



# City of Northfield

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

## Meeting Minutes - Draft City Council

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Tuesday, November 26, 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: Police Chief Jeff Schroepfer, Community Development Director Jake Reilly, Housing Coordinator Melissa Hanson, Associate Planner Mathias Hughey, City Administrator Ben Martig and City Clerk Lynette Peterson.*

#### LISTENING SESSION

*No residents were in attendance to speak at the Listening Session.*

#### APPROVAL OF AGENDA

*Mayor Pownell noted Supplemental Agenda Background Memos No. 1 and 2.*

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to approve the agenda moving Item No. 15 "Consideration of the First Reading of Ordinance No. 1073 a Zoning Map Amendment for the Property at 113 Linden St S. from R-1 Residential to C-1 Downtown" to Item No. 23.5 on the regular 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. [24-704](#)

Oath of Office Ceremony for Northfield Police Department Officer Mindy Ascencio Bravo.

*Police Chief Jeff Schroepfer introduced Officer Mindy Ascencio Bravo. City Clerk Lynette Peterson administered the Oath of Office. Officer Bravo's mother pinned her badge. The Council took a photo with her, welcomed and congratulated her.*

#### 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

2. [24-705](#) Consider Approval of November 12, 2024 City Council/Rice County Joint Public Hearing Special Meeting Minutes.
3. [24-706](#) Consider Approval of November 12, 2024 City Council Meeting Minutes.
4. [24-707](#) Consider Approval of November 18, 2024 City Council Closed Meeting Minutes.
5. [24-708](#) Consider Approval of November 19, 2024 City Council Work Session Minutes.
6. [24-709](#) Consider Approving Disbursements totaling \$2,422,392.32
7. [24-710](#) Consider Approval of Mayoral Board and Commission Appointments.
8. [Res. 2024-117](#) Resolution of Support for Passenger Rail
9. [Res. 2024-118](#) Consider Resolution and approval of the 2025-2027 Base Pay Schedules.
10. [Res. 2024-119](#) Consider Approval of 2025-2027 Utility Unit Labor Agreement and Memorandum of Understanding.
11. [24-711](#) Consider Authorizing Execution of Second Addendum to the Recreation Funding Donation Agreement with Northfield Hospital & Clinics.
12. [Res. 2024-123](#) Northfield Hospital and Clinics Refunding
13. [Ord. 1064](#) Consideration of Second Reading of Ordinance 1064 Amendments to Chapter 34 - Land Development Code - Section 3.3.4 Outdoor Lighting Standards, Chapter 16 - Buildings and Building Regulations, and Chapter 46 - Nuisances in Regards to Outdoor Lighting Standards.
14. [24-532](#) Consideration of Summary Publication of the Ordinance No. 1064 Amendments to Chapter 34 - Land Development Code - Section 3.3.4 Outdoor Lighting Standards, Chapter 16 - Buildings and Building Regulations, and Chapter 46 - Nuisances in Regards to Outdoor Lighting Standards.

## **PUBLIC HEARINGS AND RELATED ACTION**

16. [24-713](#) Public Hearing on Currency Exchange License Renewals for Northfield Financial, LLC at 650 Professional Drive and Servicios Latinos Menas LLC at 300 Linden Street S.

*Mayor Pownell declared the Public Hearing open at 6:13 p.m.*

*City Clerk Lynette Peterson addressed the Council regarding the 2025 Currency Exchange License Renewals for Northfield Financial, LLC at 650 Professional Drive and Servicios Latinos Menas LLC at 300 Linden Street South.*

**A motion was made by Council Member Sokup, seconded by Council Member Ness, to close the Public Hearing at 6:15 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

17. [Res. 2024-120](#) Consider Recommending Approval to Minnesota Department of Commerce of 2024 Currency Exchange License Renewals for Servicios Latinos Menas, LLC at 300 Linden Street S. and Northfield Financial, LLC at 650 Professional Drive.

**A motion was made by Council Member Ness, seconded by Council Member Sokup, to approve Resolution No. 2024-120 Recommending Approval to MN Dept. of Commerce of Currency Exchange License Renewals for 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

18. [24-714](#) Public Hearing on Sale of Property for Northfield Hospital + Clinics.

*Mayor Pownell declared the public hearing open at 6:16 p.m.*

*City Administrator Ben Martig gave background information on the sale of the Northfield Hospital + Clinic's Property. Housing Coordinator Melissa Hanson presented summary details, property details, restrictive covenants, and additional information on the Housing and Redevelopment purchase and intent for the property.*

**A motion was made by Council Member Ness, seconded by Council Member Holmes, to close the Public Hearing at 6:24 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

19. [Res. 2024-121](#) Consider Resolution for Release and Termination of Declaration of Restrictions for City of Northfield property.

**A motion was made by Council Member Sokup, seconded by Council Member Ness, to approve Resolution No. 2024-121 for Release and Termination of Declaration of Restrictions. 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

20. [Res. 2024-122](#) Consider Resolution Approving Sale of Property to Northfield HRA.

**A motion was made by Council Member Holmes, seconded by Council Member Ness, to approve Resolution No. 2024-122 Approving the Sale by the Northfield Hospital + Clinics of Real Property at 706 and 716 2nd Street West, Northfield,**

**Minnesota. 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**

- 21. [24-715](#)** Presentation of Summary Conclusions of the Evaluation of the Performance of Ben Martig, City Administrator, Pursuant to Minn. Stat. §13D.05, subd. 3.

*Mayor Pownell presented the summary conclusions of the mid-year evaluation of the performance of City Administrator Ben Martig.*

- 22. [Ord. 1071](#)** Consideration of the Second Reading of Ordinance No. 1071 Amending Chapter 34 - Land Development Code Related to Industrial and Agricultural Land Uses.

*Community Development Director Jake Reilly presented on the potential rezoning of the Northwest Area from Agriculture to Industrial. Reilly presented background information on the rezoning, map amendment and text amendments which are written in Ordinance Nos. 1071 and 1072.*

*Reilly indicated the Planning Commission recommendation for the map amendment is for only the smaller area. Staff recommendation is for entire area.*

*Reilly presented on the text amendments including market feasibility, fiscal impact and infrastructure improvement recommendations aligning with Northfield's climate goals of renewable energy. Proposed amendments include limited update to the existing A-S Agriculture, I1-B Industrial; removal of ED-F Economic Development Floating District zone; and additional updates regarding adult-use cannabis.*

*Reilly indicated the Planning Commission recommendation is to remove data processing facilities and any reference to them. Staff recommends retaining the language related to data processing facilities.*

*Reilly answered questions from the Council.*

*Jane Bartho, President of the Northfield Chamber, addressed the Council in support of the language supported by City staff to include data processing facilities.*

*Tom Sorem, 32260 Garrett Avenue, addressed the Council in support of language supported by City staff to include data processing facilities.*

**A motion was made by Council Member Ness, seconded by Council Member Holmes, to approve the first reading of Ordinance No. 1071 Amending Northfield City Code, Chapter 34 - Land Development Code: Article 2. Zoning Districts and Use Regulations, Article 3. Site Development and Article 9. Definitions retaining the language referring to Data Processing Facilities. 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. [Ord. 1072](#)** Consideration of the Second Reading of Ordinance No. 1072 a Zoning Map Amendment for the Northwest Development Area.

*Community Development Director Jake Reilly summarized the options for this rezoning Ordinance including the staff recommendation of the larger amount of acreage and the Planning Commission recommendation of the smaller area.*

*Reilly and Martig answered questions from the Council.*

## EXTEND THE MEETING

**A motion was made by Council Member Holmes, seconded by Council Member Reister, 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

### 23. Ord. 1072

Consideration of the Second Reading of Ordinance No. 1072 a Zoning Map Amendment for the Northwest Development Area.

*Community Development Director Reilly indicated there are additional parcels that could be developable in the larger area per the AUAR adjacent to the Planning Commission recommendation of the smaller area.*

**A motion was made by Council Member Sokup, seconded by Council Member Peterson White, to approve the first reading of Ordinance No. 1072 Rezoning Multiple Parcels, in the City of Northfield, Dakota County, Minnesota from A-S: Agricultural to I1-B: Industrial including additional parcels identified buildable/developable as identified in AUAR and in the priority growth area. 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 8:58 p.m. Council meeting resumed at 9:08 p.m.*

### 23.5 [Ord. 1073](#)

Consideration of the Second Reading of Ordinance No. 1073 a Zoning Map Amendment for the property at 113 Linden St S. from R-1 Residential to C-1 Downtown.

*Associate Planner Mathias Hughey introduced the item giving background information on the rezoning of 113 Linden Street S. The Planning Commission recommended denial of the rezoning and Hughey presented the findings from the Planning Commission. Staff recommends approval of the rezoning.*

*Hughey and Community Development Director Jake Reilly answered questions from the Council.*

*Grant Lillevold, 816 Superior Drive, addressed the Council representing the Masonic Temple Association, owners of the property, stating their intention is to stay at the property but they wish to rent the property to other tenants.*

**A motion was made by Council Member Sokup, seconded by Council Member Peterson White, to approve the first reading of Ordinance No. 1073 Rezoning 113 Linden Street South, in the City of Northfield, Rice County, Minnesota from R1-B:**

**Low Density Residential to C1-B: Downtown. The motion carried by the following vote:**

**Yes:** 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, a C. Peterson Whi

## **ADMINISTRATORS UPDATE**

24. [24-716](#) City Administrator's Update.

*City Administrator Ben Martig updated the Council on the new Capital Improvement Plan Town Hall meeting to share the process with community members.*

## **REPORTS FROM THE MAYOR AND COUNCILMEMBERS**

*Due to time constraints, no reports were given.*

## **ADJOURN**

**A motion was made by Council Member Ness, seconded by Council Member Sokup, to adjourn the meeting at 9:49 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