



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, January 7, 2025

6:00 PM

Council Chambers

6:00 PM - CITY COUNCIL MEETING AGENDA

CALL TO ORDER

Mayor Zweifel called the meeting to order 6:05 p.m.

- Present:** 6 - Council Member Brad Ness, Council Member Kathleen Holmes, Council Member Jessica Peterson White, Council Member Chad Beumer, Council Member Peter Dahlen, and Mayor Erica Zweifel
- Absent:** 1 - Council Member Davin Sokup

Also present: Community Development Director Jake Reilly, Police Chief Jeff Schroepfer, City Engineer/Public Works Director David Bennett, Engineering Manager Sean Simonson, City Administrator Ben Martig and City Clerk Lynette Peterson.

OATH OF OFFICE

1. [25-009](#) Oath of Office - Council Members.

City Clerk Lynette Peterson administered the Affirmation/Oath of Office to Mayor Zweifel and Council Members Beumer, Dahlen and Ness.

LISTENING SESSION

Rich Graves, owner of 1202 Festler Court, addressed the Council regarding police brutality.

Patrick Tomczik, 1203 Woodland Trail, addressed the Council regarding citizens allowed to be at Council meetings and ask questions and the moving forward on City projects.

Tim Dehmer, Riverside Terrace, Goodhue County, addressed the Council regarding fairness, justice, equity and liberty.

APPROVAL OF AGENDA

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the agenda with the rearrangement of items as noted in Supplemental Memo No. 1 and shown on the updated agenda. The motion carried by the following vote:

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

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

2. [25-010](#) Consider Approval of December 3, 2024 City Council Meeting Minutes.
3. [25-011](#) Consider Approval of December 17, 2024 City Council Special Meeting Minutes.
4. [25-012](#) Consider Approving Disbursements totaling \$4,717,519.29
5. [25-013](#) Consider Designation of Official Depository for the City of Northfield
6. [25-014](#) Consider Designation of Official Newspaper.
7. [Res. 2025-001](#) Consider Amending Adopted Schedule for 2025 City Council Meetings.
8. [25-015](#) Consider Approval of Mayoral Board and Commission Appointments.
9. [Res. 2025-002](#) Consider Approval of Updated Administrative Policy (3.02 Personal Pronoun Sharing Policy).
10. [25-016](#) Consider Tobacco License for new owner of Posh Puff LLC, DBA Posh Puff Tobacco, at 2010 Jefferson Road, Suite D.
11. [25-017](#) Consider Cannabinoid License for new owner of Posh Puff LLC, DBA Posh Puff Tobacco, at 2010 Jefferson Road, Suite D.
12. [25-018](#) Consider Approval of Amended 2025-2027 Annual Service Contract for Northfield Historical Society.
13. [25-019](#) Consider approval of a one year towing agreement contract extension between the City of Northfield and Raider Automotive LLC dba Valley Autohaus.
14. [Res. 2025-003](#) Community Development Block Grant - Consider Adopting Resolution in Support of Fiscal Year 2025 Allotment of Program Funds.

REGULAR AGENDA

15. [25-020](#) Consideration of Election of President Pro Tem.

A motion was made by Council Member Beumer, seconded by Council Member Peterson White, to elect Council Member Sokup as President Pro Tem for 2025. The motion carried by the following vote:

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

16. [Res. 2025-004](#) Consider Accepting Bids and Awarding Contract - Wall Street Road Improvement Project.

City Engineer/Public Works Director David Bennett introduced the item giving history of the project. The City received six (6) competitive bids, which were publicly opened and tabulated on January 2, 2025 at 2:00 p.m. The bids ranged from \$4,515,432.54 to \$5,294,379.76 with the lowest responsible bidder being McNamara Contracting, Inc. with a total bid amount of \$4,515,432.54. The Engineer's Estimate for this project was \$5,300,000.00.

A motion was made by Council Member Holmes, seconded by Council Member Peterson White, to approve Resolution No. 2025-004 Accepting Bids and Awarding Contract for Wall Street Road Improvements Project (STR2022-A70) to McNamara Contracting, Inc. for the total bid amount of \$4,515,432.54. The motion carried by the following vote:

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

17. [Res. 2025-005](#) Consider Resolution Approving Sponsorship of the MnDOT Transportation Alternatives Grant Application for the funding year 2029.

Engineering Manager Sean Simonson introduced the item including grant solicitation information/requirements, proposed project location, project scope, and project cost/funding. This grant requires a 20% local match.

Simonson and City Engineer/Public Works Director David Bennett answered questions from the Council.

A motion was made by Council Member Holmes, seconded by Council Member Ness, to approve Resolution No. 2025-005 2024-2025 MnDOT Transportation Alternative Solicitation Sponsorship Approval. The motion carried by the following vote:

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

18. [Res. 2025-006](#) Consider Resolution Approving Maintenance responsibility for the proposed Lincoln Parkway Walking and Biking Improvement Project related to the Transportation Alternatives Grant Solicitation.

A motion was made by Council Member Peterson White, seconded by Council Member Beumer, to approve Resolution No. 2025-006 2024-2025 MnDOT Transportation Alternative Solicitation Maintenance Responsibility. The motion carried by the following vote:

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

19. [25-021](#) Consider Approval of Lease Agreements with Healthy Community Initiative (HCI), Community Action Center (CAC), Three Rivers Community Action, Rice County United Way, and Workforce Development, Inc. (WDI).

City Engineer/Public Works Director David Bennett introduced the item giving background on the Lease Agreements with Healthy Community Initiative (HCI), Community Action Center (CAC), Three Rivers Community Action, Rice County United Way and Workforce Development, Inc. (WDI). City Administrator Ben Martig added additional information regarding the FiftyNorth lease that will be brought forward at a future date for Council consideration.

Bennett and Martig answered questions from the Council.

A motion was made by Council Member Peterson White, seconded by Council Member Beumer, to approve the Lease Agreements with Healthy Community Initiative (HCI), Community Action Center (CAC), Three Rivers Community Action, Rice County United Way and Workforce Development, Inc. (WDI). The motion carried by the following vote:

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

20. [Res. 2025-007](#) Consider Amendments to Council Rules of Business and Appendices.

City Administrator Ben Martig introduced the item highlighting changes including no silence during residents' two-minute speaking time; updating deadlines for the packet process; adding electronic votes versus voice voting and moving mayor and council reports prior to beginning of regular agenda to give more time for updates.

The Council discussed amendments and decided to go ahead with the amendments as presented by staff. Staff will contact Granicus to make sure electronic voting is accessible to visually impaired residents and functions with screen readers. Should Council feel any portion of the rules need to be amended at a later date, amendments can be made at any City Council meeting.

A motion was made by Council Member Dahlen, seconded by Council Member Beumer, to approve Resolution No. 2025-007 Approving Updated Council Rules of Business Policy. The motion carried by the following vote:

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

The Council continued discussion of the idea of town hall meetings and the effectiveness of current listening sessions. Council suggested a small working group consisting of staff members and Council Members meet and discuss opportunities for engagement including the current listening session and effectiveness of these along with implementing town hall meetings. This item will be discussed at a future Council meeting or work session.

RECESS

Council recessed at 7:55 p.m. Council meeting resumed at 8:01 p.m.

21. [25-022](#) Update and Discussion of Comprehensive Plan.

Community Development Director Jake Reilly introduced the item giving background on the comprehensive plan process. Planning Commission Chair Betsey Buckheit presented a progress report on Northfield's 2045-Horizon Comprehensive Plan to include how everything fits together, what the Plan is used for, vision and guiding values, accessibility, future land use, interventions analysis, draft strategies, and sustainable and secure economic future.

Buckheit and Reilly answered questions from the Council.

ADMINISTRATORS UPDATE

22. [25-023](#) City Administrator's Update.

City Administrator Ben Martig gave an update on City items.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

23. [25-024](#) Reports From the Mayor and Council Members.

- C. Ness - 911 Joint Powers Board Meeting.*
- C. Peterson White - No report.*
- C. Holmes - No report.*
- C. Dahlen - No report.*
- C. Beumer - No report.*
- Mayor Zweifel - No report.*

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Holmes, to adjourn the meeting at 8:57 p.m. The motion carried by the following vote:

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