



City of Northfield

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

Meeting Agenda

City Council

Tuesday, May 2, 2023

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA

CALL TO ORDER

Mayor: Pownell

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

APPROVAL OF AGENDA

PRESENTATIONS

1. [23-1111](#) Quarterly Police Report, Quarter 1, 2023

Attachments: [1- Q1 - 2023 Council Mtg Charts](#)
[2 - Downtown Northfield Police Engagement_2](#)

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. [23-1112](#) Consider Approval of April 18, 2023 City Council Meeting Minutes.
Attachments: [04.18.23 Council Minutes](#)
3. [23-1113](#) Consider Approval of April 18, 2023 City Council Work Session Minutes.
Attachments: [04-18-23 Council Work Session Minutes](#)
4. [23-1114](#) Consider Approving Disbursements totaling \$1,402,559.56
Attachments: [1 - Disbursements](#)
[2 - Disbursements](#)
5. [23-1115](#) Consider Approval of Temporary Liquor Licenses for the Defeat of Jesse James Days Committee.
6. [23-1116](#) Approve miscellaneous/concessions license for FiftyNorth Popcorn Wagon.
7. [23-1117](#) Approve miscellaneous/concessions license for Northfield Youth Baseball Association at Sechler Park.

8. [23-1118](#) City Administrator Biannual Update Summary of Grants Report per the City Council Grants Policy.

Attachments: [1 - 2022-23 Grant List](#)
[2 - M2019-121 Grant Management Policy](#)

9. [Res. 2023-040](#) Consider amendment of Public Works Policy 9.01 - Banners to include a new banner type, "Hispanic Heritage."

Attachments: [1- Banner Type Resolution](#)
[2 - Banner Policy Revised 5-2-23 Tracked Changes](#)
[3 - Banner Policy Revised 5-2-23 Clean](#)

10. [23-1119](#) Consider Motion approving a Professional Service Agreement with JLG Architects for the plans, specifications and construction administration of the hail damage repair on City facilities.

Attachments: [1 - JLG Architects professional services agreement v.2 042023 FINAL](#)
[2 - JLG Certificates of Liability Insurance](#)

OPEN PUBLIC COMMENTS

Persons may take one opportunity to address the Council for two (2) minutes (not including interpreter's time) on any topic, even if on the agenda, with the condition that they may not speak on the same item later in the meeting. No notification of the Mayor is required. However, speakers are asked to complete a sign up card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name and information on how to contact. Comments may also be made electronically until 12:00 noon on the day of the meeting through the eComment (electronic comment) system.

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.*

11. [Res. 2023-041](#) Consider action and summary of conclusions of the evaluation of the performance of Ben Martig, City Administrator, pursuant to Minn. Stat. §13D.05, subd. 3.

Attachments: [1 - FINAL 2023 resolution no increase - city administrator](#)
[2 - FINAL 2023 resolution template - OPEN ENDED](#)
[3 - FINAL 2023 resolution template 1 step](#)

12. [23-1120](#) Consider Approval of Transit Hub Building Exterior and Authorize Preparation of Plans and Specifications.

Attachments: [1 - 22105 Northfield Transit Hub and Pavillion 04 26 23](#)
[2 - HPC Final Comment Letter on Transit Hub 4.5.23](#)
[3 - Summary of response of Save the Northfield Depot Organization](#)
[4 - Regional Transit Hub Project Map-Description](#)
[5 - HF 1 1st Engrossment - 91st Legislature, 2020 5th Special Session \(2020 - 2020\)](#)
[6 - Transit Hub Project Process - Current](#)
[7 - Project Timeline Matrix Transit Hub on the Q Block](#)

13. [23-1121](#) Review and Discussion on Proposed 2024-2025 Budget Timeline.

Attachments: [1 - 2024-2025 Budget Calendar as of 4.27.2023](#)

ADMINISTRATORS UPDATE

14. [23-1122](#) City Administrator's Update.

Attachments: [1 - 2022 NAFRS Annual Report](#)
[2 - 2022 NAFRS Financial Statements](#)
[3 - Upcoming Agenda Items \(04-27-23\)](#)

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. TDD users can call (507) 645-3030. Please call at least 24 hours before the meeting, if possible.