



# City of Northfield

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

## Meeting Minutes - Draft City Council

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Tuesday, April 9, 2024

6:00 PM

Council Chambers

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### Work Session

#### 6:00 PM - REGULAR AGENDA

#### CALL TO ORDER

*Mayor Pownell called the meeting to order at 6:06 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: Assistant to the City Administrator Risi Karim, City Administrator Ben Martig, Police Chief Mark Elliott, Economic Development Coordinator Nate Carlson, Community Development Director Jake Reilly, Finance Director Brenda Angelstad and City Clerk Lynette Peterson.*

#### REGULAR AGENDA

1. [24-238](#) Administrative Services Organization Assessment

*Assistant to the City Administrator Risi Karim gave background information regarding the Administrative Services Organization Assessment. Consultants Isaac Bales and Elliot Hallett from Baker Tilley presented on the study covering project objectives, approach, initial observations, recommendations and the organizational chart. The Council discussed the study. Bales, Hallett, Karim and City Administrator Ben Martig answered questions from the Council.*

2. [24-239](#) Update and Discussion of Downtown Redevelopment Projects.

*City Administrator Ben Martig introduced the item. Economic Development Coordinator Nate Carlson introduced information regarding the sale of the Northfield News building to Mark Schiller and Simeon Rossi from Loon Liquors. Schiller and Rossi presented background information on the business and the purchase of the Northfield News building. Martig and Carlson added additional information.*

*Carlson presented background information on the 5th and Water - Ameriprise building development. The Council gave input on potential uses confirming short-term rental should be utilized. Economic Development Coordinator Jake Reilly and Martig added additional information. Martig, Carlson and Reilly answered questions from the Council.*

*Carlson provided the history on the 5th and Water site assembly to include the post office. Reilly added additional information regarding redevelopment of 5th and Water including either all or a portion of the post office. Martig added additional information.*

*Martig, Carlson and Reilly answered questions from the Council. The Council agreed to direct staff to engage the EDA to assist in an advisory role for downtown redevelopment. The Council would like more information regarding acquiring and re-purposing the post office to include EDA exploration of additional adaptive uses of the post office if acquisition was to occur.*

*Reilly gave an update of 5th and Washington development to include the liquor store and parking replacement. Martig and Reilly answered questions from the Council.*

## Recess

*Council recessed at 8:26 p.m. Council meeting resumed at 8:36 p.m.*

### 3. [24-240](#)

Review of Council and Board and Commission Rules of Business Amendments, New Council Policies for Proclamations and Resolutions; City Attorney Role and Council Liaison and Ex-Officio Members.

*City Clerk Lynette Peterson presented updates to the Council Rules of Business and Board and Commission Rules of Business including the addition of Council Policies 1.06 Proclamations and Resolution Policy, 1.07 Role of City Attorney Related to City Council and Board and Commission Members Policy and 1.08 Council Liaison and Ex-Officio Member Policy. These policies replace the sections pertaining to these topics in the Rules of Business.*

## Extend the Meeting

**A motion was made by Council Member Peterson White, seconded by Council Member Holmes, 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

### 3. [24-240](#)

Review of Council and Board and Commission Rules of Business Amendments, New Council Policies for Proclamations and Resolutions; City Attorney Role and Council Liaison and Ex-Officio Members.

*The Council discussed moving the Open Public Comment section of the Council Agenda to a new "Council Listening Session/Open House Comment Period" before Council Meetings. This will consist of a more relaxed, information session where residents can talk freely with the Council and bring up concerns, questions and comments.*

*These changes will be a Consent Agenda item on the April 16, 2024 Council Agenda.*

## ADJOURN

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to adjourn the meeting at 9:17 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