



# City of Northfield

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

## Meeting Minutes - Final City Council

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Tuesday, October 15, 2024

6:00 PM

Council Chambers

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### 6:00 PM - CITY COUNCIL MEETING AGENDA

#### CALL TO ORDER

*Mayor Pownell called the meeting to order at 6:04 p.m.*

- Present:** 6 - Council Member Brad Ness, Mayor Rhonda Pownell, Council Member Jami Reister, Council Member Kathleen Holmes, Council Member Davin Sokup, and Council Member Jessica Peterson White
- Absent:** 1 - Council Member George Zuccolotto

*Also present: Streets and Parks Manager Charlie Fredericks, Public Works Director/City Engineer David Bennett, Engineering Manager Sean Simonson, City Administrator Ben Martig, City Clerk Lynette Peterson, Community Development Intern Emery John, and Police Chief Jeff Schroepfer.*

#### LISTENING SESSION

*Paul Hager, 110 Maple Street, addressed the Council on the striping of bike lanes to make them less confusing for drivers. Public Works Director/City Engineer David Bennett stated the City is phasing in white striping of bike lanes and this will be redone around the City.*

#### APPROVAL OF AGENDA

*Mayor Pownell noted information in Supplemental Agenda Background Memos No. 1 and 2.*

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

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

#### PRESENTATIONS

1. [24-622](#) Presentation from the Convention and Visitors Bureau.

*Chamber of Commerce and Tourism President Jane Bartho introduced Jackie Johnson, Johnson House Creative, and Chamber Director of Engagement and Social Media Rachel Trnka. Bartho gave background information including mission, vision, lodging tax, and strategic priorities. Johnson added information regarding print marketing, ads, digital marketing ads, website marketing, digital visitors guide request form, events calendar, google business listing for the CVB and quarterly e-newsletters. Bartho added more*

information on billboards. Trnka presented an update on the Minne-Roadtrip. Bartho presented a recap of the 2024 CVB budget and assets. Bartho answered questions from the Council.

2. [24-621](#) Annual Presentation of Main Street Program.

Community Development Intern Emery John presented on the 2023 Main Street Program highlighting the mission of the Friends of Downtown Northfield, 2023 accomplishments, 2024 overview and looking ahead to 2025. John answered questions from the Council.

## CONSENT AGENDA

**A motion was made by Council Member Holmes, seconded by Council Member Sokup, to approve the Consent Agenda. The motion carried by the following vote:**

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

3. [24-623](#) Consider Approval of October 1, 2024 City Council Meeting Minutes.

4. [24-624](#) Consider Approval of October 8, 2024 City Council Work Session Minutes.

5. [24-625](#) Consider Approving Disbursements totaling \$2,767,565.51

Enactment No: M2024-121

6. [24-626](#) Consider Approval of 2025-2027 Consultant Services Contract for the Convention and Visitors Bureau (CVB).

Enactment No: M2024-122

7. [24-627](#) Consideration of Contract with Craig Rapp, LLC for Facilitation Related to Strategic Planning.

Enactment No: M2024-123

8. [Res. 2024-101](#) Consider Resolution Accepting the Grant of Real Property in Northfield from the Northfield Hockey Association for the New Ice Arena.

9. [Res. 2024-102](#) Consider Resolution Approving Release and Termination of Subdivision Agreement of Cannon Commercial Center on Cannon Commercial Center 2nd Addition.

10. [24-635](#) Consider Approving Amendment for Trunk Sanitary Sewer Extension & Additional Design Services.

Enactment No: M2024-124

11. [Ord. 1066](#) Consideration of Approval of the Second Reading of Ordinance 1066 Text Amendments Related to Parking Standards in Chapter 34

- Land Development Code and Chapter 14 - Businesses of the Northfield City Code.

12. [24-628](#) Consideration of Summary Publication of Ordinance 1066 Text Amendments Related to Parking Standards in Chapter 34 - Land Development Code and Chapter 14 - Businesses of the Northfield City Code.

Enactment No: M2024-125

13. [Ord. 1067](#) Consideration of Approval of the Second Reading of Ordinance 1067 Text Amendments Related to Sign Regulations in the Historic-Overlay District in Chapter 34 - Land Development Code of the Northfield City Code.

14. [24-629](#) Consideration of Summary Publication of the Ordinance No. 1067 Amendments to Sign Regulations in Chapter 34 - Land Development Code in the Historic-Overlay District.

Enactment No: M2024-126

15. [Ord. 1068](#) Consideration Second Reading of Ordinance No. 1068 Rezoning 1280 Bollenbacher Dr., in the City of Northfield, Rice County, Minnesota from PI-S: Public Institutional to C2-B: Highway Commercial.

16. [Ord. 1070](#) Consideration Second Reading of Ordinance No. 1070 Rezoning Outlot A, Cannon Commercial Center 2nd Addition from PI-S: Public Institutional to PB-S: Public Benefit District.

## PUBLIC HEARINGS AND RELATED ACTION

17. [24-630](#) Public Hearing for Ordinance 1069 Vacating a Drainage and Utility Easement within 1280 Bollenbacher Drive.

*Mayor Pownell declared the public hearing open at 6:59 p.m. Public Works Director/City Engineer David Bennett presented background information on the vacation of a drainage and utility easement within 1280 Bollenbacher Drive.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to close the Public Hearing at 7:01 p.m. The motion carried by the following vote:**

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

18. [Ord. 1069](#) Consider Second Reading of Ordinance 1069 Vacating Drainage and Utility Easements within 1280 Bollenbacher Drive.

**A motion was made by Council Member Ness, seconded by Council Member Holmes, to approve the first reading of Ordinance No. 1069 Vacating Drainage and Utility Easements. The motion carried by the following vote:**

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

## REGULAR AGENDA

19. [24-631](#) Update and Feedback on Sechler Park Long-Range Plan Concept Designs.

*Parks and Streets Manager Charlie Fredericks introduced the item and introduced Anna Springer, Senior Landscape Architect with Bolton & Menk and Bruce Jacobson, Consultant. Springer presented the purpose of project; goals and timeline; project engagement review; concept plans; meeting outcomes and next steps in the process. The Council provided feedback on the concept plans.*

## RECESS

*Council recessed at 8:00 p.m. Council meeting resumed at 8:07 p.m.*

20. [24-632](#) Consider Approval of Cost Share Agreement with the City of Dundas for the New Ice Arena.

*Public Works Director/City Engineer David Bennett introduced the item giving background information on the formal agreement with the City of Dundas for cost share for the new ice arena which is based on net tax capacity for each city. This agreement lays out framework and final numbers will be arrived at after bids for the arena are in. The City of Dundas has approved the agreement at their Council meeting on Monday, October 14. Bennett and City Administrator Ben Martig answered questions from the Council.*

**A motion was made by Council Member Ness, seconded by Council Member Holmes, to approve Cost Share Agreement with the City of Dundas for the new ice arena. The motion carried by the following vote:**

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

Enactment No: M2024-127

21. [24-633](#) Present Draft Report of the Surface Water Waste Load Allocation Implementation Plan.

*Engineering Manager Sean Simonson introduced the item giving background on the item. Simonson introduced Greg Wilson from Barr. Wilson presented on the Wasteload Allocation Implementation Plan including background on the topic; water quality modeling; pollutant loading assessment; pollutant reduction goal setting and Wasteload Allocation (WLA) Implementation Plan. Wilson and Public Works Director/City Engineer David Bennett answered questions from the Council.*

## EXTEND THE MEETING

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

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

21. [24-633](#) Present Draft Report of the Surface Water Waste Load Allocation Implementation Plan.

*Council continued discussion on the WLA Implementation Plan. Public Works Director/City Engineer David Bennett and Engineering Manager Sean Simonson answered additional questions from the Council.*

## ADMINISTRATORS UPDATE

22. [24-634](#) City Administrator's Update.

*Administrator Ben Martig updated the Council on the Board/Commission Training event that will be held on Tuesday, October 22 from 5 p.m. to 7:30 p.m. at the Northfield Community Resource Center.*

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

*C. Sokup - NRECC Housing Work Group; Comp Plan Steering Committee Meeting; Mills Town Trail Meeting.*

*C. Peterson White - Business interviews for Friends of Downtown Northfield.*

*C. Holmes - No report.*

*C. Reister - Hospital Board interviews for new CEO.*

*C. Ness - CVB Meeting; Rice County Public Safety Center Ribbon Cutting; 911 Center Meeting.*

*Mayor Pownell - Public Works Director/City Engineer David Bennett gave a construction update noting the 2026 Spring Creek Construction Open House.*

## ADJOURN

**A motion was made by Council Member Ness, seconded by Council Member Holmes, to adjourn the meeting at 9:12 p.m. The motion carried by the following vote:**

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