



# City of Northfield

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

## Meeting Minutes - Draft City Council

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Tuesday, November 12, 2024

6:00 PM

Council Chambers

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### 6:00 PM - CITY COUNCIL MEETING AGENDA

#### CALL TO ORDER

*Mayor Pownell called the meeting to order at 6:04 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: Utilities Manager Justin Wagner; City Engineer/Public Works Director David Bennett; Finance Director Brenda Angelstad; Economic Development Coordinator Nate Carlson; Community Development Director Jake Reilly, Police Chief Jeff Schroefer; City Administrator Ben Martig and City Clerk Lynette Peterson.*

#### LISTENING SESSION

*David DeLong, 1000 Spring Street S., addressed the council regarding the council policy of not being able to speak on an action item after a public hearing.*

*David Ludescher, 915 S. Washington, addressed the Council regarding the Council approving large spending projects when a new Council will take over in 2025.*

*Chris Kennelly, 10171 305th Street W., addressed the Council to thank them for their service and to provide an update of fundraising efforts for the Northfield Hockey Arena.*

#### RECESS

*Council recessed at 6:13 p.m. Council meeting resumed at 6:16 p.m.*

#### APPROVAL OF AGENDA

*Mayor Pownell noted information in Supplemental Agenda Memo No. 1 including removing items No. 9 Res. 2024-108 Consider Approval of Updated Administrative Policy (3.02 Personal Pronoun Sharing Policy) and No. 10 24-664 Consider Approval of Memorandums of Understanding with St. Olaf College.*

**A motion was made by Council Member Ness, seconded by Council Member Reister, to approve the agenda removing items No. 9 Res. 2024-108 Consider Approval of Updated Administrative Policy (3.02 Personal Pronoun Sharing Policy) and No. 10 24-664 Consider Approval of Memorandums of Understanding with St. Olaf College. 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

## 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

1. [24-658](#) Consider Approval of October 15, 2024 City Council Meeting Minutes.
2. [24-659](#) Consider Approving Disbursements totaling \$7,807,106.61
3. [Res. 2024-106](#) Consider Amending Adopted Schedule for 2025 City Council Meetings.
4. [Res. 2024-107](#) Consider Adopting Schedule for 2025 Board and Commission Meetings.
5. [24-660](#) City Administrator Biannual Update Summary of Grants Report per the City Council Grants Policy.
6. [24-661](#) Consider Approval of 2025-2027 Annual Service Contract for Northfield Historical Society.
7. [24-662](#) Consider Approval of 2025-2027 Consultant Service Agreement with FiftyNorth and Age Friendly Northfield Steering Committee Related to Age Friendly Northfield (AFN) initiatives.
8. [24-663](#) Consider Approval of 2025-2027 Consultant Service Contract with Northfield Healthy Community Initiative (HCI) related to the Northfield Youth Investment Program.
11. [Res. 2024-109](#) Consider Resolution adopting the Waste Load Allocation Implementation Plan.
12. [24-665](#) Consider Approval of Construction Manager Contract for New Ice Arena.
13. [Ord. 1068](#) Consideration Second Reading of Ordinance No. 1068 Rezoning 1280 Bollenbacher Dr., in the City of Northfield, Rice County, Minnesota from PI-S: Public Institutional to C2-B: Highway Commercial.
14. [24-666](#) Consideration of Summary Publication of the Ordinance No. 1068 - Rezoning 1280 Bollenbacher Dr. From PI-S: Public and Institutional to C2-B: Highway Commercial.
15. [Ord. 1069](#) Consider Second Reading of Ordinance 1069 Vacating Drainage and Utility Easements within 1280 Bollenbacher Drive.

16. [24-667](#) Summary Publication of Ordinance No. 1069 Vacating Drainage and Utility Easements within 1280 Bollenbacher Drive.
17. [Ord. 1070](#) Consideration Second Reading of Ordinance No. 1070 Rezoning Outlot A, Cannon Commercial Center 2nd Addition from PI-S: Public Institutional to PB-S: Public Benefit District.
18. [24-668](#) Consideration of Summary Publication of the Ordinance No. 1070 - Rezoning Outlot A, Cannon Commercial Center Second Addition From PI-S: Public & Institutional to PB-S: Public Benefit District.
19. [Res. 2024-110](#) Decertification of Aurora Economic Development TIF District
20. [Res. 2024-111](#) Decertification of Hiley Neff Housing Development TIF District
21. [24-669](#) Consider Calling for a Public Hearing to Consider Sale of Property in Northfield for Northfield Hospital + Clinics.

## PUBLIC HEARINGS AND RELATED ACTION

22. [24-670](#) Public Hearing to certify 2024 Delinquent bills.

*Mayor Pownell declared the public hearing open at 6:19 p.m.*

*Finance Director Brenda Angelstad addressed the Council regarding the 2024 delinquent charges to be assessed on the 2025 property taxes. Angelstad detailed the process of certifying delinquent charges to property taxes.*

**A motion was made by Council Member Ness, seconded by Council Member Reister, to close the Public Hearing at 6:21 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

23. [Res. 2024-112](#) Consider certifying delinquent charges to taxes payable 2025.

**A motion was made by Council Member Peterson White, seconded by Council Member Holmes, to approve Resolution No. 2024-112 Certifying Delinquent Charges to Taxes Payable 2025. 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

## REGULAR AGENDA

24. [Res. 2024-113](#) Approve Abstract of Votes Cast at the November 5, 2024 General Election.

*City Clerk Lynette Peterson detailed the results of the November 5, 2024 General Election. Northfield had 12,097 persons that voted for a voter turnout of approximately 78.71%. Election results for the local races are as follows: Mayor - Erica Zweifel;*

*Council Member At Large - Brad Ness; Council Member Ward 2 - Chad M. Beumer; and Council Member Ward 3 - Peter Dahlen.*

**A motion was made by Council Member Ness, seconded by Council Member Holmes, to approve Resolution No. 2024-113 Approving Canvass of Votes Cast at the November 5, 2024 City General Election. 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

- 25. [Res. 2024-114](#)** Resolution to Execute a Development Agreement with Manawa, LLC for the Archer.

*Economic Development Coordinator Nate Carlson and Ehlers and Associates Senior Financial Advisor Nick Anhut presented on The Archer development agreement and Tax Increment Financing (TIF) request.*

*Carlson presented a project overview of The Archer. TIF is needed to help solve the gap identified in project private sources in the amount of \$3,015,000. The Archer has received a \$200,000 Main Street Grant from Deed.*

*Anhut presented additional information on the TIF and the tax analysis of the property.*

*Chris Kennelly and Brett Reese, The Archer Development Team, presented a brief overview of the project stating today is the four year anniversary of the fire. The project should be complete in 2026.*

*Carlson, Anhut and Kennelly answered questions from the Council.*

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to approve Resolution No. 2024-114 Approving the Development Agreement Between the City of Northfield and Manawa, L.L.C. Related to the Archer Redevelopment Project. 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

- 26. [Res. 2024-115](#)** Council Resolution to Create a New Redevelopment Tax Increment Financing District and a TIF Assistance Agreement for the Archer Redevelopment Project.

**A motion was made by Council Member Ness, seconded by Council Member Holmes, to approve Resolution No. 2024-115 Approving the Modification of the Development Program for the Master Development District, Establishing a Tax Increment Financing District, and Approving a Tax Increment Financing Plan therefor, and Authorizing the Execution of a TIF Assistance Agreement (Archer Project). 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

**RECESS**

*Council recessed at 7:07 p.m. Council meeting resumed at 7:18 p.m.*

27. [Res. 2024-116](#) Consider Resolution Approving Plans and Specifications and Authorizing Advertisement for Bid for Water Treatment Plant Project.

*Utilities Manager Justin Wagner presented to the Council on the Water Treatment Plant Project giving background on the effects of Manganese; reverse osmosis and why water softening is needed; 3D models of the facility; project costs and rate impacts.*

*Wagner answered questions from the Council.*

*Seth Peterson, Bolton & Menk, answered questions from the Council.*

*David DeLong, 1000 Spring Street S., addressed the Council regarding statistics on reverse osmosis and infants drinking water.*

**A motion was made by Council Member Reister, seconded by Council Member Peterson White, to approve Resolution No. 2024-116 Approving Plans and Specifications and Authorizing Advertisement for Bids Water Treatment Plant Project WSTR2023-J34 . 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

28. [24-671](#) Review and Discussion of Amendments to Chapter 34 - Land Development Code Related to Industrial and Agricultural Use Regulations and Re-zoning of Property.

*Community Development Director Jake Reilly presented on proposed text amendments to the Land Development Code. He gave background information on the text amendments to include a timeline. Reilly detailed proposed amendments to include the removal of ED-F: Economic Development Floating District Zones; Limited updates to the existing A-S Agriculture, I1-B: Industrial; and additional updates responding to MN Session Law Chapter 63 regarding adult-use cannabis. A more complete update would take place during the 2025-2026 Land Development Code update process. Reilly also highlighted the rezoning of parcels in the Northwest area.*

*Reilly answered questions from the Council. City Administrator Ben Martig added additional information.*

## ADMINISTRATORS UPDATE

29. [24-672](#) City Administrator's Update.

*Administrator Ben Martig commended staff and consultants for their work for the City.*

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

*C. Sokup - No Report.*

*C. Peterson White - No Report.*

*C. Holmes - Parks and Recreation Advisory Board; EDA Meeting; Minnesota Rail Meeting.*

*C. Zuccolotto - HRA Meeting.*

*C. Reister - NAFRS Meeting; Hospital Board Retreat; Hospital Board Meeting; Age-Friendly Community Needs Meeting.*

*C. Ness - No Report.*

*Mayor Pownell - Board/Commission appointments.*

## **ADJOURN**

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to adjourn the meeting at 8:58 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