ord. No. 959, 8-5-2014; Ord. No. 984, 9-20-2016; Ord. No. 997, 5-1-2018; Ord. No. 1014 , 7-21-2020)

State law reference(s)-Authority to fix salary of council, Minn. Stat. § 415.11.

The following state law requires that there shall be no change in wages until after the next succeeding municipal election:

415.11 SECOND TO FOURTH CLASS CITIES; GOVERNING BODY SALARIES.

Subdivision 1.**Set by ordinance.** Notwithstanding the provisions of any general or special law, charter, or ordinance, the governing body of any statutory or home rule charter city of the second, third or fourth class may by ordinance fix their own salaries as members of such governing body, and the salary of the chief elected executive officer of such city, in such amount as they deem reasonable.

Subd. 2.**After next election.** No change in salary shall take effect until after the next succeeding municipal election.

Subd. 3.**Temporary reductions.** Notwithstanding subdivision 2 or a charter provision to the contrary, the governing body may enact an ordinance to take effect before the next succeeding municipal election that reduces the salaries of the members of the governing body. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the salary of the members reverts to the salary in effect immediately before the ordinance was enacted.

Attached is the Council background information from the last ordinance that was adopted.

City Administrator Martig is suggesting following city employees general adjustment to base pay plan from the last two years of 2021 and 2022 for the Mayor and Council's 2023 and 2024 compensation increase. This has been the practice employed for the last two times the council adjusted payments.

	Current	Proposed 2023	Proposed 2024
Mayor	$12,294.86	$12,664.00	$13,012.00
Council	$9,220.58	$9,498.00	$9,759.00

Below are some comparable cities current (2022) compensation for reference:

City	Mayor	Council
Owatonna	$10,800.00	$8,400.00
White Bear Lake	9,600.00	7,500.00
Elk River	10,000.00	7,000.00
Faribault	10,880.00	8,420.00
Crystal	11,015.88	8,474.40
Hastings	9,400.00	7,200.00
New Brighton	8,600.00	7,000.00
New Hope	14,233.00	10,395.00
Forest Lake	No Response by packet deadline	
West St. Paul	No Response by packet deadline	
Columbia Heights	13,800.00	7,800.00

Stillwater	9,600.00	7,200.00
Northfield	12,294.86	9,220.58
Median	$10,800.00	$7,800.00

In order to implement a change to be effective for anytime between 2023 and 2024, the Council would need to initiate a first reading on or before September 2022. The tentative timeline is summarized below.

Alternative Options:
A. Take no action. The City Council would not need to take any action. In this case, the compensation would remain at the current levels at least through the end of 2024.
B. Propose other increase or decrease from the recommended level.
C. Discuss possible alternate process to review and recommend to the City Council.

Financial Impacts:
The increase each year is proposed at 3.00% for 2023 and 2.75% for 2024 for the Mayor and City Council.

The proposed 2023 budget impact for the Mayor and Council would be an additional expense of $2,031 over 2022. The proposed 2024 budget impact for the Mayor and Council would be an additional expense of $1,914 over 2023.

Tentative Timelines:

June 21, 2022	First Reading of Ordinance
July 12, 2022	Second Reading of Ordinance
July 20, 2022	Publication
August 20, 2022	Ordinance Effective 30 days following publication
November 8, 2022	Election Day (Salary change not effective until after the election)
January 1, 2023	Salary change effective date per language in ordinance

File #: Ord. 1040, Version: 1

City Council Meeting Date: July 12, 2022

To: Mayor and City Council

From: Ben Martig, City Administrator

Consideration of Second Reading of Ordinance No. 1040 Amending Section 2-26 of City Code Relating to 2023 and 2024 Mayor and City Council Compensation.

Action Requested:
The Northfield City Council considers the second reading of the Ordinance No. 1040 - Amending Section 2-26 of the City Code Relating to Council Compensation. This ordinance would increase the Mayor and City Council salaries by 3.0% commencing January 1, 2023 and another increase of 2.75% commencing January 1, 2024.

Summary Report:
The City Council approved the first reading of Ordinance No. 1040 at their June 21, 2022 Council Meeting. The City Council approved Ordinance No. 1014 - Amending Section 2-26 of the City Code Relating to Council Compensation (attachment 2) in July 2020 setting Council compensation for 2021 and 2022. The following section of the City Code has set the current compensation of the Mayor and City Council:

Article II. City Council Division 1. - Generally

Sec. 2-26. - Compensation.

(a) The annual salary for the elected members of the city council shall be in the amount of $8,995.69 commencing January 1, 2021, and shall be increased to the amount of $9,220.58 commencing January 1, 2022.

(b) The annual salary for the mayor shall be in the amount of $11,994.98 commencing January 1, 2021, and shall be increased to the amount of $12,294.86 commencing January 1, 2022.

(c) The salaries established shall be paid on a biweekly basis.

(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, 2021, until changed as provided by state law.

(Code 1986, § 100:45; Ord. No. 816, 10-18-2004; Ord. No. 959, 8-5-2014; Ord. No. 984, 9-20-2016; Ord. No. 997, 5-1-2018; Ord. No. 1014 , 7-21-2020)

State law reference(s)-Authority to fix salary of council, Minn. Stat. § 415.11.

The following state law requires that there shall be no change in wages until after the next succeeding municipal election:

415.11 SECOND TO FOURTH CLASS CITIES; GOVERNING BODY SALARIES.

Subdivision 1.**Set by ordinance.** Notwithstanding the provisions of any general or special law, charter, or ordinance, the governing body of any statutory or home rule charter city of the second, third or fourth class may by ordinance fix their own salaries as members of such governing body, and the salary of the chief elected executive officer of such city, in such amount as they deem reasonable.

Subd. 2.**After next election.** No change in salary shall take effect until after the next succeeding municipal election.

Subd. 3.**Temporary reductions.** Notwithstanding subdivision 2 or a charter provision to the contrary, the governing body may enact an ordinance to take effect before the next succeeding municipal election that reduces the salaries of the members of the governing body. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the salary of the members reverts to the salary in effect immediately before the ordinance was enacted.

Attached is the Council background information from the last ordinance that was adopted.

City Administrator Martig is suggesting following city employees general adjustment to base pay plan from the last two years of 2021 and 2022 for the Mayor and Council's 2023 and 2024 compensation increase. This has been the practice employed for the last two times the council adjusted payments.

	Current	Proposed 2023	Proposed 2024
Mayor	$12,294.86	$12,664.00	$13,012.00
Council	$9,220.58	$9,498.00	$9,759.00

Below are some comparable cities current (2022) compensation for reference:

City	Mayor	Council
Owatonna	$10,800.00	$8,400.00
White Bear Lake	9,600.00	7,500.00
Elk River	10,000.00	7,000.00
Faribault	10,880.00	8,420.00
Crystal	11,015.88	8,474.40
Hastings	9,400.00	7,200.00
New Brighton	8,600.00	7,000.00
New Hope	14,233.00	10,395.00
Forest Lake	No Response by packet deadline	

West St. Paul	No Response by packet deadline	
Columbia Heights	13,800.00	7,800.00
Stillwater	9,600.00	7,200.00
Northfield	12,294.86	9,220.58
Median	$10,800.00	$7,800.00

In order to implement a change to be effective for anytime between 2023 and 2024, the Council would need to initiate a first reading on or before September 2022. The tentative timeline is summarized below.

Alternative Options:
A. Take no action. The City Council would not need to take any action. In this case, the compensation would remain at the current levels at least through the end of 2024.
B. Propose other increase or decrease from the recommended level.
C. Discuss possible alternate process to review and recommend to the City Council.

Financial Impacts:
The increase each year is proposed at 3.00% for 2023 and 2.75% for 2024 for the Mayor and City Council.

The proposed 2023 budget impact for the Mayor and Council would be an additional expense of $2,031 over 2022. The proposed 2024 budget impact for the Mayor and Council would be an additional expense of $1,914 over 2023.

Tentative Timelines:

✓	June 21, 2022	First Reading of Ordinance
✓	July 12, 2022	Second Reading of Ordinance
	July 20, 2022	Publication
	August 20, 2022	Ordinance Effective 30 days following publication
	November 8, 2022	Election Day (Salary change not effective until after the election)
	January 1, 2023	Salary change effective date per language in ordinance

ORDINANCE NO. 1040

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA AMENDING SECTION 2-26 OF CITY CODE RELATING TO COUNCIL COMPENSATION

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT NORTHFIELD CODE SEC. 2-26 IS HEREBY AMENDED AS FOLLOWS:

Sec. 2-26. Compensation.

(a) The annual salary for the elected members of the city council shall be in the amount of $9,498 commencing January 1, 2023, and shall be increased to the amount of $9,759 commencing January 1, 2024.

(b) The annual salary for the mayor shall be in the amount of $12,664 commencing January 1, 2023, and shall be increased to the amount of $13,012 commencing January 1, 2024.

(c) The salaries established shall be paid on a biweekly basis.

(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, 2023, until changed as provided by state law.

Passed by the City Council of the City of Northfield, Minnesota, this 12th day of July, 2022.

ATTEST:

City Clerk

Mayor

First Reading: 06/21/2022
Second Reading: 07/12/2022
Published: 07/20/2022

VOTE: Y POWNELL Y GRABAU Y NESS
absent PETERSON WHITE Y REISTER Y ZUCCOLOTTO

ORDINANCE NO. 1040

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA AMENDING SECTION 2-26 OF CITY CODE RELATING TO COUNCIL COMPENSATION

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT NORTHFIELD CODE SEC. 2-26 IS HEREBY AMENDED AS FOLLOWS: (new material is underlined; deleted material is lined out)**:**

Sec. 2-26. Compensation.

(a) The annual salary for the elected members of the city council shall be in the amount of ~~$8,995.69~~ $9,498 commencing January 1, 202~~1~~3, and shall be increased to the amount of ~~$9,220.58~~ $9,759 commencing January 1, 202~~2~~4.

(b) The annual salary for the mayor shall be in the amount of ~~$11,994.98~~ $12,664 commencing January 1, 202~~1~~3, and shall be increased to the amount of ~~$12,294.86~~ $13,012 commencing January 1, 202~~2~~4.

(c) The salaries established shall be paid on a biweekly basis.

(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, 202~~1~~3, until changed as provided by state law.

Passed by the City Council of the City of Northfield, Minnesota, this 12th day of July, 2022.

ATTEST:

Lynette R Peters
City Clerk

Rhonda Pownell
Mayor

First Reading: 06/21/2022
Second Reading: 07/12/2022
Published: 07/20/2022

VOTE: Y POWNELL Y GRABAU ~~NAKASIAN~~ Y NESS
absent PETERSON WHITE Y REISTER Y ZUCCOLOTTO

ORDINANCE NO. 1014

AN ORDINANCE AMENDING SECTION 2-26 OF CITY CODE RELATING TO COUNCIL COMPENSATION

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT NORTHFIELD CODE SEC. 2-26 IS HEREBY AMENDED AS FOLLOWS: (new material is underlined; deleted material is lined out):

Sec. 2-26. Compensation.

(a) The annual salary for the elected members of the city council shall be in the amount of ~~$8,604.20~~$8,995.69 commencing January 1, ~~2019~~2021, and shall be increased to the amount of ~~$8,776.28~~$9,220.58 commencing January 1, ~~2020~~2022.

(b) The annual salary for the mayor shall be in the amount of ~~$11,472.96~~$11,994.98 commencing January 1, ~~2019~~2021, and shall be increased to the amount of ~~$11,702.42~~ $12,294.86 commencing January 1, ~~2020~~2022.

(c) The salaries established shall be paid on a biweekly basis.

(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, ~~2019~~2021, until changed as provided by state law.

Passed by the City Council of the City of Northfield, Minnesota, this 21st day of July, 2020.

ATTEST:

Deb A Little
City Clerk

Rhonda Pownell
Mayor

First Reading: 07/07/2020
Second Reading: 07/21/2020
Published: 07/29/2020

VOTE: Y POWNELL N DELONG Y GRABAU Y NAKASIAN
Y NESS Y PETERSON WHITE Y ZWEIFEL

File #: Ord. 1014, Version: 1

City Council Meeting Date: July 21, 2020

To: Mayor and City Council

From: Ben Martig, City Administrator

Consideration of Ordinance Amending Section 2-26 of City Code Relating to 2021 and 2022 Mayor and City Council Compensation.

Action Requested:
The Northfield City Council considers the second reading of the attached Ordinance - Amending Section 2-26 of the City Code Relating to Council Compensation. This ordinance would increase the Mayor and City Council salaries by 2.5% commencing January 1, 2021 and another increase of 2.5% commencing January 1, 2022.

Summary Report:
The City Council approved Ordinance No. 997 - Amending Section 2-26 of the City Code Relating to Council Compensation (attachment 2) in May 2018 setting Council compensation for 2019 and 2020. The following section of the City Code has set the current compensation of the Mayor and City Council:

Article II. City Council Division 1. - Generally

Sec. 2-26. - Compensation.

Sec. 2-26. - Compensation.

(a) The annual salary for the elected members of the city council shall be in the amount of $8,604.20 commencing January 1, 2019, and shall be increased to the amount of $8,776.28 commencing January 1, 2020.
(b) The annual salary for the mayor shall be in the amount of $11,472.96 commencing January 1, 2019, and shall be increased to the amount of $11,702.42 commencing January 1, 2020.
(c) The salaries established shall be paid on a biweekly basis.
(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, 2019, until changed as provided by state law.

(Code 1986, § 100:45; Ord. No. 816, 10-18-2004; Ord. No. 959, 8-5-2014; Ord. No. 984, 9-20-2016; Ord. No. 997, 5-1-2018)

State Law reference- Authority to fix salary of council, Minn. Stat. § 415.11.

The following state law requires that there shall be no change in wages until after the next succeeding municipal election:

415.11 SECOND TO FOURTH CLASS CITIES; GOVERNING BODY SALARIES.

Subdivision 1.Set by ordinance.

Notwithstanding the provisions of any general or special law, charter, or ordinance, the governing body of any statutory or home rule charter city of the second, third or fourth class may by ordinance fix their own salaries as members of such governing body, and the salary of the chief elected executive officer of such city, in such amount as they deem reasonable.

Subd. 2.After next election.

No change in salary shall take effect until after the next succeeding municipal election.

Subd. 3.Temporary reductions.

Notwithstanding subdivision 2 or a charter provision to the contrary, the governing body may enact an ordinance to take effect before the next succeeding municipal election that reduces the salaries of the members of the governing body. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the salary of the members reverts to the salary in effect immediately before the ordinance was enacted.

Attached is the Council background information from the last ordinance that was adopted.

City Administrator Martig is suggesting following city employees general adjustment to base pay plan from the last two years of 2019 and 2020 for the Mayor and Council's 2021 and 2022 compensation increase. This was a similar practice for 2017 and 2018 and 2019 and 2020 that was previously implemented. For 2021 and 2022, this would be an increase of 2.5% per year.

	Current	Proposed 2021	Proposed 2022
Mayor	$11,702.42	$11,994.98	$12,294.86
Council	$8,776.28	$8,995.69	$9,220.58

Below are some comparable cities current (2020) compensation for reference:

City	Mayor	Council
Owatonna	$10,800.00	$8,400.00
White Bear Lake	9,600.00	7,500.00
Elk River	10,000.00	7,000.00
Faribault	10,880.00	8,420.00
Crystal	10,885.34	8,373.96
Hastings	9,600.00	7,200.00
New Brighton	8,600.00	7,000.00
New Hope	13,416.00	9,798.00
South St. Paul	12,300.00	8,700.00
Forest Lake	No Response by packet deadline	
West St. Paul	9,355.56	7,507.44

Columbia Heights	13,800.00	7,800.00
Stillwater	9,000.00	7,200.00
Northfield	11,702.42	8,776.28
Median	$10,800.00	$7,800.00

In order to implement a change to be effective for anytime between 2021 and 2022, the Council would need to initiate a first reading on or before September 2020. The tentative timeline is summarized below.

Alternative Options:
A. Take no action. The City Council would not need to take any action. In this case, the compensation would remain at the current levels at least through the end of 2022.
B. Propose other increase or decrease from the recommended level.
C. Discuss possible alternate process to review and recommend to the City Council.

Financial Impacts:
The increase each year is proposed at 2.5% for the Mayor and City Council.

The proposed 2021 budget impact for the Mayor and Council would be an additional expense of $1,609.00 over 2020. The proposed 2022 budget impact for the Mayor and Council would be an additional expense of $1,649.23 over 2021.

Tentative Timelines:

July 7, 2020	First Reading of Ordinance
July 21, 2020	Second Reading of Ordinance
July 29, 2020	Publication
August 28, 2020	Ordinance Effective 30 days following publication
November 3, 2020	Election Day (Salary change not effective until after the election)
January 1, 2021	Salary change effective date per language in ordinance

ORDINANCE NO. 997

AN ORDINANCE AMENDING SECTION 2-26 OF CITY CODE RELATING TO COUNCIL COMPENSATION

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT NORTHFIELD CODE SEC. 2-26 IS HEREBY AMENDED AS FOLLOWS: (new material is underlined; deleted material is lined out):

Sec. 2-26. Compensation.

(a) The annual salary for the elected members of the city council shall be in the amount of ~~$8,310.82~~ $8,604.20 commencing January 1, 201~~7~~9, and shall be increased to the amount of ~~$8,435.49~~ $8,776.28 commencing January 1, ~~2018~~2020.

(b) The annual salary for the mayor shall be in the amount of ~~$11,081.77~~ $11,472.96 commencing January 1, ~~2017~~2019, and shall be increased to the amount of ~~$11,248.00~~ $11,702.42 commencing January 1, 20~~18~~ 2020.

(c) The salaries established shall be paid on a biweekly basis.

(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, ~~2017~~2019, until changed as provided by state law.

Passed by the City Council of the City of Northfield, Minnesota, this 17th day of April, 2018.

ATTEST:

City Clerk

Mayor

First Reading: 04/17/2018
Second Reading: 5/1/2018
Published: 5/9/2018

VOTE: Y POWNELL N COLBY N DELONG Y NAKASIAN
N NESS Y PETERSON WHITE Y ZWEIFEL

File #: Ord. 997, Version: 1

City Council Meeting Date: May 1, 2018

To: Mayor and City Council

From: Ben Martig, City Administrator

Consideration of Ordinance Amending Section 2-26 of City Code Relating to 2019 and 2020 Mayor and City Council Compensation

Action Requested:
Staff recommends approval of the second reading of Ordinance No. 997 - Amending Section 2-26 of the City Code Relating to Council Compensation. This ordinance would increase the Mayor and City Council salaries by 2% commencing January 1, 2019 and another increase of 2% commencing January 1, 2020.

Summary Report:
The City Council approved the first reading of Ordinance No. 997 - Amending Section 2-26 of the City Code Relating to Council Compensation. City Council approved Ordinance No. 984 (copy attached) in September 2016 setting Council compensation for 2017 & 2018. The following section of the City Code has set the current compensation of the Mayor and City Council:

Article II. City Council Division 1. - Generally

Sec. 2-26. - Compensation.

(a) The annual salary for the elected members of the city council shall be in the amount of $8,310.82 commencing January 1, 2017, and shall be increased to the amount of $8,435.49 commencing January 1, 2018.

(b) The annual salary for the mayor shall be in the amount of $11,081.77 commencing January 1, 2017, and shall be increased to the amount of $11,248.00 commencing January 1, 2018.

(c) The salaries established shall be paid on a biweekly basis.

(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, 2017, until changed as provided by state law.

(Code 1986, § 100:45; Ord. No. 816, 10-18-2004; Ord. No. 959, 8-5-2014; Ord. No. 984, 9-20-2016)

State Law reference- Authority to fix salary of council, Minn. Stat. § 415.11.

The following state law requires that there shall be no change in wages until after the next succeeding municipal election:

415.11 SECOND TO FOURTH CLASS CITIES; GOVERNING BODY SALARIES.

Subdivision 1.Set by ordinance.

Notwithstanding the provisions of any general or special law, charter, or ordinance, the governing body of any statutory or home rule charter city of the second, third or fourth class may by ordinance fix their own salaries as members of such governing body, and the salary of the chief elected executive officer of such city, in such amount as they deem reasonable.

Subd. 2.After next election.

No change in salary shall take effect until after the next succeeding municipal election.

Subd. 3.Temporary reductions.

Notwithstanding subdivision 2 or a charter provision to the contrary, the governing body may enact an ordinance to take effect before the next succeeding municipal election that reduces the salaries of the members of the governing body. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the salary of the members reverts to the salary in effect immediately before the ordinance was enacted.

Attached is the Council background information from the last ordinance that was adopted.

City Administrator Martig is suggesting following city employees general adjustment to base pay plan from the last two years of 2017 and 2018 for the Mayor and Council's 2019 and 2020 compensation increase. This was a similar practice for 2017 and 2018 that was previously implemented. For 2019 and 2020, this would be an increase of 2% per year.

	Current	Proposed 2019	Proposed 2020
Mayor	$11,248.00	$11,472.96	$11,702.42
Council	$8,435.49	$8,604.20	$8,776.28

Below are some comparable cities current (2018) compensation for reference:

City	Mayor	Council
Owatonna	$10,200.00	$7,800.00
White Bear Lake	9,600.00	7,500.00
Elk River	10,000.00	7,500.00
Faribault	8,480.00	7,220.00
Crystal	10,619.84	8,169.72
Hastings	9,400.00	7,200.00
New Brighton	8,600.00	7,000.00
New Hope	12,646.00	9,236.00
South St. Paul	12,300.00	8,700.00
Forest Lake	6,500.00	5,500.00
West St. Paul	8,910.00	7,150.00
Columbia Heights	13,800.00	7,800.00

Stillwater	9,000.00	7,200.00
Northfield	11,248.00	8,435.49
Mean	10,093.13	7,600.80
Median	10,000.00	7,500.00

Proposed 2019 rates were available for 2 cities as follows:

Owatonna	$10,800.00	$8,400.00
Faribault	$10,880.00	$8,420.00

In order to implement a change to be effective for anytime between 2019 and 2020, the Council would need to initiate a first reading before September 2018. The tentative timeline is summarized below.

Alternative Options:

A. Take no action. The City Council would not need to take any action. In this case, the compensation would remain at the current levels at least through the end of 2020.
B. Propose other increase or decrease from the recommended level.
C. Discuss possible alternate process to review and recommend to the City Council.

Financial Impacts:

The increase each year is proposed at 2% for the Mayor and City Council.

The proposed 2019 budget impact for the Mayor and Council would be an additional expense of $1,237.22. The proposed 2020 budget impact for the Mayor and Council would be an additional expense of $1,261.96.

Tentative Timelines:

April 17, 2018	First Reading of Ordinance
May 1, 2018	Second Reading of Ordinance
May 9, 2018	Publication
June 9, 2018	Ordinance Effective 30 days following publication
November 6, 2018	Election Day (Salary change not effective until after the election)
January 1, 2019	Salary change effective date per language in ordinance

ORDINANCE NO. 1014

AN ORDINANCE AMENDING SECTION 2-26 OF CITY CODE RELATING TO COUNCIL COMPENSATION

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT NORTHFIELD CODE SEC. 2-26 IS HEREBY AMENDED AS FOLLOWS: (new material is underlined; deleted material is lined out):

Sec. 2-26. Compensation.

(a) The annual salary for the elected members of the city council shall be in the amount of ~~$8,604.20~~$8,995.69 commencing January 1, ~~2019~~2021, and shall be increased to the amount of ~~$8,776.28~~$9,220.58 commencing January 1, ~~2020~~2022.

(b) The annual salary for the mayor shall be in the amount of ~~$11,472.96~~$11,994.98 commencing January 1, ~~2019~~2021, and shall be increased to the amount of ~~$11,702.42~~$12,294.86 commencing January 1, ~~2020~~2022.

(c) The salaries established shall be paid on a biweekly basis.

(d) The salaries established by this section shall be effective as of the dates set forth above and shall continue in the amounts which will be effective January 1, ~~2019~~2021, until changed as provided by state law.

Passed by the City Council of the City of Northfield, Minnesota, this 21st day of July, 2020.

ATTEST:

Deb Little	Rhonda Pownell
City Clerk	Mayor

First Reading: 07/07/2020
Second Reading: 07/21/2020
Published: 07/29/2020

VOTE: Y POWNELL N DELONG Y GRABAU Y NAKASIAN Y NESS Y PETERSON WHITE Y ZWEIFEL

88744

AFFIDAVIT OF PUBLICATION

PUBLIC NOTICES

I do solemnly swear that the notice, as per the proof, was published in the regular and entire edition of the

Northfield News

with the known office of issue being located in the county of:

Rice

with additional circulation in the counties of:

Rice

and has full knowledge of the facts stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.

(B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 07/29/2020.

MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: Sarah Esc
Authorized Agent

By: Sarah Escamilla
Print Name

Subscribed and sworn to or affirmed before me on 8-4-20 by:

Notary Public

DIANNA L. SCHMIDT
Notary Public-Minnesota
My Commission Expires Jan 31, 2021

Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:

$23.25 per column inch

Open Rate

Ad ID 88744

[LEGAL.TEXT]

AFFIDAVIT OF PUBLICATION

PUBLIC NOTICES

I do solemnly swear that the notice, as per the proof, was published in the regular and entire edition of the

Northfield News

with the known office of issue being located in the county of:

Rice

with additional circulation in the counties of:

Rice

and has full knowledge of the facts stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.

(B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 07/20/2022.

MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: Andrea White
Authorized Agent

By: Andrea White
Print Name

Subscribed and sworn to or affirmed before me on 7/25/22 by:

Dianna L. Kallimanes-Schmidt
Notary Public

DIANNA L. KALLIMANES-SCHMIDT
Notary Public-Minnesota
My Commission Expires Jan 31, 2026

Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:

$18.00 per column inch

Open Rate

Ad ID 120810

SUMMARY PUBLICATION
OF CITY OF NORTHFIELD
ORDINANCE NO. 1040

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA AMENDING SECTION 2-26 OF CITY CODE RELATING TO COUNCIL COMPENSATION

Summary: Ordinance No. 1040 amends Section 2-26 of City Code relating to Council Compensation to include the annual salaries for elected Mayor and City Council for 2023 and 2024. The complete text of Ordinance No. 1040 may be obtained at no charge at City Hall (801 Washington Street, Northfield, MN 55057) or on the City's website at www.ci.northfield.mn.us.

120810 NN 7/20

File #: 24-448, **Version:** 1

City Council Meeting Date: July 9, 2024

To: Mayor and City Council

From: Ben Martig, City Administrator

Consideration of Summary Publication of Ordinance No. 1062 Amending Section 2-26 of City Code Relating to 2025 and 2026 Mayor and City Council Compensation.

Action Requested:
The Northfield City Council is asked to make a motion approving the summary publication of Ordinance No. 1062.

Summary Report:
The Northfield City Council has approved the first reading of Ordinance No. 1062 at their June 18, 2024 Council Meeting. The second reading is a separate item on the Consent Agenda.

Alternative Options:
The City Council could direct staff to publish the entire ordinance.

Financial Impacts:
The cost to publish the entire ordinance would be approximately four times more than the cost to publish the summary.

Tentative Timelines:

✓	June 18, 2024	First Reading of Ordinance
	July 9, 2024	Second Reading of Ordinance
	July 17, 2024	Publication
	August 16, 2024	Ordinance Effective 30 days following publication
	November 5, 2024	Election Day (Salary change not effective until after the election)
	January 1, 2025	Salary change effective date per language in ordinance

SUMMARY PUBLICATION OF CITY OF NORTHFIELD ORDINANCE NO. 1062

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA AMENDING SECTION 2-26 OF CITY CODE RELATING TO COUNCIL COMPENSATION

Summary: Ordinance No. 1062 amends Section 2-26 of City Code relating to Council Compensation to include the annual salaries for elected Mayor and City Council for 2025 and 2026.

The complete text of Ordinance No. 1062 may be obtained at no charge at City Hall (801 Washington Street, Northfield, MN 55057) or on the City's website at www.northfieldmn.gov.

MEMORANDUM

DATE: June 02, 2026

To: Honorable Mayor & City Council

CC: Dave Bennett, Director of Public Works/City Engineer; Jeff Schroepfer, Police Chief; Scott Wopata, Community Development Director; Lynette Peterson, City Clerk; Natalie Draper, Director of Library Services; Brenda Angelstad, Finance Director; Risi Karim, Assistant City Administrator; Chris Hood, City Attorney

From: Ben Martig, City Administrator

RE: "Supplemental Agenda Background Memo" for June 02, 2026 No. 1.

Summary Report:
The following is an update on agenda items as supplemental background agenda information made available for Tuesday June 02, 2026:

16. Ord. 1093 Consideration of Second Reading of Ordinance No. 1093 Amending Section 2-66 of City Code Relating to 2027 and 2028 Mayor and City Council Compensation

Councilor Dahlen indicated that he sent the following email to the City Council related to this agenda item.

From: Peter Dahlen
To: Lynette Peterson
Subject: Council Salaries for 2027 and 2028
Date: Saturday, May 30, 2026 9:23:42 AM

Warning: Unusual sender <pdahlen@laborarb.com>
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

[perhaps, this can be included in the packet. I am sending to all Council members using the BCC line.]

Dear Council,

Regarding the 2nd Reading of Council Salaries Ordinance on Tuesday night's agenda, please consider my. . .

MOTION TO AMEND Ordinance No. 1093

Move that council salaries remain the same for 2027 as in 2026.

OR

MOTION TO POSTPONE Ordinance No. 1093

Move that Ordinance No. 1093 be postponed until 2027 for further study leading to a later decision.

RATIONALE

The setting of salaries belongs solely to the Council. Setting of staff salaries belongs to the administrative team. This Ordinance was improvidently moved by staff before any budget scenario or budget impacts for 2027 were known by the Council.

The arguments for social equity and peer cities lack specifics and need more analysis.

The argument that this council's decision is being de-politicized was specious. All decisions by elected persons in a democracy are political, most notably the setting of council salaries. To depoliticize it would mean appointing an independent commission to study and recommend, with circumscribing the council's ability to either approve the recommendation or return for further study.

Thank you.

Peter Dahlen

Northfield MN

File #: 26-293, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator

Consideration of Summary Publication of Ordinance No. 1093 Amending Section 2-66 of City Code Relating to 2027 and 2028 Mayor and City Council Compensation.

Action Requested:
The Northfield City Council is asked to make a motion approving the summary publication of Ordinance No. 1093.

Summary Report:
The Northfield City Council has approved the first reading of Ordinance No. 1093 at their May 19, 2026 Council Meeting. The second reading is a separate item on the Consent Agenda.

Alternative Options:
The City Council could direct staff to publish the entire ordinance.

Financial Impacts:
The cost to publish the entire ordinance would be approximately four times more than the cost to publish the summary.

Tentative Timelines:

✓	May 16, 2026	First Reading of Ordinance
	June 2, 2026	Second Reading of Ordinance
	June 10, 2026	Publication
	July 10, 2026	Ordinance Effective 30 days following publication
	November 3, 2026	Election Day (Salary change not effective until after the election)
	January 1, 2027	Salary change effective date per language in ordinance

SUMMARY PUBLICATION OF CITY OF NORTHFIELD ORDINANCE NO. 1093

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA AMENDING SECTION 2-66 OF CITY CODE RELATING TO COUNCIL COMPENSATION

Summary: Ordinance No. 1093 amends Section 2-66 of City Code relating to Council Compensation to include the annual salaries for elected Mayor and City Council for 2027 and 2028.

The complete text of Ordinance No. 1093 may be obtained at no charge at City Hall (801 Washington Street, Northfield, MN 55057) or on the City's website at www.northfieldmn.gov.

File #: 26-294, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and Members of Council

From: Ben Martig, City Administrator

Discussion of naming of Cannon River Regional Park and Related Preliminary Application for Designation with the Greater Minnesota Regional Parks and Trails Commission.

Action Requested:
No action. Discussion only.

Summary Report:
Staff is proposing naming of the "Cannon River Regional Park" that would allow the parks along the Cannon River in Northfield and Dundas to be collectively recognized and promoted under a shared identity. The parks currently function as a connected recreational and natural corridor from the perspective of residents and visitors, even though they are planned, managed, and promoted separately by each city. This was a concept that was proposed following completion of the Riverfront Action Plan. A presentation, including a conceptual map of the potential corridor, is attached.

Potential benefits of exploring a shared regional park framework include improved regional branding and promotion, coordinated signage and wayfinding, enhanced communication of regional assets, and potential support for future grant opportunities through strengthened regional collaboration. Related to potential grants, staff is also recommending an initial application for designation under the Greater Minnesota Regional Parks and Trails Commission who annually distributes between $11-$14 million for projects that are in these designated parks. Staff from Greater Minnesota Parks and Trails has visited our proposed park area and believe this would be a strong application and encouraged an initial preliminary application review.

Northfield and Dundas have a history of collaboration on state-funded trail and park improvements, with the term "Cannon River Regional Park" previously referenced in grant application materials associated with the Cannon River Regional Trail segment. While the name was never formally adopted by name in either city, it reflected a similar corridor concept.

The broader corridor concept could also has relevant connections to significant regional assets such as the Mill Towns State Trail, Lake Byllesby Regional Park, Cowling Arboretum, and the historic downtown areas of Northfield and Dundas.

Exploration of a Cannon River Regional Park concept would not change ownership, governance, operational responsibilities, or regulatory authority over existing parks and facilities. Northfield and Dundas would continue to independently own and manage their respective parks and amenities. Similar collaborative regional park corridor models have been utilized in other communities.

Initial discussions have occurred with the Dundas Mayor and City Administrator regarding the concept and whether there may be mutual interest in further exploration.

Should the Council express interest in continuing to explore the concept, staff will continue discussions with Dundas and further review potential models, opportunities, and implementation considerations. We would have action on the naming of the park and initial grant come forward at the next regular meeting for Northfield City Council.

City Administrator Ben Martig will present on the concept and consultant Bruce Jacobsen will be available for questions regarding grant opportunities.

City Plans & Policies Relevance:

- Parks Master Plan
- Pedestrian, Bike, and Trail System Plan
- Riverfront Enhancement Action Plan
- Strategic Plan 2025-2028

Alternative Options:
None.

Financial Impacts:
Seeking initial review designation under the Greater Minnesota Parks and Trails would have some staff and consulting time needed. However, there are funds available in the park fund.

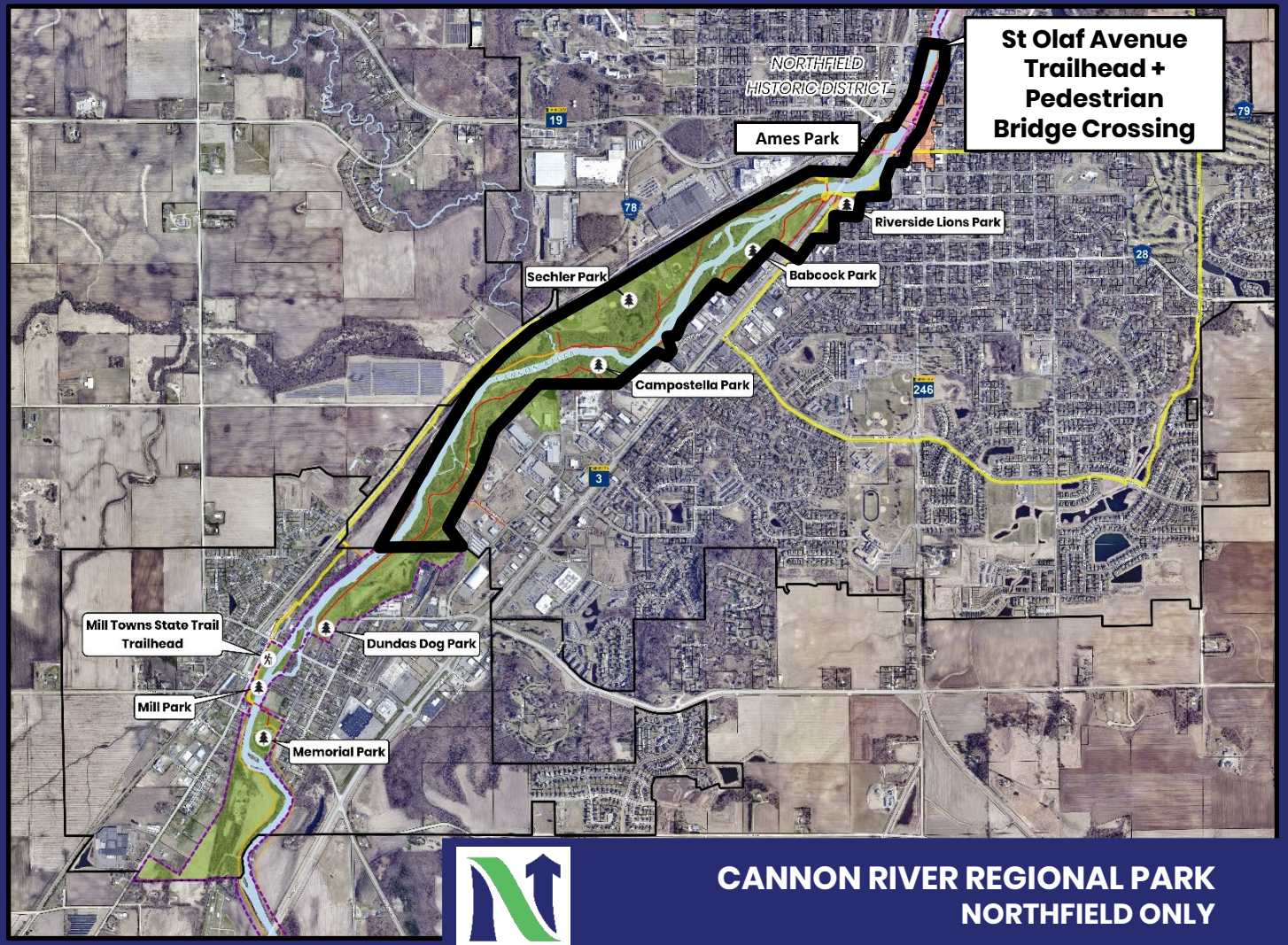
Tentative Timelines:
June 16 - Northfield Council consider resolution naming “Cannon River Regional Park”
June 16 - Northfield Council consider resolution seeking designation as a regional park with Greater Minnesota Parks and Trails
July - Dundas Council consider resolution naming “Cannon River Regional Park”
July - Dundas Council consider resolution seeking designation as a regional park with Greater Minnesota Parks and Trails

THE CITY OF
NORTHFIELD
MINNESOTA
ESTD 1855

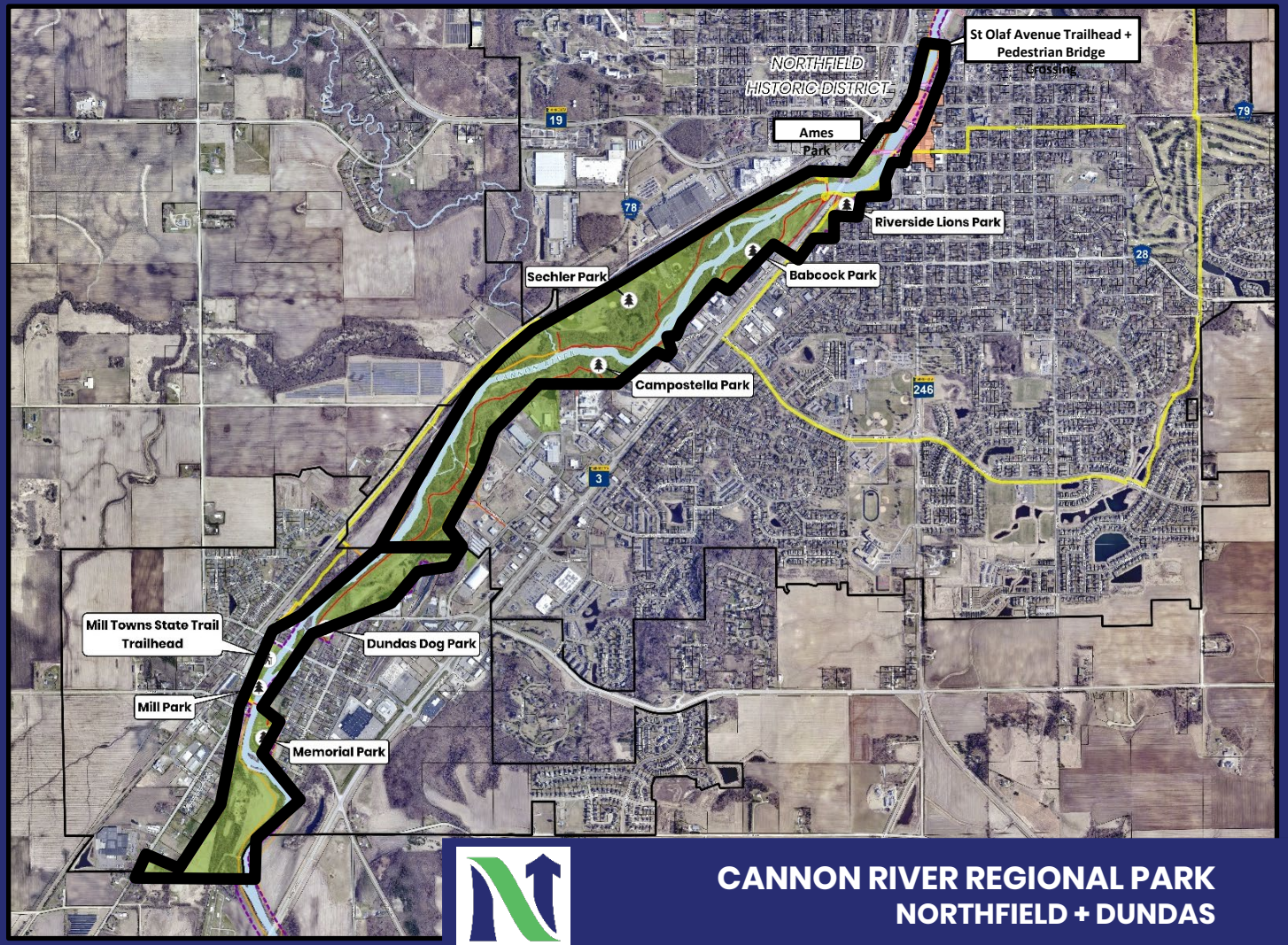
Cannon River Regional Park

June 2, 2026

City Council Meeting



CANNON RIVER REGIONAL PARK
NORTHFIELD ONLY



CANNON RIVER REGIONAL PARK
NORTHFIELD + DUNDAS

Cannon River Regional Park Benefits

- Collectively recognize the parks along the Cannon River under a shared identity
- Improved tourism recruitment & community development (quality of life) for Northfield, Dundas, rural residents
- Increased eligibility & success for future grants (Greater MN Parks & Trails, Federal & State Grants, State bonding, etc.)
- No change to ownership, governance, operational responsibilities, or regulatory authority over existing parks and facilities

Questions & Discussion

(no action this evening)

File #: 26-295, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk

Discussion Regarding Early Voting Administration Following Adoption of State Legislation

Action Requested:
The Northfield City Council will receive an update from the City Clerk regarding recently adopted state legislation related to early voting administration and discuss potential operational impacts and policy direction for the City of Northfield.

Summary Report:
The Governor approved legislation on May 18, 2026, that included various changes related to election administration, including modifications to absentee voting provisions and timelines, prohibitions on elected officials and candidates betting on elections, technical and clarifying changes, and appropriations.

The purpose of this discussion is to provide the City Council with information regarding a provision within the recently adopted election law that allows municipalities currently administering absentee voting to opt into an 18-day in-person early voting model rather than continuing the full 46-day in-person absentee voting period previously required under state law.

Under the legislation, voters would continue to have access to absentee voting by mail during the full 46-day absentee voting period. The change only affects administration of in-person voting. Municipalities electing to adopt the 18-day model must notify their county by the statutory deadline of June 12, 2026.

The legislation presents municipalities with an opportunity to re-evaluate staffing, facility use, and operational practices while continuing to maintain full voter access through absentee voting by mail. Staff is bringing this matter to the attention of the City Council due to the recent law changes. Staff is not recommending any changes at this time but wanted to provide the Council an opportunity for discussion and policy direction if desired. See the Alternative Options section below. Staff recommends Option 1 but would take direction from the Council on Option 2, which would require a motion. This is ultimately a policy consideration, and therefore staff is bringing this matter forward for Council awareness and discussion related to the law change.

The City of Northfield currently has a contract in place with Rice County to administer absentee/early voting as a satellite office for all Rice County voters for both the primary and general elections. The contract includes reimbursement of $22,000 to help offset staffing costs. Should the City change administration of absentee/early voting to the 18-day model, the agreement would need to be terminated.

Some policy considerations staff has identified for considerations to contemplate related to these two options include the following:

Potential Arguments Supporting a Change to 18-Day Early Voting

- Administrative efficiency and staffing
    - A shorter voting period can reduce staffing demands, overtime, temporary staffing, and election administration complexity.
    - Maintaining secure staffing coverage, ballot processing, public counter service, and election judge availability for 46 consecutive days can be operationally challenging for some cities and counties. For Northfield, the City Clerk and Deputy City Clerk are most impacted by added work focus on elections during this time versus other work duties.
- Cost considerations
    - Longer voting periods may increase personnel, facility, technology, security, and ballot administration costs. There has been a significant impact to early voting to the City of Northfield with added expense. However, the cost has been offset by the negotiated Rice County agreement for the City to provide absentee balloting for Rice County
    - If voter participation during the earliest portion of the 46-day period is relatively low, some may question whether the additional operational expense meaningfully improves voter participation. We are seeking to see if Rice County has data on early voting but we do not yet have that information.
- Alignment with when voters are most engaged
    - Research and election administration experience often show that the highest volume of early voting occurs in the final 1-2 weeks before Election Day.
    - Some voters prefer to wait until closer to Election Day due to campaign developments, debates, endorsements, or emerging issues.
- Voter confidence
    - Shorter early voting periods may reduce concerns about voters casting ballots before late campaign information becomes available.
- Election Day remains available
    - Minnesota already has comparatively high voter participation and broad voter access protections, including no-excuse absentee voting, Election Day registration, mail voting options in some jurisdictions, and substantial early voting opportunities even under an 18-day model.
    - Supporters may argue that 18 days still represents a significant and reasonable voting access period compared to many states.

Potential Arguments Opposing a Change (Supporting Retaining 46 Days)

- Maximizing voter access and flexibility
    - Longer voting windows provide greater flexibility for residents with varying work schedules, caregiving responsibilities, disabilities, transportation limitations, or unpredictable availability.
    - Extended voting periods may particularly benefit shift workers, students, military families, seasonal workers, and individuals with limited flexibility.
- Reducing barriers to participation
    - A longer period may reduce crowding, scheduling conflicts, and time pressures associated with voting.
    - Expanded access is often viewed as strengthening overall civic participation and public confidence in accessibility of elections.
- Consistency and voter familiarity
    - Residents have become accustomed to expanded early voting and absentee access in recent years.
    - Changing the timeline could create voter confusion or perceptions that access is being reduced, even if substantial voting opportunities remain.
- Equity considerations
    - Longer voting periods may disproportionately assist lower-income residents or those facing transportation, childcare, or work-hour constraints.
    - Some advocates argue that broad access periods help ensure participation opportunities are more equitable across demographic groups.
- Minnesota's strong voter participation culture
    - Minnesota consistently ranks among the highest voter turnout states nationally.
    - Some may argue that policies should continue emphasizing broad voter access and convenience as part of that civic culture.

<u>Considerations Related to "Reasonable Access"</u>

- An 18-day early voting period is still considered a substantial early voting window by national standards. Many states provide fewer than two weeks of in-person early voting, while some provide none.
- At the same time, there is not a universally agreed-upon "ideal" early voting length. Election administration organizations generally emphasize balancing:
    - voter convenience and accessibility;
    - administrative feasibility;

- cost effectiveness;
- security and operational integrity; and
- voter understanding.

- Minnesota's broader election framework is important context:
  - No-excuse absentee voting;
  - Election Day registration;
  - strong turnout history; and
  - relatively high public trust and participation rates compared to national averages.

  As a result, some may view 18 days as still providing robust voter access, while others may view any reduction from current practice as moving away from the state's tradition of maximizing participation opportunities.

Alternative Options:

Staff identified the following potential options for Council discussion regarding administration of absentee/early voting in Northfield. The policy question is less about whether residents would continue to have meaningful voting access under either option, and more about where the Council believes the appropriate balance should be between voter convenience and flexibility on one hand, and administrative efficiency, staffing, and cost considerations on the other. Both the 46-day and 18-day options remain legally authorized under Minnesota law and provide substantially more voting access than many jurisdictions nationally. Additionally, Northfield's partnership with Rice County to provide absentee voting services is a significant factor for consideration. The following are two options for Council consideration.

Option 1: Continue Current Rice County Satellite Agreement (46-Day Model)

Council Action: No action required as this is the current agreement in place.

Maintain the existing 46-day in-person absentee voting process under the agreement already executed with Rice County. This option preserves current operations and avoids changes to voter services or staffing models. It also provides consistency for voters who are accustomed to utilizing early voting services at Northfield City Hall throughout the full absentee voting period. In addition, voting services and schedules would remain aligned for both Northfield and Rice County voters, reducing potential confusion and maintaining continuity in voter expectations.

Staff recommends Option 1 for 2026 election dates staying with the previously negotiated Rice County Agreement with Northfield being open for Early/Absentee Voting for 46-days prior to the primary and general elections.

Option 2: Transition to 18-Day Early Voting and Terminate Existing Rice County Agreement

Council Action: Council motion to propose transition to 18-Day Early voting model and request Rice

County termination of agreement to provide early voting for Rice County voters.

Transition to the 18-day early voting model and administer voting services only for Northfield precincts rather than serving as a Rice County satellite office for all Rice County voters. This option would subsequently terminate the $22,000 agreement previously entered into with Rice County for absentee voting administration during the 46-day period prior to primary and general elections. The current agreement would require consent of Rice County to terminate the agreement for the 2026 election. This option may reduce staffing and operational obligations; however, the City would no longer receive the County reimbursement associated with serving as a Rice County satellite voting location. This change could also create some confusion for voters from townships or other Rice County jurisdictions who have historically utilized Northfield City Hall as an early voting location.

Staff is not recommending this option for 2026 due to prior commitments with Rice County and the close timing and proximity in timing to the upcoming election that we would be concerned with voter confusion on the changes.

There could be additional law changes in the next Legislative session so staff is not at this stage recommending a more long-term policy consideration for the 2028 elections. However, staff will continue to track elections laws in the upcoming session and provide earlier opportunity for discussion in the future for any election law changes.

Financial Impacts:
The City has an agreement with Rice County to receive $22,000 for administering absentee balloting services at Northfield City Hall, which also includes mileage reimbursement for election judges traveling to Faribault for required training. Reducing temporary election staff hours would reduce expenses for the City but due to the County contribution would be significantly offset resulting in minimal cost savings for the City.

Tentative Timelines:

- June 12: Final date to declare 18-day early voting period to County
- June 26: Absentee balloting begins at Northfield City Hall for Primary Election
- August 11: State Primary Election
- September 18: Absentee balloting begins at Northfield City Hall for General Election
- November 3: State General Election

File #: 26-296, **Version:** 1

City Council Meeting Date: June 2, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator

City Administrator's Update.

Summary Report:
Please see the following

- Upcoming Agenda Items List.

Alternative Options:
N/A

Financial Impacts:
N/A

Tentative Timelines:
N/A

City of Northfield

Upcoming Agenda Items

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

City Council

Tuesday, June 9, 2026

TMP 26-385 Presentation of the City of Northfield Annual Comprehensive Financial Report for the Year Ended December 31, 2025.

Drafter: Angelstad

Notes: #1 (30 min.); Abdo Presentation

TMP 26-386 Review and Discussion of 5-year Capital Improvement Plan (CIP).

Drafter: Angelstad/Bennett

Notes: #2 (60 in.)

TMP 26-387 Review and Discussion of 5-year Capital Equipment Plan (CEP).

Drafter: Angelstad/Bennett

Notes: #3 (30 min.)

Tuesday, June 16, 2026

TMP 26-388 Consideration of Acceptance of the City of Northfield Annual Comprehensive Financial Report for the Year Ended December 31, 2025.

Drafter: Angelstad

Notes: consent

TMP 26-282 Public Hearing Related to Charter Commission Proposed Ordinance Amending Section 4.1 of the Northfield City Charter.

Drafter: Martig

Notes: Public Hearing #1 (15 min.)

TMP 26-431 Consider Resolution Authorizing Application to the Regional Parks and Trail Commission for Designation of "Cannon River Regional Parks" as a Greater MN Regional Park.

Drafter: Martig

Notes: consent

TMP 26-483 Consideration of Summary Publication of Ordinance 1094 Related to the Vacation of the Drainage & Utility Easement within 2420 Bridgewater Ln.

Drafter: Schmidt

Notes: Consent

TMP 26-487 Consider Motion Authorizing Submittal of Application for the Building Resilient Infrastructure and Communities (BRIC) Grant and Flood Mitigation Assistance Grant for Downtown Flood Improvements.

Drafter: Bennett

Notes: consent

TMP 26-489 Consider Approving Disbursements totaling $

Drafter: Grant

Notes: consent

TMP 26-430 Consider Resolution Naming Cannon River Regional Park.

Drafter: Martig

Notes: consent

TMP 26-457 Consider Resolution Accepting Bids and Awarding Contract for Northwest Area Water Tower Site.

Drafter: Wagner

Notes: Consent

TMP 26-407 Consider Resolution Accepting Public Improvements and Approving Final Payment for the 2024 College Street and Water Street Areas Reconstruction Project (STRT2024-A77).

Drafter: Simonson

Notes: Consent

TMP 26-408 Consider Resolution Accepting Public Improvements and Approving Final Payment for the Jefferson Parkway West Mill and Overlay and Mill Towns State Trail Improvements Project (STRT2024-A78).

Drafter: Simonson

Notes: Consent

TMP 26-185 Consider Approval of Grant Contract Agreement with the State of Minnesota for Local Housing Trust Fund Grant (2025) in the Amount of $150,000.

Drafter: Hanson

Notes: consent

TMP 26-249 Consider Resolution Providing for the Issuance and Sale of General Obligation Street Reconstruction and Equipment Bonds, Series 2026A in

the Proposed Aggregate Principal Amount of $4,440,000.

Drafter: Bennett

Notes: Regular #1 (15 min.)

TMP 25-846 Consider Resolution approving Contract with the State of Minnesota for the Reconstruction of the Mill Towns State Trail in Sechler Park.

Drafter: Bennett

Notes: consent

TMP 26-003 First Reading of Ordinance to Amend Chapter 34: Land Development Code: Article 5. Subdivision of Land. 5.26 Parks, Trails and Open Space Dedication Related to Park & Trail Dedication Fees.

Drafter: Schmidt

Notes: Regular #3 (20 min.)

TMP 26-280 Consider Ordinance Amending Section 4.1 of the Northfield City Charter (First Reading).

Drafter: Martig

Notes: Immediately After Public Hearing #1 (5 min.)

TMP 26-482 Consider Second Reading of Ordinance 1094 Vacating a Drainage and Utility Easement within 2420 Bridgewater Ln.

Drafter: Schmidt

Notes: Consent agenda - Placeholder

TMP 26-484 Consider Resolution Approving Modification to Central Business District Short Term Parking and Handicap Accessible Parking.

Drafter: Bennett

Notes: Regular #2 (15 min.)

TMP 26-429 Presentation and Review of Cannon River Regional Park Designation.

Drafter: Martig

Notes: Regular #4 (30 min.)

TMP 26-151 Consider Approval of Safe Streets and Roads for All (SS4A) Planning Grant with FHWA.

Drafter: Bennett

Notes: Consent

TMP 26-319 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 26-139 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-955 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-894 Presentation from the Convention and Visitors Bureau.

Drafter: Martig

Notes: Presentation #1 (10 min.); confirmed 05/04/26

TMP 25-889 Northfield Historical Society Annual Presentation.

Drafter: Martig

Notes: Presentation #2 (10 min.); confirmed 05/01/26

TMP 25-753 Consider Approval of June 2, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-754 Consider Approval of June 9, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent

Tuesday, July 7, 2026

TMP 26-284 Consider Summary Publication of Ordinance No. XXXX Amending Section 4.1 of the Northfield City Charter.

Drafter: Peterson

Notes: Regular #__ (__min.)

TMP 26-006 Summary Publication Notice for the Text Amendment to Park Dedication Fees.

Drafter: Schmidt

Notes: consent

TMP 26-348 Consider Motion Approving Safe Streets 4 All (SS4A) Grant Agreement.

Drafter: Simonson

Notes: Regular #__ (20 mins.)

TMP 26-465 Consideration of Approval of Professional Services Contract with Engineering Firm for the Wastewater Treatment Plant Pretreatment, Primary and Generator Project.

TMP 26-472 Consideration of a Conditional Use Permit for Off-Street Parking at 212 Division St. S.

TMP 26-498 Approve the Northfield Fire Relief Association request for fire relief pension benefits

Drafter: Martig

Notes: consent

TMP 26-331 Consider Approval of Updated Economic Development Authority (EDA) Enabling Resolution.

Drafter: Martig

Notes: consent

TMP 26-281 Consider Ordinance Amending Section 4.1 of the Northfield City Charter (Second Reading).

Drafter: Martig

Notes: Regular #__ (5 min.)

TMP 26-005 Second Reading of Ordinance to Amend the Text Related to Park & Trail Dedication Fees.

Drafter: Schmidt

Notes: Consent

TMP 26-140 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-986 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 25-755 Consider Approval of June 16, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, July 14, 2026

TMP 26-290 Discussion on Organized Curbside Compost.

Drafter: Bennett

Notes: Work Session #1 (__ min.)

TMP 26-389 2027-2028 Budget Worksession.

TMP 26-173 Review of Proposed 2027-2028 HRA Budget and HRA Levy.

Drafter: Hanson

Notes: Regular #4 (45 min)

TMP 25-886 Review Fee Schedule Changes effective January 1, 2027.

Drafter: Peterson

Notes: #__ (20 min.)

Tuesday, July 21, 2026

TMP 25-887 Consider Approval of Temporary Liquor Licenses for the Defeat of Jesse James Days Committee.

Drafter: Peterson

Notes: consent

TMP 25-647 Consider approval of agreement with Post Consumer Brands. for Ames Mill Dam Ownership Transfer to the City of Northfield.

Drafter: Bennett

Notes: Regular #__ (15 min.)

TMP 26-413 Consider Approval of Agreement with MnDOT for Railroad Crossing Signal Improvement at Third Street, Second Street, and St. Olaf Avenue.

Drafter: david.bennett@ci.northfield.mn.us

TMP 26-477 Consider Resolution Providing for the Issuance and Sale of $_____General Obligation Street Reconstruction and Equipment Bonds, Series 2026A.

TMP 26-179 Consider Approval of Sale of Property at 1600 Riverview Ln by Northfield Hospital + Clinics.

Drafter: Bennett

Notes: #1 Immediately Following Public Hearing #1 (5 min.)

TMP 26-177 Public Hearing on Sale of Property in at 1600 Riverview Ln (Northfield Hospital + Clinics)

Drafter: Bennett

Notes: Public Hearing #1 (5 min.)

TMP 26-141 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-893 Age Friendly Northfield (AFN) Mid-Year Presentation.

Drafter: Martig

Notes: Presentation #__ (10 min.); confirmed 5/4/26

TMP 25-768 Consider Approval of July 7, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-769 Consider Approval of July 14, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent