



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, May 7, 2024

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA

CALL TO ORDER

Mayor Pownell called the meeting to order at 6:07 p.m.

Present: 7 - Council Member Brad Ness, Mayor Rhonda Pownell, Council Member Jami Reister, Council Member George Zuccolotto, Council Member Kathleen Holmes, Council Member Davin Sokup, and Council Member Jessica Peterson White

Also present: City Administrator Ben Martig, Police Chief Mark Elliott, Assistant to the City Administrator Risi Karim, Public Works Director/City Engineer David Bennett and City Clerk Lynette Peterson.

APPROVAL OF AGENDA

Mayor Pownell noted information in Supplemental Agenda Background Memo No. 1.

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

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

PRESENTATIONS

1. [24-300](#) Oath of Office Ceremony for Northfield Police Department Officers and Sergeants.

Police Chief Mark Elliott introduced Officers Leah Hedberg, Steven Fisher and Griffin Haas along with Sergeants David Jandro and Mark Kohn. City Clerk Lynette Peterson administered the Oath of Office to Officers Hedberg, Fisher and Haas and Sergeants Jandro and Kohn. The families of the officers and sergeants pinned their badges. The Council took a photo with them, welcomed and congratulated them.

2. [24-301](#) Presentation of Northfield Hospital and Clinics 2023 Audit.

CPA Korey Boelter, Clifton Larson Allen, presented the 2023 Northfield Hospital and Clinics Audit reporting on significant events and transactions, unpredictability tests, audit adjustments, subsequent events and internal controls. Boelter and Eric Guth, Vice President/Chief Financial Officer for Northfield Hospital and Clinics, answered questions from the Council.

CONSENT AGENDA

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

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

3. [24-302](#) Consider Approval of April 16, 2024 City Council Meeting Minutes.
4. [24-303](#) Consider Approval of April 23, 2024 Special City Council Meeting Minutes.
5. [24-304](#) Consider Approving Disbursements totaling \$2,811,016.27
6. [24-305](#) Approve miscellaneous/concessions license for FiftyNorth Popcorn Wagon.
7. [24-306](#) Consider Approval of a Temporary Liquor License for Loon Liquors, LLC DBA Loon Liquors for June 20, 2024 at the Friends of Downtown Northfield and Riverwalk Market Fair Third Thursday Block Party.
8. [24-307](#) Consider Approval of a Temporary Liquor License for Loon Liquors, LLC DBA Loon Liquors for July 13, 2024 at the Age-Friendly Community Street Dance.
9. [24-308](#) City Administrator Biannual Update Summary of Grants Report per the City Council Grants Policy.
10. [24-309](#) Consider Approval of Updated Joint Powers Agreement with the Cannon River Drug and Violent Offender Task Force.
11. [Res. 2024-044](#) Consider Resolution Referring to the Northfield Economic Development Authority (EDA) to Provide Advisory Role to City Council Related to the 5th & Water and 5th & Washington Redevelopment Projects.
12. [24-310](#) Consider Motion for Contract Amendment #1 and Amendment #2 for Professional Services for the 2023 Reclamation and Overlay Project.

OPEN PUBLIC COMMENTS

Jenny Hartley, 12436 100th Street E., addressed the Council regarding public comment changes.

Joel Weisberg, 105 Winona Street, addressed the council regarding public comment changes.

Peggy Moldenhauer, 1301 Woodley Street E., addressed the Council regarding Mills Town Trail.

Elaine Schaffner, 1305 Woodley Street E., addressed the Council regarding Mills Town Trail.

Sinda Nichols, 906 Division Street S., addressed the Council regarding public comment changes.

REGULAR AGENDA

13. [24-311](#)

Consider Amendments to Council Rules of Business and Appendices.

City Clerk Lynette Peterson presented information highlighting the updates to certain sections of the Council Rules of Business and related appendices. Administrator Martig added additional information regarding the updates. Martig and Peterson answered questions from the Council.

Elaine Schaffer, 1305 Woodley Street E., addressed the Council regarding implementation of the Council Listening Sessions.

A motion was made by Council Member Peterson White, seconded by Council Member Holmes, to approve the proposed amendments to the Council Rules of Business and related appendices to go into effect June 1, 2024 striking the addition to Public Comment Procedural Instructions for Regular Agenda Items on Page 8 stating "Persons are able to speak on a regular agenda item unless the item relates to action that has been presented at a prior public hearing of the City Council as those hearings are intended to collect input on a particular matter and in some cases forms the legal basis of the action that is considered for action by the City Council" and striking the bullet point in the Council Listening Session Guidelines stating "Speakers may not speak on matters that have already had a public hearing at a previous City Council meeting or Board/Commission meeting within the prior 12 months." The motion carried by the following vote:

Yes: 6 - C. Ness, Mayor Pownell, C. Reister, C. Holmes, C. Sokup, and C. Peterson White

No: 1 - C. Zuccolotto

14. [24-312](#)

Consider Amendments to Board and Commission Rules of Business and Appendices.

A motion was made by Council Member Holmes, seconded by Council Member Peterson White, to approve the proposed amendments to the Board and Commission Rules of Business and related appendices to go into effect June 1, 2024 striking the addition to Public Comment Procedural Instructions for Regular Agenda Items on Page 6 stating "Persons are able to speak on a regular agenda item unless the item relates to action that has been presented at a prior public hearing of the Board or Commission (i.e. Planning Commission, Heritage Preservation Commission or other Board/Commission that conducts public hearings) as those hearings are intended to collect input on a particular matter and in some cases forms the legal basis of the action that is considered for action by the Board/Commission." The motion carried by the following vote:

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

Recess

Council recessed at 7:51 p.m. Council meeting resumed at 7:58 p.m.

15. [24-313](#) Annual Report of Carbon Reduction Fund (2023).

Assistant to the City Administrator Risi Karim presented the 2023 Annual Report on the Carbon Reduction Fund giving a history of the fund and reviewing the revenues and expenditures for 2023.

Karim answered questions from the Council.

16. [Res. 2024-047](#) Consider Resolution Authorizing up to \$25,000 from the Carbon Reduction Fund to the Northfield Public School District Efforts to Explore the Feasibility of a Geothermal System at Northfield High School.

Assistant to the City Administrator Risi Karim introduced the item giving background information on the request.

A motion was made by Council Member Sokup, seconded by Council Member Reister, to approve Resolution No. 2024-047 Authorizing up to \$25,000 from the Carbon Reduction Fund to the Northfield Public School District Efforts to Explore the Feasibility of a Geothermal System at Northfield High School. The motion carried by the following vote:

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

17. [24-314](#) Update on Ice Arena Partnership, Tax Impacts and Timeline.

Public Works Director/City Engineer David Bennett introduced the item giving a presentation on an ice arena partnership and tax impacts. Bennett highlighted Options 1 and 2 including the construction of a new arena and Option 3 including renovations to the existing arena. The options include partnerships with the City of Dundas, Northfield Public Schools and the Northfield Hockey Association. Bennett highlighted the timeline for the project should it move forward. City Administrator Ben Martig added additional information.

Glenn Switzer, Mayor of Dundas, addressed the Council expressing support of the construction of a new ice arena in Northfield.

Bennett and Martig answered questions from the Council.

Kelly Webster, Northfield Hockey Association, addressed the Council regarding fundraising for the Association.

Extend the Meeting

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

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

[24-314](#) Update on Ice Arena Partnership, Tax Impacts and Timeline.

Vivian Nystuen, 2102 Grant Drive, addressed the Council in support of the construction of a new ice arena.

Kari Engle, Northfield Hockey Association representative, addressed the Council in support of the construction of a new arena.

Bennett and Martig answered additional questions from the Council.

The Council discussed and commented on the project. The Council will be asked to act on the partnership at the June 4, 2024 Council Meeting.

ADMINISTRATORS UPDATE

18. [24-315](#) City Administrator's Update.

Due to time constraints, no report was given.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

Due to time constraints, no reports were given.

ADJOURN

A motion was made by Council Member Peterson White, seconded by Council Member Ness, to adjourn the meeting at 9:23 p.m. The motion carried by the following vote:

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White