City of Northfield

Meeting Minutes - Final
City Council

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

Tuesday, May 20, 2025 | **6:00 PM** | **Council Chambers**

Work Session

CITY COUNCIL WORK SESSION AGENDA

CALL TO ORDER

Mayor Zweifel called the meeting to order at 7:07 p.m.

Present: 7 - Council Member Brad Ness, Council Member Kathleen Holmes, Council Member Davin Sokup, Council Member Jessica Peterson White, Council Member Chad Beumer, Council Member Peter Dahlen, and Mayor Erica Zweifel

Also present: Engineering Manager Sean Simonson; Public Works Director/City Engineer David Bennett; Police Chief Jeff Schroepfer; City Administrator Ben Martig; Deputy City Clerk/Executive Administrative Assistant Sara Hoffman; and City Clerk Lynette Peterson.

REGULAR AGENDA

1. 25-276 City Council discussion on the 2026 Mill and Overlay and Mill Towns State Trail Project Feasibility Report and Crossing Improvements.

Engineering Manager Sean Simonson introduced the item and introduced Engineer Bryan Nemeth with Bolton and Menk. Simonson gave background on the project to include the project scope, project location, what a mill and overlay is; proposed improvements; and crossing improvements. Nemeth reviewed the Pedestrian Crossing Analysis for Jefferson Parkway Improvements. Simonson reviewed public feedback from the neighborhood meeting, preliminary cost estimate/funding and the project timeline.

City Administrator Ben Martig added comments regarding Council feedback on the Prairie Street protected bikeways and other feedback for consensus and expediting the project. Public Work Director/City Engineer David Bennett added additional information. The Council added feedback on the project.

Simonson, Martig, Bennett and Nemeth answered questions from the Council.

2. 25-277 City Council discussion on the Woodley Street and Spring Creek Road Intersection.

Engineering Manager Sean Simonson introduced the item. Engineer Bryan Nemeth, Bolton and Menk, presented on the project giving background information, pedestrian and bicyclist volumes, traffic analysis, safety review, traffic control, warrant thresholds, all-way stop implementation outcomes, current recommendations and future

recommendations.

The Council added feedback on the project. Nemeth, Simonson and Public Works Director/City Engineer David Bennett answered questions from the Council.

3. 25-278 Board and Commission Governance Discussion

Deputy City Clerk/Executive Administrative Assistant Sara Hoffman introduced the item giving background on the process for Board and Commission Governance Review. Hoffman highlighted completed initiatives to include comparison of boards and commissions; comparison of comparable city boards/commissions; shifting/updating board and commission meeting times; standardized orientation/onboarding; new reference documents; standardizing City Code (Phase 1); and transition of some boards/commissions to bimonthly. Hoffman reviewed pending initiatives to include standardizing City Code (Phase 2); reviewing the role of Council members on boards, commissions and committees; reviewing board/commission appointment timeline; reviewing specific boards/commissions scope; and reviewing the size of boards/commission.

EXTEND THE MEETING

A motion was made by Council Member Holmes, seconded by Council Member Peterson White, to extend the meeting until business is complete. The motion carried by the following vote:

Yes: 7 - C. Ness, C. Holmes, C. Sokup, C. Peterson White, C. Beumer, C. Dahlen, and Mayor Zweifel

3. 25-278 Board and Commission Governance Discussion

Hoffman and City Administrator Ben Martig answered questions from the Council. Council members offered feedback regarding pending initiatives. This item will be discussed further at a future meeting or work session.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Beumer, to adjourn the meeting at 9:20 p.m. The motion carried by the following vote:

Yes: 7 - C. Ness, C. Holmes, C. Sokup, C. Peterson White, C. Beumer, C. Dahlen, and Mayor Zweifel