



# City of Northfield

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

## Meeting Agenda

### City Council

---

Tuesday, November 26, 2024

6:00 PM

Council Chambers

---

## 6:00 PM - CITY COUNCIL MEETING AGENDA

### CALL TO ORDER

Mayor: Pownell

Councilmembers: Holmes, Ness, Peterson White, Reister, Sokup, Zuccolotto

### LISTENING SESSION

Persons may take one opportunity to address the Council on any topic not on the regular agenda. The Council or staff may respond immediately or at a later date, depending on time and complexity. Speakers are encouraged to sign up to speak by 12:00 noon the day of the meeting on the City's website or through the City Clerk's office. Persons will be asked to complete a sign up card if they did not sign up in advance. Comments may also be made electronically until 12:00 noon on the day of the meeting through the eComment (electronic comment) system. Any eComments received for the meeting can be viewed on the City's website.

### APPROVAL OF AGENDA

### PRESENTATIONS

1. [24-704](#) Oath of Office Ceremony for Northfield Police Department Officer Mindy Ascencio Bravo.

**Attachments:** [1 - Oath of Office - Police Officer](#)

### CONSENT AGENDA

Agenda items below are approved by one motion unless a Council member requests separate action. All items approved by majority vote unless noted.

2. [24-705](#) Consider Approval of November 12, 2024 City Council/Rice County Joint Public Hearing Special Meeting Minutes.

**Attachments:** [1 - 11.12.2024 Joint Special Meeting Minutes](#)

3. [24-706](#) Consider Approval of November 12, 2024 City Council Meeting Minutes.

**Attachments:** [11.12.2024 Council Meeting Minutes](#)

4. [24-707](#) Consider Approval of November 18, 2024 City Council Closed Meeting Minutes.

**Attachments:** [1 - 11.18.2024 Closed Council Meeting Minutes](#)

5.     [24-708](#)             Consider Approval of November 19, 2024 City Council Work Session Minutes.
- Attachments:**     [1 - 11.19.2024 Council Work Session Minutes](#)
6.     [24-709](#)             Consider Approving Disbursements totaling \$2,422,392.32
- Attachments:**     [1 - Disbursements](#)  
                          [2 - Disbursements](#)
7.     [24-710](#)             Consider Approval of Mayoral Board and Commission Appointments.
- Attachments:**     [1 - Appointment Process.updates2023 - updated format logo](#)  
                          [2 - 11-26-24 Board and Commission Appointment Applications REDACTED COMBIN](#)  
                          [3 - 11-26-2024 City Council Supplemental Agenda Background Memo No. 1 for Noven](#)  
                          [4 - Amy Machacek Shonka HPC Application Redacted](#)
8.     [Res. 2024-117](#)        Resolution of Support for Passenger Rail
- Attachments:**     [1 - Resolution Passenger Rail](#)  
                          [2 - Southern MN Passenger Rail Letter of Support \(All Signatures\)](#)  
                          [3 - 10-24-24 Passenger Rail Update Video](#)  
                          [4 - Southern MN Passenger Rail Map](#)
9.     [Res. 2024-118](#)        Consider Resolution and approval of the 2025-2027 Base Pay Schedules.
- Attachments:**     [1 - City of Northfield Base Pay Structure 2025](#)  
                          [2 - City of Northfield Base Pay Structure 2026](#)  
                          [3 - City of Northfield Base Pay Structure 2027](#)  
                          [4 - Resolution](#)
10.    [Res. 2024-119](#)        Consider Approval of 2025-2027 Utility Unit Labor Agreement and Memorandum of Understanding.
- Attachments:**     [1 - 2025-2027 Utility Labor Contract and MOU](#)  
                          [2 - Resolution for Utility Labor Contract](#)
11.    [24-711](#)             Consider Authorizing Execution of Second Addendum to the Recreation Funding Donation Agreement with Northfield Hospital & Clinics.
- Attachments:**     [1 - Donation Agreement NH+C and City 2020-2022](#)  
                          [2 - NH+C/City Playbook Link](#)  
                          [3 - 11-26-2024 City Council Supplemental Agenda Background Memo No. 2](#)  
                          [4 - Donation Agreement NH+C and City 2022-2025](#)

12.     [Res. 2024-123](#)     Northfield Hospital and Clinics Refunding
- Attachments:**     [1 - DOCSOPEN-#985807-v2-Northfield\\_Hospital\\_2024\\_CITY\\_RESOLUTION](#)
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.
- Attachments:**     [1 - Ordinance](#)  
                          [2 - Hyperlink to Aug. 5, 2024 CC Meeting w. Previous Draft Ordinance](#)  
                          [3 - Hyperlink to June 20, 2024 Planning Commission Meeting & Agenda Packet](#)  
                          [4 - Dark Sky background information](#)  
                          [5 - Hyperlink to 8/5/2024 City Council Meeting - First Reading](#)
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.
- Attachments:**     [1 - Summary Publication](#)
15.     [Ord. 1073](#)     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.
- Attachments:**     [1 - Ordinance No. 1073 Rezone 113 Linden St S](#)  
                          [2 - DRAFT Planning Commission Resolution](#)  
                          [3 - Location Map](#)  
                          [4 - 11-26-2024 City Council Supplemental Agenda Background Memo No. 1 for Noven](#)  
                          [5 - 23.5a - City Council Updated Memo for 113 Linden St S Rezoning](#)  
                          [6 - 23.5b - ZMA 113 Linden St S CC Presentation](#)  
                          [7 - 23.5c - Staff Recommendation - Ordinance No. 1073](#)  
                          [8 - 23.5d - PC Resolution 2024-008](#)  
                          [9 - 23.5e - CC Resolution to Deny Rezone 113 Linden St S](#)  
                          [10 - 11-21-2024 Planning Commission Meeting Link](#)

## **PUBLIC HEARINGS AND RELATED ACTION**

*The public will have the opportunity to speak for or against the issue for a maximum of two (2) minutes (not including interpreter's time) per item. The Mayor will recognize speaker at podium and conversation will be between the Mayor and speaker. Persons must give their name, address, and if representing a business, must give the name of the business or corporation. If an attorney or consultant is representing a client, the client must be identified for the record. Citizens who have material to be handed out shall provide a minimum of 12 copies of the material to the City Administrator. The City Administrator will then pass the information to the appropriate people.*

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.

**Attachments:** [1 - Minnesota Statutes 53A.03 Currency Exchange](#)  
[2 - Public Hearing Notice 2025 Renewals](#)

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.

**Attachments:** [1 - Res. Currency Exchange Renewals 2025](#)  
[2 - Northfield - Northfield Financial LLC Renewal](#)  
[3 - Northfield - Servicios Latinos Menas LLC Renewal](#)

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

**Attachments:** [1 - APG Public Hearing Notice](#)  
[2 - 06-06-2024 HRA Staff Report](#)  
[3 - Restrictive Covenants](#)  
[4 - Hospital BOD Minutes092624](#)  
[5 - Sale of the Former Ambulance Garage Request of Council](#)  
[6 - HRA Resolution 2024-007](#)  
[7 - Purchase Agreement NH+C to HRA](#)  
[8 - PPT\\_Hospital Ambulance Garage\\_11.26.24](#)

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

**Attachments:** [1 - Resolution for release and termination of declarations v.1 102324](#)  
[2 - Release and termination of declarations](#)

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

**Attachments:** [1 - Council Resolution for sale of NH+C property](#)  
[2 - Hospital BOD Minutes 092624](#)  
[3 - NHC Memo Sale of the Former Ambulance Garage 1124](#)  
[4 - Aerial Location Maps](#)

**REGULAR AGENDA**

Persons that wish to speak on a regular agenda item must provide name and address by completing & submitting a sign up card. Persons may also use the electronic register to speak option on the City's website or contact the City Clerk no later than 12:00 noon on the day of the meeting. Persons may also provide comments through the eComment (electronic comment) system no later than 12:00 noon on the day of the meeting. The Mayor will call up individuals to speak, based on preregistration and cards submitted, after the staff report on an item. Please be respectful of the public's and the Council's time. Members of the public wishing to speak must adhere to the following guidelines:

- Speak only once for no more than two minutes (not including interpreter's time) on the topic unless the speaker is addressed by the Council;
- Identify your relationship to the topic;
- Have a spokesperson or two for your group to present your comments;
- Persons wanting a response to a question must submit the question in writing to the City Clerk, including name and how you would like to be contacted.

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.

**Attachments:**            [City Council Policy 1.02 City Administrator Performance Review Policy](#)

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

**Attachments:**            [1 - Link to 2008 Comprehensive Plan](#)  
[2 - Link to 2021-2024 Strategic Plan](#)  
[3 - Link to Alternative Urban Areawide Review page](#)  
[4 - Link to 2019 Climate Action Plan](#)  
[5 - I1 Zoning Amendments Redline](#)  
[6 - I1 Zoning Amendments Additions](#)  
[7 - Table 1: Differences in draft text amendments](#)  
[8 - Ord. 24-1071 Ind. Text amendments](#)  
[9 - Map Amendment Ordinance](#)  
[10 - Location Map NW Area rezoning](#)  
[11 - Ordinance 1065 Interim Ordinance Development Restrictions & Directing Re-Zoni](#)  
[12 - 11-26-2024 City Council Supplemental Agenda Background Memo No. 1 for Nove](#)  
[13 - 22a - City Council updated memo for Ord. 1071 and 1072](#)  
[14 - 22b - CC ORDINANCE 1071](#)  
[15 - 22c - Ord. 1071 and 1072 PowerPoint 11262024](#)  
[16 - 22d - PC Resolution 2024-010 Ind. & Ag. Text Amendments](#)  
[17 - 22e - CC Ordinance of PC Res. 2024-010](#)  
[18 - 11-21-2024 Planning Commission Meeting Link](#)

23. [Ord. 1072](#) Consideration of the First Reading of Ordinance No. 1072 a Zoning Map Amendment for the Northwest Development Area.

**Attachments:** [1 - Ordinance](#)  
[2 - Location Map of the NW Area Zoning from A-S to I1-B V2](#)  
[3. Link to 10302024 PC meeting materials](#)  
[4 - Ordinance 1065 Interim Ordinance Development Restrictions & Directing Re-Zonin](#)  
[5 - 11-26-2024 City Council Supplemental Agenda Background Memo No. 1 for Noven](#)  
[6 - 23a - Ordinance No. 1072 \(11 parcels\)](#)  
[7 - 23b - PC Res. 2024-009 Map Amendment](#)  
[8 - 23c - Ordinance No. 1072 \(16 parcels\)](#)  
[9 - 11-21-2024 Planning Commission Meeting Link](#)

## ADMINISTRATORS UPDATE

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

**Attachments:** [1 - Upcoming Council Items \(11-21-24\)](#)

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

## ADJOURN

**Note:** *The City Council may take a five minute break during the meeting. All regular City Council meetings end at 9:00 pm unless a simple (4/7) majority of the City Council vote to extend the time.*

**SPECIAL NEEDS:** *If you require special services to attend or participate in a public meeting, please call the City's Administration Office at (507) 645-3001 or e-mail Lynette Peterson, City Clerk, at [lynette.peterson@ci.northfield.mn.us](mailto:lynette.peterson@ci.northfield.mn.us). TDD users can call (507) 645-3030. Please call at least 24 hours before the meeting, if possible.*