



City of Northfield

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

Meeting Minutes - Draft City Council

Monday, August 5, 2024

6:00 PM

Council Chambers

6:00 PM - CITY COUNCIL MEETING AGENDA

CALL TO ORDER

Mayor Pownell called the meeting to order at 6:05 p.m. Council Member George Zuccolotto appeared via interactive television technology due to being out of state.

Present: 6 - Council Member Brad Ness, Mayor Rhonda Pownell, Council Member George Zuccolotto, Council Member Kathleen Holmes, Council Member Davin Sokup, and Council Member Jessica Peterson White

Absent: 1 - Council Member Jami Reister

Also present: Police Chief Mark Elliott, City Administrator Ben Martig, Community Development Director Jake Reilly, Library Director Natalie Draper and City Clerk Lynette Peterson.

LISTENING SESSION

Donna Jackson, 1300 Parmeadow Drive, addressed the Council regarding the impact on flooding that extensions of culverts and curb and gutters have on properties.

Lena Gilbert, 808 5th Street E., addressed the Council regarding the closing date of Old Memorial Pool.

Elaine Schaffner, 1305 Woodley Street East, addressed the Council recapping the neighborhood walk-thru.

RECESS

Council recessed at 6:17 p.m. Council meeting resumed at 6:32 p.m.

6:30 PM - 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 Peterson White, to approve the agenda with the addition of Item 24-500 Consideration of Summary Publication of Interim Ordinance No. 1065 - to Facilitate Orderly and Economic Growth and Development in the Northwest Area. The motion carried by the following vote:

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

PRESENTATIONS

1. [24-479](#) Presentation on Resolution Proclaiming August 18th Arts Guild Day in Northfield.

Library Director Natalie Draper introduced the item and introduced Michael Johnson, Director of the Northfield Arts Guild and a member of the Arts and Culture Commission. Johnson presented information regarding the Arts Guild asking the Council declare August 18 as Arts Guild Day in Northfield.

2. [24-480](#) Quarterly Police Report, Quarter 2, 2024

Police Chief Mark Elliott presented the Quarter 2, 2024 Police report highlighting calls for service, crime data, significant calls and the June flooding event. The Council thanked Elliott for his monitoring and management of the flooding.

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, Mayor Pownell, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

3. [24-481](#) Consider Approval of July 9, 2024 City Council Meeting Minutes.

This Minutes was approve.

4. [24-482](#) Consider Approval of July 16, 2024 City Council Work Session Minutes.

5. [24-483](#) Consider Approving Disbursements totaling \$4,579,550.87

6. [24-484](#) Consider Approval of Mayoral Board and Commission Appointment.

7. [24-485](#) Consider Approval of a Temporary Liquor License for Tanzenwald Brewing Company for August 15, 2024 at the Friends of Downtown Northfield and Riverwalk Market Fair Third Thursday Block Party.

8. [24-486](#) Consider Approval of a Temporary Liquor License for Imminent Brewing, LLC for September 14, 2024

9. [24-487](#) Consider Approval of 2024 Consultant Service Agreement with FiftyNorth and Age Friendly Northfield Steering Committee Related to Age Friendly Northfield (AFN) initiatives.

10. [Res. 2024-079](#) Consider Approval of Updated Administrative Policy (1.02 City Administrator Performance Review Policy).

11. [Res. 2024-080](#) Consider Resolution Proclaiming August 18th Arts Guild Day in Northfield.

12. [Ord. 1063](#) Consideration of the Northfield City Council Approves Second Reading of Ordinance No. 1063 Rezoning 1825 Windy Lane, in the City of Northfield, Rice County, Minnesota from AG: Agricultural to CD-S: College Development.
13. [24-488](#) Consideration of Summary Publication of the Ordinance No. 1063 - Rezoning St. Olaf College Properties From A-S: Agricultural to CD-S: College Development.
14. [Res. 2024-081](#) Consider Accepting Bids and Awarding Contract - TH 246 East Side Trail Project.
15. [24-494](#) Consider Motion Accepting Change Orders for Wastewater Treatment Plant Improvements Project.
16. [24-489](#) Consider motion accepting License for Utility to Cross Public Waters

PUBLIC HEARINGS AND RELATED ACTION

17. [24-490](#) Public Hearing on Sale of Property Located at 1280 Bollenbacher Drive Northfield, Minnesota (PID Nos. 2201351001, 2201351002, 2201351003).

Mayor Pownell declared the public hearing open at 6:44 p.m. City Administrator Ben Martig introduced the item giving background information on the sale of property at 1280 Bollenbacher Drive including financing of the new arena.

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

18. [Res. 2024-082](#) Consider Resolution Approving the Sale of City-Owned Real Property Located at 1280 Bollenbacher Drive in Northfield, Minnesota (PID Nos. 2201351001, 2201351002, 2201351003) and Dispensing with Review of the Sale by the Northfield Planning Commission.

A motion was made by Council Member Holmes, seconded by Council Member Ness, to approve Resolution No. 2024-082 Approving the Sale of City-Owned Real Property in Northfield, Minnesota, and Dispensing with Review of the Sale by the Northfield Planning Commission. The motion carried by the following vote:

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

19. [24-491](#) Public Hearing on Tax Abatement for Transit Hub.

Mayor Pownell declared the public hearing open at 7:02 p.m. City Administrator Ben Martig introduced the public hearing on the transit hub tax abatement giving background information on the project. Senior Municipal Financial Advisor Nick Anhut from Ehlers

and Associates presented on debt issuance for the transit hub project using tax abatement bonds.

A motion was made by Council Member Holmes, seconded by Council Member Peterson White, to close the Public Hearing at 7:14 p.m. The motion carried by the following vote:

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

- 20. [Res. 2024-083](#)** Consider Resolution approving Property Tax Abatements.

A motion was made by Council Member Holmes, seconded by Council Member Ness, to approve Resolution No. 2024-083 Approving Property Tax Abatements. The motion carried by the following vote:

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

- 21. [Res. 2024-084](#)** Consider Resolution Providing for the Issuance and Sale of General Obligation Street Reconstruction, Abatement and Equipment Bonds, Series 2024A in the Proposed Aggregate Principal Amount of \$10,370,000.

A motion was made by Council Member Ness, seconded by Council Member Holmes, to approve Resolution No. 2024-084 Providing for the Issuance and Sale of General Obligation Street, Abatement, Utility and Equipment Bonds, Series 2024A in the Proposed Aggregate Principal Amount of \$10,370,000. The motion carried by the following vote:

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

REGULAR AGENDA

- 22. [24-492](#)** Consideration of Confirmation of City Administrator Nomination of Police Chief.

City Administrator Ben Martig introduced the item bringing forward Jeffrey Schroepfer as a nomination to be appointed as Police Chief.

A motion was made by Council Member Ness, seconded by Council Member Holmes, to confirm the City Administrator nomination of Jeffrey Schroepfer as Police Chief. The motion carried by the following vote:

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

Mr. Schroepfer addressed the Council thanking them for the appointment. The Council joined Schroepfer for a photo at the dais.

- 23. 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.

Community Development Director Jacob Reilly summarized the changes to the lighting standards in the ordinance and the reasons for the changes. Reilly answered questions from the Council.

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the first reading of 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. The motion carried by the following vote:

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

24. [Ord. 1065](#) Consideration of Interim Ordinance No. 1065 Related to Development.

Community Development Director Jake Reilly introduced the ordinance giving background information on facilitating orderly and economic growth and development in the Northwest Area. Reilly answered questions from the Council.

A motion was made by Council Member Sokup, seconded by Council Member Peterson White, to approve Emergency Interim Ordinance No. 1065 Prohibiting New or Expanded Development, Planning and Zoning Applications and Permissions within Certain Designated Property Located in the City of Northfield. The motion carried by the following vote:

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

25. [24-500](#) Consideration of Summary Publication of interim emergency Ordinance No. 1065 - To Facilitate Orderly and Economic Growth and Development in the Northwest Area.

A motion was made by Council Member Holmes, seconded by Council Member Sokup, to approve the summary publication of Interim Emergency Ordinance No. 1065. The motion carried by the following vote:

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

ADMINISTRATORS UPDATE

26. [24-493](#) City Administrator's Update.

City Administrator Ben Martig updated the Council on City events and operations.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Sokup - No report.

C. Peterson White - EDA Work Session.

C. Holmes - EDA Work Session; Park and Recreation Board Meeting.

C. Ness - NAFRS Board Meeting.

C. Zuccolotto - No report.

Mayor Pownell - Bruce Jacobson updated the Council on Riverside Lions Park next steps; EDA discussion of 5th and Washington.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Holmes, to adjourn the meeting at 8:08 p.m. The motion carried by the following vote:

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