



City of Northfield

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

Meeting Minutes - Draft Council Employment Committee

Monday, May 19, 2025

12:30 PM

Washington Conference Room

12:30 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

C. Holmes called the meeting to order at 12:29 PM

Present: 3 - Council Member Peter Dahlen, Council Member Kathleen Holmes and Council Member Brad Ness

Also present: Christina C. Petsoulis, Flaherty & Hood; City Administrator Ben Martig; Communications & HR Director Michelle Mahowald; Human Resources Specialist Kathy Fredrickson

APPROVAL OF AGENDA

**A motion was made by C. Dahlen, seconded by C. Ness, to approve the agenda.
The motion carried by the following vote:**

Yes: 3 - Council Member Dahlen, Council Member Holmes and Council Member Ness

APPROVAL OF MINUTES

1. [25-293](#) Consider Approval of February 24, 2025 Council Employment Committee Meeting Minutes.

Attachments: [1 - 02-24-25 Council Employment Committee Minutes](#)

A motion was made by C. Ness, seconded by C. Dahlen, to approve the minutes of February 24, 2025. The motion carried by the following vote:

Yes: 3 - Council Member Dahlen, Council Member Holmes and Council Member Ness

REGULAR AGENDA

2. [25-294](#) Discuss City Administrator performance review policy and process.

Attachments: [1 - 102-City-Administrator-Performance-Review-Policy](#)
[2 - Northfield CA PR process](#)

The City Administrator performance review policy will be amended to change the review date and annual pay increase to January to align with other employees. During the implementation phase, an abbreviated review will be held in the fall in order for the city

administrator to receive a pay increase in January 2026. Following that, a full review will be held in the Fall of 2026 that will correspond with a pay increase in January 2027.

A motion will be brought forward at a future council meeting to approve an abbreviated review in the Fall of 2025 to coincide with a January pay increase. Full performance reviews will begin in the Fall of 2027.

Communications & HR Director Mahowald will put a draft council motion together and bring it to the next Council Employment Policy Committee meeting for review before being forwarded to the full City Council for approval.

This Information/Discussion Item was presented and discussed.

3. [25-295](#) Discuss 2026 benefits renewal and Minnesota paid leave considerations.

Attachments: [1 - 8.35 parental leave](#)
[2 - 8.36 Paid Family Parental Leave](#)
[3 - 8.30 family medical leave](#)

A general overview of anticipated benefit renewal changes for 2026 was given.

Communications & HR Director Mahowald reported that staff is working with Gallagher Benefit Consultants to review and consider all options for the Minnesota paid leave program, set to begin in 2026. Staff will put together an employee census and Gallagher will go to market and solicit bids for private companies. The benefit of a private vendor is ease of administration. Once bids are received, they will be reviewed and weighed against the State of Minnesota program to determine our best option.

More information will be brought to the Council Employment Policy Committee in late summer.

This Information/Discussion Item was presented and discussed.

ADJOURNMENT

A motion was made by C. Dahlen, seconded by C. Ness, to adjourn the meeting at 12:57 PM. The motion carried by the following vote:

Yes: 3 - Council Member Dahlen, Council Member Holmes and Council Member Ness