City of Northfield

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

Meeting Agenda

Tuesday, January 6, 2026

6:00 PM

Council Chambers

City Council

6:00 PM - CITY COUNCIL MEETING AGENDA

CALL TO ORDER

Mayor: Zweifel
Councilmembers: Beumer, Dahlen, Holmes, Ness, Peterson White, Sokup

OPEN PUBLIC COMMENT

Open Public Comment is intended to receive public comment on matters of City business and/or topics under the jurisdiction of the City Council. Individuals who would like to have a question addressed may write their question on the back of the comment card and an appropriate person will follow up with them at another time. If the topic relates to an item later in the agenda individuals may speak at this time if that is their preference. However, they will be unable to comment again later on the same agenda item.

Individuals who pre-registered may take one opportunity to address the Council for up to two (2) minutes. After all individuals on the sign-up list have spoken, other individuals may speak if time permits. Open Public Comment will conclude by 6:20 p.m.

APPROVAL OF AGENDA

PRESENTATIONS

1. 26-001 Presentation - Stormwater Pollution Prevention Poster Contest Winners.

Attachments: 1 - 2025 Poster Contest Winners
2 - Posters

CONSENT AGENDA

The proposed consent agenda is included on the agenda and shown on the screens in the Council Chambers. The purpose of a consent agenda is to allow for routine motions, resolutions, ordinances, and items previously discussed with consensus made, to be passed with one motion. These items are still important and necessary considerations and full background memo and materials have been prepared and are publicly available on the website and in the Council Chambers. City Council Members have had the opportunity to ask questions for clarification of consent agenda items in advance of the meeting and have had the opportunity to request an item be moved to the regular agenda for further discussion.

2. 26-002 Consider Approval of December 2, 2025 City Council Meeting Minutes.

Attachments: 1 - 12-2-25 Council Meeting Minutes

3. 26-003 Consider Approving Disbursements totaling $10,507,348.43

Attachments: 1 - Disbursements
2 - Disbursements
3 - Disbursements
4 - Disbursements
5 - Disbursements

4. 26-004 Consider Designation of Official Newspaper.

Attachments: 1 - Hyperlink - Charter Sec. 15.1 - Official Publications
2 - Hyperlink - City Code Sec. 2-57 - Meetings

5. 26-005 Consider Designation of Official Depositories for the City of Northfield

6. Res. 2026-001 Consider Amendments to Council Rules of Business and Appendices.

Attachments: 1 - Council Rules of Business Resolution
2 - 1.05 Council Rules of Business REDLINE DRAFT
3 - 1.05 Council Rules of Business CLEAN DRAFT

7. Res. 2026-002 Consider Amendments to Board and Commission Rules of Business and Appendices.

Attachments: 1 - Resolution Board Commission Rules of Business
2 - 1.06 Board and Commission Rules of Business REDLINE DRAFT
3 - 1.06 Board and Commission Rules of Business CLEAN DRAFT

8. Res. 2026-003 Review and Approval of Amended 1.09 Council Representation on Boards and Commissions Policy.

Attachments: 1 - 1.09 Council Representation on Boards and Commissions Policy Resolution
2 - 1.09 Council Liaision Policy REDLINE DRAFT
3 - 1.09 Council Liaision Policy CLEAN DRAFT

9. Res. 2026-004 Review and Approval of Amended 2.03 Meeting Room Policy.

Attachments: 1 - Resolution 2.03 Meeting Room Policy
2 - 2.03 Meeting Room Policy REDLINED DRAFT
3 - 2.03 Meeting Room Policy CLEAN DRAFT

10. Res. 2026-005 Consideration of a Resolution for the approval of the cannabis retail registration application for Maverick Greens L.L.C. to operate a cannabis microbusiness with a retail operations endorsement at 2010 Jefferson Rd. Suite C.

Attachments: 1 - Resolution Approving Cannabis Retail Registration - Mavericks
2 - City Code Chapter 30 - Cannabis Retail Business Registration
3 - Ord. 1083 Amending Chapter 30 - Cannabis Retail

11. 26-006 Consider approval of Tobacco License Renewal.

Attachments: 1 - Hyperlink City Code Tobacco
2 - Hyperlink to Sec. 50-89 Drug Paraphernalia

12. 26-007 Consider Approval of Lease Agreement with Northfield Senior Citizens Inc. d.b.a. FiftyNorth.

Attachments: 1 - LEASE AGREEMENT FIFTYNORTH 2026-2028 - v.8 Final 121525 Signed

13. Res. 2026-006 Consider Resolution Setting Bond Sale and Authorizing Application for MN Credit Enhancement for Utility Bonds for Jefferson Parkway/Sandstone Street Utility Extension Project.

Attachments: 1 - Northfield Water Rev 2026A SET SALE RESOLUTION (credit enhancement)

2 - Northfield - Series 2026A Bonds Presentation

3 - PreSaleReport.Northfield.2026A

14. Res. 2026-007 Consider Resolution Amending 2026 Carted Yard Waste Rate.

Attachments: 1 - Resolution for 2026 Utility Rates

15. 26-008 Contract Approval to Hire Houseal Lavigne to Update & Redesign the City's Zoning Code.

Attachments: 1 - HL Zoning Code Update Redesign Contract - Final

16. Res. 2026-008 Community Development Block Grant - Consider Adopting Resolution in Support of Fiscal Year 2026 Allotment of Program Funds.

Attachments: 1 - FY2026 CDBG Resolution

2 - PY2026 CDBG Draft Application (referenced in resolution)

PUBLIC HEARINGS AND RELATED ACTION

The public will have an opportunity to address the City Council on any public hearings. Individuals who pre-registered may take one opportunity to address the Council for up to two (2) minutes. After all individuals on the sign-up list have spoken, other individuals may speak. Persons must give their name and 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.

The intent of the public hearing is to receive information from the public. Individuals who would like to have a question addressed may write their question on the back of the comment card and an appropriate person will follow up with them at another time.

17. 26-009 Public Hearing for Liquor License for Northfield Ballroom Inc. DBA Northfield Ballroom, 450 Montessori Court.

Attachments: 1 - Public Hearing Notice.Northfield Ballroom

2 - PID 2231201001 Northfield Ballroom 350 map

18. 26-010 Consideration of New Liquor License for Northfield Ballroom Inc. DBA Northfield Ballroom at 450 Montessori Court.

19. 26-011 Public Hearing on Adopting the Street Reconstruction and Overlay Plan (SROP) and Issuance of Street Reconstruction and Overlay Bonds.

Attachments: 1 - Northfield - 2026-2030 SROP Public Hearing
2 - Northfield SROP 2026 to 2030 (Draft)
3 - Notice of Public Hearing

20. Res. 2026-009 Consider Resolution Adopting the Street Reconstruction and Overlay Plan (SROP) and Issuance of Street Reconstruction and Overlay Bonds.

Attachments: 1 - Northfield SRP 2026B RESOLUTION APPROVING SRP
2 - Northfield SROP 2026 to 2030 (Draft)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

21. 26-012 Reports From the Mayor and Council Members.

REGULAR AGENDA

The public will have an opportunity to address the City Council on the following regular agenda items. Individuals who pre-registered may take one opportunity to address the Council for up to two (2) minutes. After all individuals on the sign-up list have spoken, other individuals may speak. Persons must give their name and 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.

The intent of the public comment is to receive information from the public. Individuals who would like to have a question addressed may write their question on the back of the comment card and an appropriate person will follow up with them at another time.

22. 26-013 Consideration of Election of President Pro Tem.

Attachments: 1 - Hyperlink - Charter Section 3.9 - President Pro Tem
2 - Hyperlink - City Code Sec. 2-57 - Meetings

23. Res. 2026-010 Consider Resolution Approving Sponsorship of the MnDOT Transportation Alternatives Grant Application for the funding year 2030 - Lincoln Parkway Walking and Biking Improvement Project.

Attachments: 1 - Transportation Alternatives Sponsorship Resolution
2 - Draft Application
3 - Lincoln Pkwy Corridor Analysis Final Report
4 - Proposed Project Layout
5 - TA Council Presentation
6 - SUPPLEMENTAL 1 - 01-06-26 Supplemental Memo No. 1
7 - SUPPLEMENTAL 1 - Res. 2026-010R MnDOT TA Grant Application
8 - SUPPLEMENTAL 1 - TA_Grant Council Presentation_UPDATED

24. Res. 2026-011 Consider Resolution Approving Maintenance responsibility for the proposed Lincoln Parkway Walking and Biking Improvement Project related to the Transportation Alternatives Grant Solicitation.

Attachments: 1 - Transportation Alternatives Sponsorship Resolution

25. Res. 2026-012 Consider Resolution Approving Plans and Specifications and Order Advertisement for Bids for the Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84).

Attachments: 1 - Resolution - Approve Plans and Specifications
2 - Link to Final Plans
3 - Project Location Map
4 - Intersection Improvements
5 - Project Process
6 - SUPPLEMENTAL 1 - 01-06-26 Supplemental Memo No. 1
7 - SUPPLEMENTAL 1 - NOFD_Spring Creek Rd Recon_Approve Plans_Presentation

26. 26-014 Consider Council Member Roles on Boards and Commissions for 2026-2027.

Attachments: 1 - Presentation

27. 26-015 Review & Discuss Options for Potential Resolution Supporting the Authority to Impose a Local Sales Tax to Fund Specific Capital Improvements Providing Regional Benefit, to Establish the Duration of the Tax and the Revenue to be Raised by the Tax, and to Authorize the City to Issue Bonds Supported by the Sales Tax Revenue.

Attachments: 1 - MN State Statute 297A.99 Local Sales Tax link
2 - LMC Process to Obtain Local Sales Tax Authority link

ADMINISTRATORS UPDATE

28. 26-016 City Administrator's Update.

Attachments: 1 - Upcoming Council Agenda Items (12-30-25)

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

File #: 26-001, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: James McDermott, Water Quality Technician
Sean M. Simonson, Engineering Manager

Presentation - Stormwater Pollution Prevention Poster Contest Winners.

Action Requested:
No Action Requested.

Summary Report:
The City of Northfield and Clean River Partners host an annual poster contest with local elementary schools. Second through fifth grade students from Prairie Creek Community School, Greenvale Park Elementary, Spring Creek Elementary, St. Dominic Elementary, and Bridgewater Elementary schools were asked to design a poster with the theme: “Stormwater Heroes”. Through this exercise, these students become aware of what stormwater is, where it goes, and how to prevent excess nutrients and other pollutants from entering the Cannon River. This year, a record 170 posters were submitted for the contest.

These posters will be displayed in City Hall until the next poster contest. Facilitating events like this help satisfy Minimum Control Measures 1 & 2 (Public Outreach & Education & Public Participation and Involvement) of the City’s MS4 stormwater permit and is financially supported by the City of Northfield through the yearly contract with the Clean River Partners.

Tentative Timelines:
The winning posters will be displayed in the first-floor display case in City Hall and will remain there until the fall of 2026.

2025 Stormwater "Pollution Solutions"

Poster Contest Winners

Grade 2-3 Students

1st Place

Wagner Whitney

3rd Grade, Prairie Creek Community School, Teacher: Molly McGovern Wills

2nd Place

Sophia Orrego Zapata

3rd Grade, Spring Creek Elementary, Teacher: Anita Sasse

3rd Place

Jameson Weaver

3rd Grade, Bridgewater Elementary, Teacher: Elizabeth Larson

Honorable Mention

Alfonso Abad, 3rd Grade, Spring Creek Elementary, Teacher: Anita Sasse

Hannah Schrader, 3rd Grade, Spring Creek Elementary, Teacher: Anita Sasse

Grade 4-5 Students

1st Place

Ingrid Jorgenson

4th Grade, Prairie Creek Community School, Teacher: Michelle Martin

2nd Place

Ellen Van Someren

5th Grade, Prairie Creek Community School, Teacher: Michelle Martin

3rd Place

Caroline Griemann

5th Grade, Prairie Creek Community School, Teacher: Michelle Martin

Honorable Mention

Liv Tapper, 5th Grade, Bridgewater Elementary, Teacher: Dana Holden

Henry Davis, 5th Grade, Prairie Creek Community School, Teacher: Michelle Martin

BE A STORMWATER Hero





STORMWATER HEROES:

*Keep trash out of the river
*Clear stormwater drains
*Are awesome people... So be awesome!

Storm Water


Help
we don't want dead animals
the lake needs our help!
Don't leave trash!
thanks
Pick up the trash!
Dad
wow

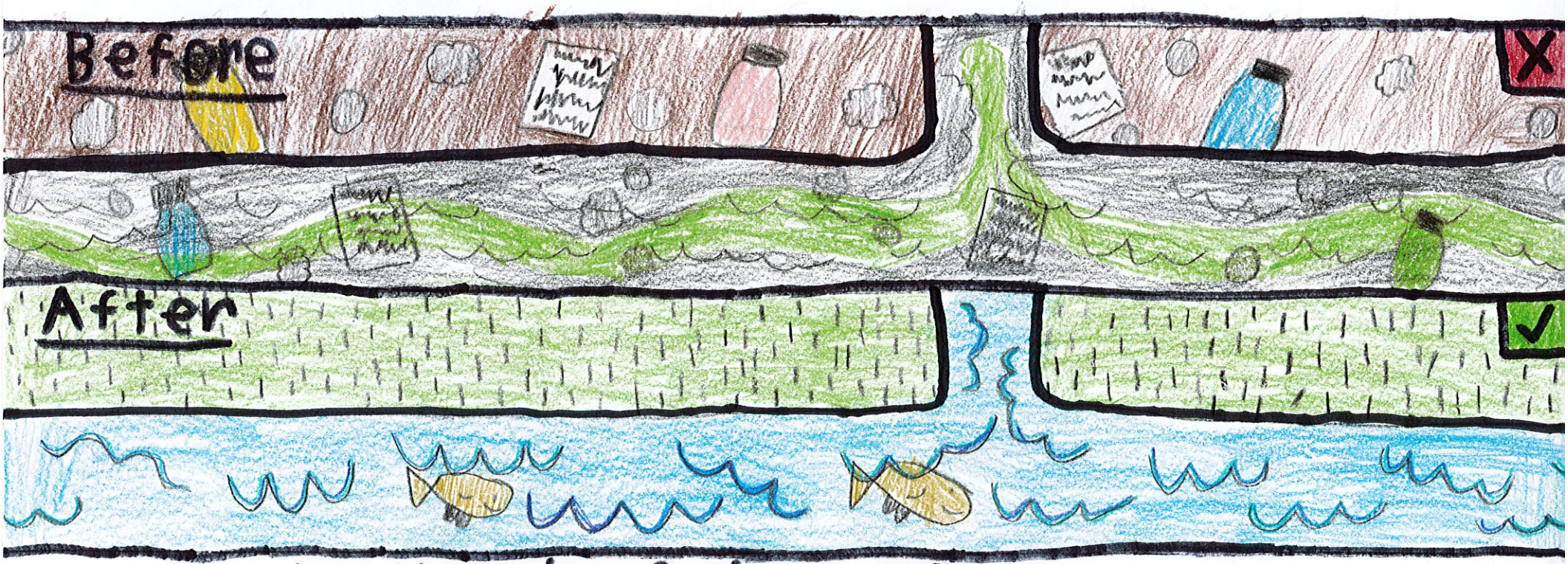
From storm Drain to Stream, make it clean.

Fix leaky cars.

Pick up trash

Pick up After your pets.

Rake Up leaves.

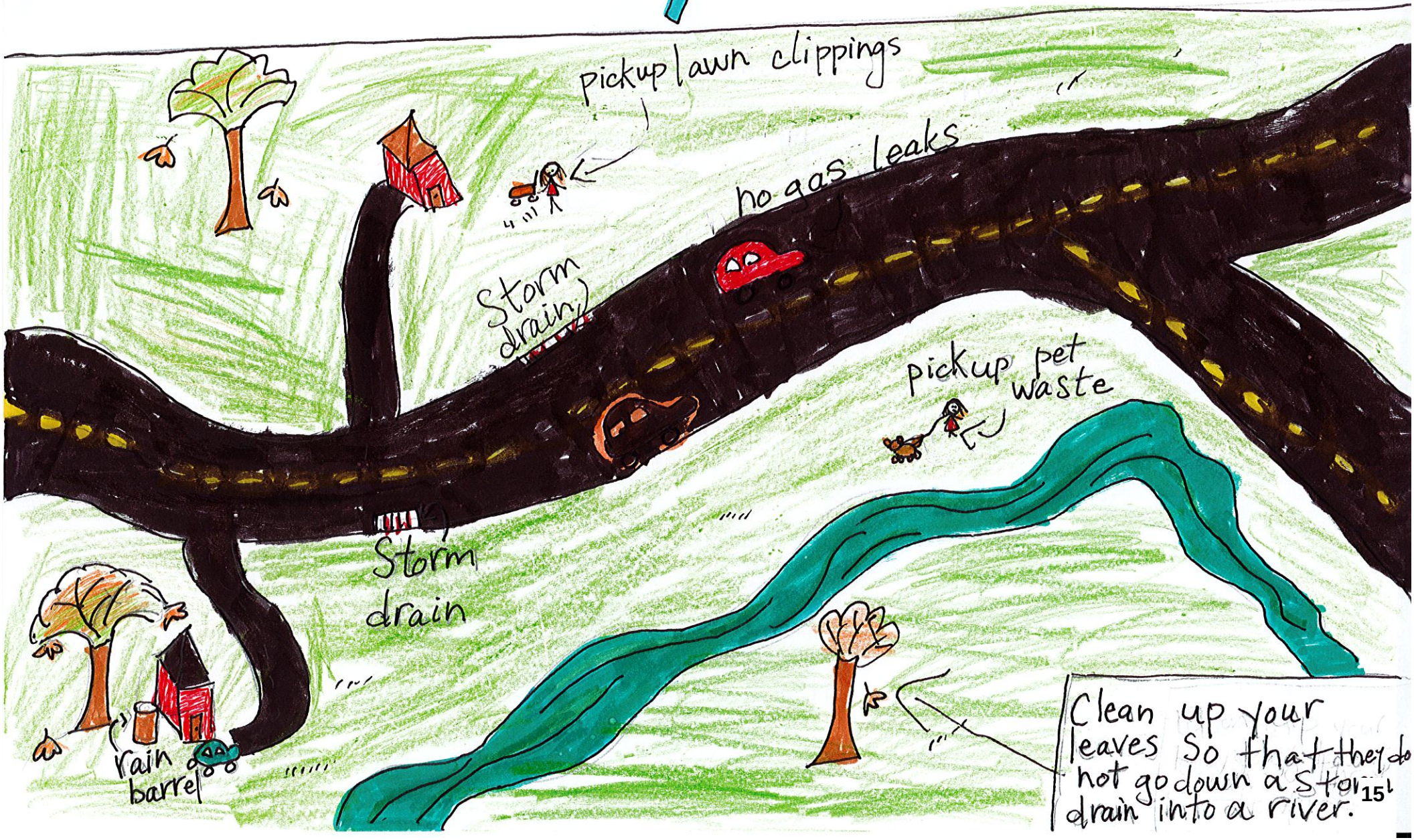


Which Side are you on?


only rain down the storm drain
I hate cars dripping oil. It goes to the creek! It can kill fish!
grass cliping too! they are a big problem
not cool
cool


Save the rivers!
Dont Put anything in the storm drain!
Pick up garbage! Have fun! Pick up leaves and grass!
Don't litter.
Clean water is the best!

be a Storm water hero by:




Be a Stormwater Hero!
• Pick up after your pet!
• Rake up leaves so ther wont get into our storm Drains!
leaves


Stormwater Heros
Stormwater Heros Pict up Trash and garbage To help The ~~erthan~~ Earth The environment
Save The water
get rid of the Trash
Trash Bag
Milk
Apple

How To Be A Stormwater Hero

1. Stop littering!
2. Try to compost more!
3. Tell everyone you know!

pick up trash!

spread the news!

Ask An a Adult if you can use a bukit to compost

Be a Storm Water Hero!



Pick up litter + Don't Clog Drains

File #: 26-002, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk

Consider Approval of December 2, 2025 City Council Meeting Minutes.

Action Requested:
The City Council is asked to consider approval of the December 2, 2025 City Council Meeting Minutes.

Summary Report:
N/A

Alternative Options:
N/A

Financial Impacts:
N/A

Tentative Timelines:
N/A

City of Northfield

Meeting Minutes - Draft
City Council

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

Tuesday, December 2, 2025 | **6:00 PM** | **Council Chambers**

6:00 PM - CITY COUNCIL MEETING AGENDA

CALL TO ORDER

Mayor Zweifel called the meeting to order at 6:00 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: City Administrator Ben Martig, Finance Director Brenda Angelstad, Public Works Director/City Engineer David Bennett, Police Chief Jeff Schroepfer and City Clerk Lynette Peterson. City Attorney Chris Hood appeared remotely for the meeting.

OPEN PUBLIC COMMENT

Randy Olson addressed the Council regarding the increase in property taxes.

Council Member Peterson White joined the meeting at 6:02 p.m.

APPROVAL OF AGENDA

A motion was made by Council Member Holmes, seconded by Council Member Beumer, to approve the agenda. 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

CONSENT AGENDA

A motion was made by Council Member Ness, seconded by Council Member Sokup, to approve the Consent Agenda. 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

1. 25-631 Consider Approval of November 18, 2025 City Council Special Meeting Minutes.

2. 25-632 Consider Approval of November 25, 2025 City Council Special Meeting Minutes.

3. 25-633 Consider Approving Disbursements totaling $3,686,659.34

4. 25-634 Consider Approval of Mayoral Board and Commission Appointments.

5. 25-635 Consider Motion Approving Joint Powers Agreement Between Rice County and the City of Northfield for Absentee Balloting and Election Services for 2026 Elections

6. 25-636 Consider Approval of Amended 2025-2027 Consultant Service Agreement with FiftyNorth and Age Friendly Northfield Steering Committee Related to Age Friendly Northfield (AFN) initiatives.

7. 25-637 Consider approval of Tobacco License Renewals.

8. Res. 2025-119 Consideration of a Conditional Use Permit for Fares Ibrahim to Operate a Cannabis Retail Establishment at 2010 Jefferson Rd. Suite C.

9. 25-638 Consideration of Amendments to 2025-2028 Strategic Plan

10. Res. 2025-120 Consider Resolution Approving Amendment to Section 4.05 Lunch and Rest Breaks for the Employee Handbook.

11. 25-639 Consider approval of a new three-year towing agreement between the City of Northfield and Raider Automotive LLC dba Valley Autohaus.

12. 25-640 Consider approval of 2026-2030 Residential Waste Hauling Contract with Dicks Sanitation Inc.

13. 25-641 Consider Approving Application for the Minnesota Pollution Control Agency (MPCA) Planning Grant for Stormwater - Downtown Floodwall Design.

14. Res. 2025-121 Consider Resolution Restricting Parking on Spring Creek Road from Jefferson Parkway to Woodley Street.

PUBLIC HEARINGS AND RELATED ACTION

15. 25-642 Public Hearing on the 2026 Budget and Tax Levy.

Mayor Zweifel declared the public hearing open at 6:04 p.m.

City Administrator Ben Martig presented an overview of the 2026 Budget and Tax Levy to include the budget timeline; comprehensive plan 2045; strategic plan 2025-2028; median home values; tax change by parcel map; total property tax peer cities comparison; property tax distribution; property tax refunds MN Department of Revenue; peer comparisons - average levy increases; trended levied amounts - capital maintenance funds; 5-year cost drivers by type; 5-year staffing changes; city staffing levels through budgeted 2026; peer comparison 2026 current city property taxes; proposed 2026 citywide levies including levy increase highlights; tax base growth strategies; details of the 9.9% levy increase; residential total tax rate impact; property tax comparison; key ratios - peer comparison; city-wide levy; 2026 EDA Fund; 2026

HRA Fund; general fund revenues; general fund expenditures; 2026 budget highlights; City services; maintaining quality infrastructure and facilities; enterprise fund; utility rates including water fund, wastewater fund, stormwater fund and garbage fund and comparable rates; gas and electric franchise fee and 2026-2030 CIP/CEP.

Council Member Ness commented on property tax statements.

A motion was made by Council Member Holmes, seconded by Council Member Peterson White, to close the Public Hearing at 6:52 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

16. Res. 2025-122 Consider Adopting the 2025/Payable 2026 Tax Levy, including the EDA and HRA.

A motion was made by Council Member Beumer, seconded by Council Member Ness, to approve Resolution No. 2025-122 Consider Adopting the 2025/Payable 2026 Tax Levy. 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

17. Res. 2025-123 Consider Adopting the Final 2026 Budget.

A motion was made by Council Member Holmes, seconded by Council Member Ness, to approve Resolution No. 2025-123 Adopting the Final 2026 Budget. 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

18. Res. 2025-124 Consider Adopting the 2026-2030 Capital Improvement Plan (CIP).

A motion was made by Council Member Beumer, seconded by Council Member Sokup, to approve Resolution No. 2025-124 Adopting the 2026 through 2030 Capital Improvement Plan (CIP). 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

19. Res. 2025-125 Consider Approving the 2026-2030 Capital Equipment Plan (CEP).

A motion was made by Council Member Ness, seconded by Council Member Beumer, to approve Resolution No. 2025-125 Adopting the 2026 through 2030 Capital Equipment Plan (CEP). 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

20. 25-643 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.

Mayor Zweifel declared the public hearing open at 7:08 p.m.

City Clerk Lynette Peterson gave background on the currency exchange license

renewals for Northfield Financial, LLC at 650 Professional Drive and Servicios Latinos Menas LLC at 300 Linden Street S.

A motion was made by Council Member Ness, seconded by Council Member Beumer, to close the Public Hearing at 7:10 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

21. Res. 2025-126 Consider Recommending Approval to Minnesota Department of Commerce of 2026 Currency Exchange License Renewals for Servicios Latinos Menas, LLC at 300 Linden Street S. and Northfield Financial, LLC at 650 Professional Drive.

A motion was made by Council Member Holmes, seconded by Council Member Beumer, to approve Resolution No. 2025-126 Recommending Approval to Minnesota Department of Commerce of Currency Exchange License Renewals. 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

22. 25-644 Public Hearing on Police Unmanned Aerial Vehicle (Drones) Program and Accepting Public Comment.

Mayor Zweifel declared the public hearing open at 7:11 p.m.

Police Chief Jeff Schroepfer presented on the police unmanned aerial vehicle (drones) program giving an overview of the program outlining intended uses and benefits, explaining state legal requirements, highlighting privacy and accountability safeguards, financial impact, proposed purchase, and implementation timeline. No public comments were received via email, mail or eComment. One Council Member received a comment in support of the program. Council commented on the program.

Schroepfer answered questions from the Council.

A motion was made by Council Member Sokup, seconded by Council Member Ness, to close the Public Hearing at 7:26 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

23. 25-645 Approval of Police Unmanned Aerial Vehicle (Drones) Program.

A motion was made by Council Member Ness, seconded by Council Member Beumer, to approve the Police Department's proposed Unmanned Aerial Vehicle - UAV (drone) program, policy and purchase. 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

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

24. 25-646 Reports From the Mayor and Council Members.

Council Member Ness - No report.
Council Member Peterson White - EDA Meeting.
Council Member Sokup - No report.
Council Member Holmes - Parks and Recreation Advisory Board; Planning Commission Meeting.
Council Member Dahlen - No report.
Council Member Beumer - No report.
Mayor Zweifel - Mayor's Youth Council.

ADMINISTRATORS UPDATE

25. 25-647 City Administrator's Update.

City Administrator Ben Martig highlighted City items along with the Rice County open house for County Road 20.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to adjourn the meeting at 7:44 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

File #: 26-003, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: Mary Grant, Accounting Supervisor

Consider Approving Disbursements totaling $10,507,348.43

Action Requested:
The Northfield City Council approves disbursements totaling $10,507,348.43.

Summary Report:

Disbursement Description	Date	Amount
11/21/25 A/P Ck's EFT's	11/21/2025	3,467,880.56
11/28/25 Payroll	11/28/2025	309,490.60
11/28/25 PR Ck's EFT's	11/28/2025	487,415.88
12/02/25 Payroll - PH Pay	12/02/2025	79,215.55
12/02/25 PR Ck's EFT's	12/02/2025	53,273.63
12/05/25 A/P Ck's EFT's	12/05/2025	3,697,453.33
12/12/2025 Payroll	12/12/2025	309,795.25
12/12/2025 PR Ck's EFT's	12/12/2025	347,652.95
12/12/2025 Nov'25 Bldg Surcharge	12/12/2025	1,148.56
12/18/2025 Nov'25 Sales & Use Tax	12/18/2025	35,120.00
12/19/2025 A/P Ck's EFT's	12/19/2025	1,718,902.12
Total		$10,507,348.43

Alternative Options:
N/A

Financial Impacts:
They are within the limitations of the approved budget and resources available.

Tentative Timelines:
N/A

CHECK DISBURSEMENT REPORT FOR CITY OF NORTHFIELD

CHECK DATE 11/17/2025 - 11/21/2025

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 0000 Revenue							
11/21/2025	MAIN	138912#	APG MEDIA of SOUTHERN MINNESOTA	ECUP25-0003 - PCUP25-0003	22205	0000	115.13
11/21/2025	MAIN	138934	CITY OF NORTHFIELD-PETTY CASH	POLICE COMPLIANCE CHECKS PETTY CASH	11020	0000	500.00
11/21/2025	MAIN	138944	ELAN CORPORATE	OCT 2025 PREPAID PURCHASES	11530	0000	16,868.54
11/21/2025	MAIN	138989#	NORTHFIELD CONVENTION AND VISITORS	LESS 5% ADMIN FEE	31410	0000	(949.01)
				LESS 5% ADMIN FEE	31410	0000	(23.92)
	Check MAIN 138989 Total for Fund 101 General Fund						(972.93)
Total For Dept: 0000							16,510.74
Dept: 4100 Mayor & City Council							
11/21/2025	MAIN	138933*#	CITY OF NORTHFIELD	COFFEE AND CONNECTIONS	43331	4100	208.04
Total For Dept: 4100							208.04
Dept: 4110 Administration							
11/21/2025	MAIN	138912#	APG MEDIA of SOUTHERN MINNESOTA	DELIQUENT CHARGES PUBLIC HEARING NOTICE	43325	4110	38.38
11/21/2025	MAIN	138933*#	CITY OF NORTHFIELD	ICMA CONF PARKING	43331	4110	123.72
				DEED MTG MEAL	43331	4110	48.90
				CITY/HOSPITAL COMMITTEE MTG MEAL	43331	4110	118.51
				ICMA CONF SESSION	43333	4110	329.00
	Check MAIN 138933 Total for Fund 101 General Fund						620.13
11/21/2025	MAIN	138943	ECKBERG LAMMERS	OCT PROSECUTION FEES	43304	4110	8,020.14
11/21/2025	MAIN	139012*#	TERESA D. JENSEN	SOCIAL SERV CONCEPT MTG	43300	4110	85.00
				BEN MTG	43300	4110	85.00
				WORKING LUNCH WITH BEN & BRUCE	43300	4110	85.00
	Check MAIN 139012 Total for Fund 101 General Fund						255.00
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	4110	137.87
Total For Dept: 4110							9,071.52
Dept: 4120 City Clerk							
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	4120	82.86
Total For Dept: 4120							82.86
Dept: 4130 Finance							
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43300	4130	81.44
Total For Dept: 4130							81.44
Dept: 4150 Human Resources							
11/21/2025	MAIN	138910	ADVANTAGE HEALTH	2025 BIOMETRICS SCREENINGS	43335	4150	3,340.00
11/21/2025	MAIN	138946	FIRST ADVANTAGE BACKGROUND SERVICE	BACKGROUND CHECKS	43308	4150	171.30
11/21/2025	MAIN	138962	INDUSTRIAL HEALTH SERVICES NETWORK	DRUG SCREENS & MRO SERVICES	43308	4150	399.20
11/21/2025	MAIN	138977	MED COMPASS	HEARING & FIT TESTING	43308	4150	2,495.00
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43300	4150	134.29

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4150 Human Resources							
Total For Dept: 4150							6,539.79
Dept: 4160 Community Development							
11/21/2025	MAIN	138933*#	CITY OF NORTHFIELD	MN WOMENS AFFORD. HOUSING NETWORK EVENT	43333	4160	50.00
11/21/2025	MAIN	139012*#	TERESA D. JENSEN	REDEVELOPMENT MTG	43300	4160	85.00
				DRC MTG VIRTUAL	43300	4160	85.00
	Check MAIN 139012 Total for Fund 101 General Fund						170.00
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	4160	278.58
Total For Dept: 4160							498.58
Dept: 4190 City Hall Operations							
11/21/2025	MAIN	138921	BERRY COFFEE COMPANY	CITY HALL COFFEE SUPPLIES	42218	4190	74.20
11/21/2025	MAIN	138929*#	CINTAS	RUGS AT CITY HALL	43302	4190	45.90
11/21/2025	MAIN	138930*#	CINTAS CORPORATION	FIRST AID SUPPLIES	43302	4190	63.80
11/21/2025	MAIN	138981*#	MN DEPT OF LABOR & INDUSTRY	ANNUAL ELEVATOR CERTIFICATION	42220	4190	145.00
11/21/2025	MAIN	139002*#	SCHILLING SUPPLY COMPANY	URINAL SCREEN, GARBAGE BAGS, TISSUE, PAP	42211	4190	1,583.00
11/21/2025	MAIN	139003*#	SCHWICKERT'S TECTA AMERICA LLC	CITY HALL- RTU#11 NOT HEATING	42222	4190	236.25
11/21/2025	MAIN	139017*#	TOSHIBA FINANCIAL SERVICES	NOV RENT/ OVGS 0 NONE FINANCE 10661	43352	4190	98.14
				NOV RENT/OVGS SEPT FINANCE 18579	43352	4190	161.82
	Check MAIN 139017 Total for Fund 101 General Fund						259.96
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	4190	(299.73)
				OCT 2025 - ELECTRIC/GAS USAGE	43380	4190	157.28
	Check MAIN 139024 Total for Fund 101 General Fund						(142.45)
Total For Dept: 4190							2,265.66
Dept: 4200 Police Administration							
11/21/2025	MAIN	138911*#	AMAZON CAPITAL SERVICES	ORGANIZER CONTAINER	42218	4200	11.99
11/21/2025	MAIN	138927*#	CENTRAL FARM SERVICE	PD FUEL OCT 2025	42212	4200	3,334.22
11/21/2025	MAIN	138929*#	CINTAS	PD FLOOR MATS	42220	4200	33.60
11/21/2025	MAIN	138938	CREATIVE PRODUCT SOURCING, INC	DARE SHIRTS	43309	4200	939.19
				DARE LIONS	43309	4200	112.35
	Check MAIN 138938 Total for Fund 101 General Fund						1,051.54
11/21/2025	MAIN	138941	DOUG'S AUTO SERVICE	REPLACE THERMOSTAT	42222	4200	177.89
11/21/2025	MAIN	138948	GALLS, INC.	PANTS VAALE	41115	4200	111.28
				SHIRTS SCHROEPFER	41115	4200	114.85
				SHIRTS SCHROEPFER	41115	4200	106.06
				SHIRTS/PANTS SCHROEPFER	41115	4200	497.24
				SHIRT/PANTS/JACKET ORTIZ	41115	4200	553.40
				RETURN HANDCUFFS JANDRO	41115	4200	(126.40)
	Check MAIN 138948 Total for Fund 101 General Fund						1,256.43
11/21/2025	MAIN	138950	GRAPHIC MAILBOX	SHIPPING EVIDENCE-BCA	43300	4200	7.67

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4200 Police Administration							
11/21/2025	MAIN	138964	INTOXIMETERS	2 NEW PBTS	42222	4200	850.00
11/21/2025	MAIN	138973	LE-AST SERVICES COUNSELING	CHECK UP AND RETAINER	43300	4200	330.00
11/21/2025	MAIN	138978*#	MENARD'S -DUNDAS	ADJUSTABLE STOW AWAY	42218	4200	23.97
				WINDSHIELD WIPERS, CLEANING SOLUTION	42222	4200	213.74
				WRENCH FLANGE HEX BOLTS	42218	4200	12.15
	Check MAIN 138978 Total for Fund 101 General Fund						249.86
11/21/2025	MAIN	138984	MOTOROLA	RADIO BATTERIES 7	42241	4200	633.71
11/21/2025	MAIN	139003*#	SCHWICKERT'S TECTA AMERICA LLC	PMCS	42220	4200	735.00
11/21/2025	MAIN	139015	THOMSON REUTERS - WEST	CLEAR PROFLEX OCT 2025	43300	4200	475.18
11/21/2025	MAIN	139021*#	WATER SYSTEMS COMPANY	PD WATER QTY 6	42218	4200	52.50
				PD WATER QTY 5	42218	4200	43.75
				PD NOV COOLER RENTAL	42218	4200	17.90
				PD WATER QTY 6	42218	4200	52.50
	Check MAIN 139021 Total for Fund 101 General Fund						166.65
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	4200	(1,011.20)
				OCT 2025 - ELECTRIC/GAS USAGE	43381	4200	19.21
				OCT 2025 - ELECTRIC/GAS USAGE	43381	4200	(493.04)
				OCT 2025 - ELECTRIC/GAS USAGE	43380	4200	45.85
				OCT 2025 - ELECTRIC/GAS USAGE	43380	4200	562.76
	Check MAIN 139024 Total for Fund 101 General Fund						(876.42)
Total For Dept: 4200							8,437.32
Dept: 4240 Building Inspection							
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	4240	289.33
Total For Dept: 4240							289.33
Dept: 4300 Engineering							
11/21/2025	MAIN	138927*#	CENTRAL FARM SERVICE	OCTOBER 2025 FUEL CHARGES ENGINEER	42212	4300	128.53
11/21/2025	MAIN	138933*#	CITY OF NORTHFIELD	UMN.EDU SWPPP CERTIFICATION 1/21/26 IVES	43333	4300	320.00
				UNM.EDU CONSTRUCT SIT MGMT TRAIN IVES	43333	4300	225.00
				MN STATE COLLEGE TRAINING HADLEY	43333	4300	750.00
	Check MAIN 138933 Total for Fund 101 General Fund						1,295.00
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	4300	312.17
Total For Dept: 4300							1,735.70
Dept: 4310 Streets							
11/21/2025	MAIN	138927*#	CENTRAL FARM SERVICE	OCTOBER FULE FOR STREETS AND PARKS	42212	4310	4,937.19
11/21/2025	MAIN	138933*#	CITY OF NORTHFIELD	APWA ADD MEMBERSHIP KAVITZ TUSSING	44463	4310	133.10
11/21/2025	MAIN	138972	LAWSON PRODUCTS, INC.	SHOP SUPPLIES	42222	4310	644.96
11/21/2025	MAIN	138978*#	MENARD'S -DUNDAS	CLEANING SUPPLIES	42218	4310	33.03
				WO#5035 #3691 CASTER WHEEL-SNOWBLOWER	42222	4310	15.96

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4310 Streets							
	Check MAIN 138978 Total for Fund 101 General Fund						48.99
11/21/2025	MAIN	138986	NAFRS	KNOX EMERGENCY ACCESS RD GATE KRAEWOOD/I	43316	4310	535.00
11/21/2025	MAIN	139016	TITAN MACHINERY	WO#5193 #2883 BACKHOE WINDOW REPAIR	42222	4310	435.75
11/21/2025	MAIN	139017*#	TOSHIBA FINANCIAL SERVICES	NOV RENT/OVGS SEPT-OCT STREETS 10266	42218	4310	121.03
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	4310	629.60
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	4310	(139.89)
				OCT 2025 - ELECTRIC/GAS USAGE	43380	4310	148.34
	Check MAIN 139024 Total for Fund 101 General Fund						8.45
Total For Dept: 4310							7,494.07
Dept: 4320 Street Lighting							
11/21/2025	MAIN	138936	COLLINS ELECTRICAL CONSTRUCTION CO	REPAIR TRAIL LIGHTING IN RIVERSIDE PARK	42228	4320	2,131.17
11/21/2025	MAIN	138947	FRANEK ELECTRIC, INC.	ELEC LOCATE HALL AVE/5TH ST E/ WASHINGTO	42228	4320	400.00
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	4320	1,037.50
				OCT 2025 - ELECTRIC/GAS USAGE	43381	4320	197.70
				OCT 2025 - ELECTRIC/GAS USAGE	43381	4320	101.84
	Check MAIN 139024 Total for Fund 101 General Fund						1,337.04
Total For Dept: 4320							3,868.21
Dept: 4330 Facilities							
11/21/2025	MAIN	138975	LIFELINE INCORPORATED	ONE PIECE DEFIBRILATION AND CPR SYSTEM	42218	4330	729.99
11/21/2025	MAIN	138978*#	MENARD'S -DUNDAS	SHAKER BOTTLE, WIRE SHELF, SHOVEL, ICE M	42218	4330	178.38
11/21/2025	MAIN	138988*#	NORTHFIELD ACE HARDWARE	STAPLES	42218	4330	24.98
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	4330	87.86
Total For Dept: 4330							1,021.21
Dept: 4510 Ice Arena							
11/21/2025	MAIN	138911*#	AMAZON CAPITAL SERVICES	MICROPHONE AND DRY ERASE MARKERS	42218	4510	62.99
				NYLON RIVET	42218	4510	36.94
	Check MAIN 138911 Total for Fund 101 General Fund						99.93
11/21/2025	MAIN	138915	ASCAP	2026 MUSIC LICENSE	44463	4510	454.17
11/21/2025	MAIN	138928*#	CHARTER COMMUNICATIONS	Additional receiver - Arena	43320	4510	51.41
11/21/2025	MAIN	138929*#	CINTAS	FLOOR MATS	42211	4510	18.00
11/21/2025	MAIN	138933*#	CITY OF NORTHFIELD	LARSON LOGO'D CLOTHING - TS, DL	41115	4510	697.00
11/21/2025	MAIN	138949	GARTNER REFRIGERATION INC	FREON 30# CYLINDER	42222	4510	5,727.80
11/21/2025	MAIN	138970	KRISS PREMIUM PRODUCTS	COOLING WATER TREATMENT/CHEMICALS	42222	4510	1,269.50
11/21/2025	MAIN	138978*#	MENARD'S -DUNDAS	BATTERIES, STACKER BOXES, CLEANING SOLUT	42211	4510	207.68
11/21/2025	MAIN	138991	PEPSI-COLA OF MANKATO, INC	CONCESSIONS	42280	4510	313.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4510 Ice Arena							
11/21/2025	MAIN	139014	THE RINK LLC	DECEMBER 2025 RENT - ICE ARENA	43300	4510	9,000.00
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	4510	9,494.98
				OCT 2025 - ELECTRIC/GAS USAGE	43380	4510	357.38
	Check MAIN 139024 Total for Fund 101 General Fund						9,852.36
Total For Dept: 4510							27,690.85
Dept: 4520 General Parks							
11/21/2025	MAIN	138919	BAUER BUILT TIRE & SERVICE	LAWN MOWER TIRES RESTROCK	42222	4520	756.16
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	4520	659.47
Total For Dept: 4520							1,415.63
Dept: 4530 Athletic Facilities							
11/21/2025	MAIN	138952*#	GUTH ELECTRIC, INC	REPAIR ON SOFTBALL FIELD LIGHTS	43326	4530	621.07
11/21/2025	MAIN	138985	MULLIGAN'S TREE SERVICE, INC.	SPRING CREEK SOCCER IRRIGATION REPAIR	43326	4530	586.25
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	4530	2,090.91
Total For Dept: 4530							3,298.23
Dept: 4540 Outdoor Pool							
11/21/2025	MAIN	138913	AQUA LOGIC INC.	WINTERIZE POOL	43305	4540	1,400.00
11/21/2025	MAIN	138980*#	MN DEPT OF HEALTH	2026 LICENSE RENEWAL-POOL	43305	4540	1,490.00
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	4540	(622.97)
				OCT 2025 - ELECTRIC/GAS USAGE	43380	4540	62.50
	Check MAIN 139024 Total for Fund 101 General Fund						(560.47)
Total For Dept: 4540							2,329.53
Dept: 4545 Recreation Administration							
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	4545	92.86
Total For Dept: 4545							92.86
Dept: 4550 Library							
11/21/2025	MAIN	138911*#	AMAZON CAPITAL SERVICES	WALL SIGNS, BATTERIES AND WINDOW PRIVACY	42220	4550	145.59
11/21/2025	MAIN	138929*#	CINTAS	RUG RENTAL	42220	4550	8.46
11/21/2025	MAIN	138933*#	CITY OF NORTHFIELD	PASSPORT SHIPPING	43321	4550	286.70
				LIBRARY MATERIALS-MEDIA	44431	4550	1,162.81
				TOY TOOLBOX, SAFETY VESTS, TOY NUTS & BO	44432	4550	87.47
				LIBRARY MATERIALS- YOUTH	44431	4550	17.44
				SHIPPING	43321	4550	6.94
				TEEN PROG.-PIZZA,YARN,DEODORANT,WIPES	44432	4550	121.76
				JUV PROG.-PAINT & TAPE	44432	4550	20.61
				LIBRARY MATERIALS-YA & JUV MEDIA	44431	4550	192.32
				MLA MEMBERSHIP & CONF. REGISTRATION	43333	4550	500.00
				LIBRARY MATERIALS NF & FIC	44431	4550	360.34
				BLUETOOTH TRACKERS, PHOTO SLEEVES, PAPER	42218	4550	203.11
				LIBRARY MATERIALS PERIODICALS	44431	4550	29.95

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4550 Library							
	Check MAIN 138933 Total for Fund 101 General Fund						2,989.45
11/21/2025	MAIN	138963*#	INGRAM LIBRARY SERVICES	SHIPPING	43321	4550	6.00
				BOOK COVERS	42218	4550	8.80
				LIBRARY MATERIALS	44431	4550	167.92
				LIBRARY MATERIALS	44431	4550	12.00
				BOOK COVERS	42218	4550	13.20
				LIBRARY MATERIALS	44431	4550	317.03
				LIBRARY MATERIALS	44431	4550	48.59
				LIBRARY MATERIALS	44431	4550	19.20
				LIBRARY MATERIALS	44431	4550	109.20
				SHIPPING	43321	4550	6.00
				BOOK COVERS	42218	4550	2.20
				LIBRARY MATERIALS	44431	4550	62.38
				LIBRARY MATERIALS	44431	4550	19.79
				BOOK COVERS	42218	4550	14.30
				LIBRARY MATERIALS	44431	4550	299.24
				LIBRARY MATERIALS	44431	4550	18.00
				LIBRARY MATERIALS	44431	4550	27.00
				LIBRARY MATERIALS	44431	4550	37.79
				LIBRARY MATERIALS	44431	4550	16.80
				LIBRARY MATERIALS	44431	4550	11.99
				LIBRARY MATERIALS	44431	4550	19.80
				LIBRARY MATERIALS	44431	4550	16.80
				LIBRARY MATERIALS	44431	4550	21.00
				LIBRARY MATERIALS	44431	4550	64.79
				LIBRARY MATERIALS	44431	4550	62.98
				BOOK COVERS	42218	4550	31.90
				LIBRARY MATERIALS	44431	4550	528.75
				LIBRARY MATERIALS	44431	4550	16.77
				LIBRARY MATERIALS	44431	4550	17.99
				LIBRARY MATERIALS	44431	4550	11.99
				LIBRARY MATERIALS	44431	4550	10.20
				LIBRARY MATERIALS	44431	4550	46.19
				LIBRARY MATERIALS	44431	4550	13.20
				LIBRARY MATERIALS	44431	4550	35.40
				LIBRARY MATERIALS	44431	4550	37.18
				LIBRARY MATERIALS	44431	4550	129.60
				LIBRARY MATERIALS	44431	4550	19.20
				LIBRARY MATERIALS	44431	4550	39.00
				LIBRARY MATERIALS	44431	4550	21.59
				LIBRARY MATERIALS	44431	4550	37.19
				LIBRARY MATERIALS	44431	4550	21.00
				SHIPPING	43321	4550	6.00
				BOOK COVERS	42218	4550	4.40
				LIBRARY MATERIALS	44431	4550	62.22
				BOOK COVERS	42218	4550	37.40
				LIBRARY MATERIALS	44431	4550	795.22
				LIBRARY MATERIALS	44431	4550	11.40
				LIBRARY MATERIALS	44431	4550	16.80
				LIBRARY MATERIALS	44431	4550	12.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4550 Library							
				LIBRARY MATERIALS	44431	4550	19.19
				LIBRARY MATERIALS RETURN	44431	4550	(9.74)
				LIBRARY MATERIALS RETURN	44431	4550	(8.99)
	Check MAIN 138963 Total for Fund 101 General Fund						3,365.85
11/21/2025	MAIN	138978*#	MENARD'S -DUNDAS	CORNER BRACE, REPLACEMENT BLADES, EDGE B	42220	4550	40.94
11/21/2025	MAIN	138981*#	MN DEPT OF LABOR & INDUSTRY	ANNUAL ELEVATOR CERTIFICATION	42220	4550	145.00
11/21/2025	MAIN	139003*#	SCHWICKERT'S TECTA AMERICA LLC	PMCS - HEATING MODE	42220	4550	682.50
11/21/2025	MAIN	139009	SUFFOLK COOPERATIVE LIBRARY SYSTEM	CERTIFICATE PROGRAM-SUSTAINABLE LIBRARIE	44463	4550	800.00
11/21/2025	MAIN	139011	TEN X TEN LLC	MDE GRANT- LIBRARY VISION PLAN	45520	4550	2,275.00
11/21/2025	MAIN	139018	TRAF-SYS, INC	OASIS PEOPLE COUNTER	45590	4550	1,753.00
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	4550	40.01
				10/08/25 - 11/07/25 CELL PHONES	43320	4550	415.16
	Check MAIN 139020 Total for Fund 101 General Fund						455.17
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	4550	38.56
				OCT 2025 - ELECTRIC/GAS USAGE	43380	4550	40.67
	Check MAIN 139024 Total for Fund 101 General Fund						79.23
Total For Dept: 4550							12,740.19
Dept: 4900 Other Financing Uses							
11/21/2025	MAIN	138989#	NORTHFIELD CONVENTION AND VISITORS	LODGING TAX-SEP'25	44454	4900	18,980.10
				LODGING TAX - ARREARS	44454	4900	478.46
	Check MAIN 138989 Total for Fund 101 General Fund						19,458.56
Total For Dept: 4900							19,458.56
Total For Fund: 101							125,130.32
Fund: 211 NCRC							
Dept: 4580 NCRC							
11/21/2025	MAIN	138957	HILLYARD / HUTCHINSON	PAPER TOWEL ROLLS & SUPROX CONCENTRATE	42211	4580	447.40
				CREDIT FOR DOUBLE PYMT CK#135750	42211	4580	(316.76)
	Check MAIN 138957 Total for Fund 211 NCRC						130.64
11/21/2025	MAIN	138965	JANET D. BREYER	NOVEMBER 2025 CLEANING SERVICES	43306	4580	5,460.00
11/21/2025	MAIN	138966	JAY GROSSMAN	OCT 2025 CLEANING NORTH SIDE COMMONS & C	43306	4580	1,200.00
11/21/2025	MAIN	138969	KEITH PUMPER PLUMBING & HEATING	CHECKED FLOW SWITCH ON BOILER-FIFTY NORT	42220	4580	70.00
				INSTALL GAUGE IN BOILER ROOM-50 NORTH	42220	4580	198.00
				FIX LEAK ON CONDENSATE EXHAUST PIPE-50 N	42220	4580	333.75
	Check MAIN 138969 Total for Fund 211 NCRC						601.75
11/21/2025	MAIN	138978*#	MENARD'S -DUNDAS	EXIT AND EMERGENCY LIGHTS	42220	4580	104.97
11/21/2025	MAIN	138979*#	METRONET HOLDINGS LLC	NCRC - phones, internet	43320	4580	1,404.69
11/21/2025	MAIN	138981*#	MN DEPT OF LABOR & INDUSTRY	ANNUAL ELEVATOR CERTIFICATION	42220	4580	145.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 211 NCRC							
Dept: 4580 NCRC							
11/21/2025	MAIN	139002*#	SCHILLING SUPPLY COMPANY	PAPER TOWELS, TISSUE, URINAL SCREEN, DEO	42211	4580	211.32
				DISINFECTANCT WIPES, GARBAGE BAGS, VACUU	42211	4580	300.51
				DISINFECTANT WIPES, TISSUE, GARBAGE BAGS	42211	4580	289.97
				CREDIT-WASTEBASKET	42211	4580	(86.00)
	Check MAIN 139002 Total for Fund 211 NCRC						715.80
Total For Dept: 4580							9,762.85
Dept: 4585 Wellness Center							
11/21/2025	MAIN	138961	IMPERIAL BAG & PAPER CO, LLC	AZURE FOAM WASH & ALL PURPOSE CLEANER	42211	4585	204.19
11/21/2025	MAIN	138980*#	MN DEPT OF HEALTH	2026 LICENSE RENEWAL - POOL	43305	4585	1,060.00
11/21/2025	MAIN	138996	RAINBOW INTERNATIONAL OF THE NORTH	CLEANING 10/13/25-10/26/25 AT FIFTY NORT	43306	4585	2,700.00
				CLEANING 10/27/25-11/10/25 AT FIFTY NORT	43306	4585	2,700.00
	Check MAIN 138996 Total for Fund 211 NCRC						5,400.00
Total For Dept: 4585							6,664.19
Total For Fund: 211							16,427.04
Fund: 215 Motor Vehicle Fund							
Dept: 5600 Motor Vehicle							
11/21/2025	MAIN	139017*#	TOSHIBA FINANCIAL SERVICES	NOV RENT/OVGS SEPT DMV 21375	43352	5600	125.31
Total For Dept: 5600							125.31
Total For Fund: 215							125.31
Fund: 229 Communications							
Dept: 4180 Communication							
11/21/2025	MAIN	138933*#	CITY OF NORTHFIELD	Descript monthly subscription	43300	4180	30.00
				Stock photo yearly subscription	43300	4180	144.00
	Check MAIN 138933 Total for Fund 229 Communications						174.00
11/21/2025	MAIN	138971	LANGUAGE LINE SERVICES	Translation and interpretation	43300	4180	35.24
11/21/2025	MAIN	139012*#	TERESA D. JENSEN	SIGNAGE MTG	43300	4180	85.00
				SIGNAGE MTG	43300	4180	85.00
				SIGNAGE MTG	43300	4180	85.00
	Check MAIN 139012 Total for Fund 229 Communications						255.00
Total For Dept: 4180							464.24
Total For Fund: 229							464.24
Fund: 240 Library Gift Fund							
Dept: 4900 Other Financing Uses							
11/21/2025	MAIN	138933*#	CITY OF NORTHFIELD	FFNPL - POET LAUREATE CAPES FOR SHOW	43309	4900	47.76
				FFNPL OUTREACH- CRAFT SUPPLIES	43309	4900	6.91
				GIFTS-SELCO SCHOLARSHIP MLA CONF. MEALS	43309	4900	193.24
				GIFTS MN HIST. SOCIETY-NFLD QUEER THEN &	43309	4900	100.00
				SELCO SCHOLAR- HOTEL MLA CONF. CAMARGO	43309	4900	314.14
	Check MAIN 138933 Total for Fund 240 Library Gift Fund						662.05
11/21/2025	MAIN	138963*#	INGRAM LIBRARY SERVICES	GIFTS-AUTOMATICALLY YOURS	44431	4900	17.40

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 240 Library Gift Fund							
Dept: 4900 Other Financing Uses							
				GIFTS-AUTOMATICALLY YOURS	44431	4900	48.72
				GIFTS-AUTOMATICALLY YOURS	44431	4900	18.00
				GIFTS-AUTOMATICALLY YOURS	44431	4900	33.60
				GIFTS-AUTOMATICALLY YOURS	44431	4900	17.92
				GIFTS-AUTOMATICALLY YOURS	44431	4900	18.00
	Check MAIN 138963 Total for Fund 240 Library Gift Fund						153.64
Total For Dept: 4900							815.69
Total For Fund: 240							815.69
Fund: 242 Scriver Memorial Fund							
Dept: 4900 Other Financing Uses							
11/21/2025	MAIN	138963*#	INGRAM LIBRARY SERVICES	GIFTS-SCRIVER LIBRARY MATERIALS	44431	4900	22.40
				GIFTS-SCRIVER	44431	4900	16.80
	Check MAIN 138963 Total for Fund 242 Scriver Memorial Fund						39.20
Total For Dept: 4900							39.20
Total For Fund: 242							39.20
Fund: 243 LJ Gustafson							
Dept: 4900 Other Financing Uses							
11/21/2025	MAIN	138963*#	INGRAM LIBRARY SERVICES	GIFTS-GUSTAFSON LIBRARY MATERIALS	44464	4900	11.19
Total For Dept: 4900							11.19
Total For Fund: 243							11.19
Fund: 252 TZD Grant							
Dept: 4900 Other Financing Uses							
11/21/2025	MAIN	138932	CITY OF LONSDALE POLICE DEPARTMENT	4Q 2025 TZD REIMB	44915	4900	1,462.83
11/21/2025	MAIN	138945	FARIBAULT POLICE DEPARTMENT	4Q 2025 TZD REIMB	44915	4900	5,478.44
11/21/2025	MAIN	138998	RICE COUNTY SHERIFF	4Q 2025 TZD REIMB	44915	4900	2,642.59
Total For Dept: 4900							9,583.86
Total For Fund: 252							9,583.86
Fund: 290 EDA							
Dept: 5100 EDA General Operating							
11/21/2025	MAIN	138922	BETTEROUTTHERE LLC	RIVERFRONT ENHANCEMENT GRANT	44917	5100	10,000.00
11/21/2025	MAIN	139000	RIVERWALK MARKET FAIR	2ND PAYMENT FOR 2025	44917	5100	17,500.00
Total For Dept: 5100							27,500.00
Total For Fund: 290							27,500.00
Fund: 295 HRA							
Dept: 5200 HRA General Operating							
11/21/2025	MAIN	138933*#	CITY OF NORTHFIELD	2330 ELIANNA - RESALE DISCLOSURE PKG	44464	5200	418.18
				LODGING FOR MN NAHRO	43331	5200	569.60
	Check MAIN 138933 Total for Fund 295 HRA						987.78

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 295 HRA							
Dept: 5200 HRA General Operating							
11/21/2025	MAIN	138982	MN NAHRO	2026 Membership fee	44463	5200	324.00
Total For Dept: 5200							1,311.78
Dept: 5220 HRA LMI Housing							
11/21/2025	MAIN	138997	RICE COUNTY HABITAT FOR HUMANITY I	HRA Res. 2025-010, 315 Poplar St.	43309	5220	30,000.00
Total For Dept: 5220							30,000.00
Total For Fund: 295							31,311.78
Fund: 296 LOCAL HOUSING TRUST FUND							
Dept: 5230 HRA LOCAL HOUSING TRUST FUND							
11/21/2025	MAIN	138954	HAUGO GEOTECHNICAL SERVICES, LLC	ABBY RD EXT. GEO REPORT	43309	5230	9,100.00
Total For Dept: 5230							9,100.00
Total For Fund: 296							9,100.00
Fund: 426 2025 CAPITAL PROJECTS							
Dept: 4800 Other Services							
11/21/2025	MAIN	139005	SHORT ELLIOT HENDRICKSON, INC	2025 RECLAM OVERLAY PROF SVCS THRU 9/27	45520	4800	4,134.79
				2025 RECLAM OVERLAY PROF SVCS THRU 8/30	45520	4800	24,231.48
Check MAIN 139005 Total for Fund 426 2025 CAPITAL PROJECTS							28,366.27
Total For Dept: 4800							28,366.27
Total For Fund: 426							28,366.27
Fund: 454 City Facilities Fund							
Dept: 4800 Other Services							
11/21/2025	MAIN	138952*#	GUTH ELECTRIC, INC	PD:INSTALLED FIVE DRIVERS IN SIGN FIXTUR	45520	4800	1,524.35
11/21/2025	MAIN	138953	HALLBERG ENGINEERING INC	TRANSIT HUB	45520	4800	362.50
Total For Dept: 4800							1,886.85
Total For Fund: 454							1,886.85
Fund: 459 ICE ARENA CONSTRUCTION							
Dept: 4800 Other Services							
11/21/2025	MAIN	138967	JLG ARCHITECTS	NEW ICE ARENA M40 PROF SVCS TO 10/31	45520	4800	30,409.21
11/21/2025	MAIN	139001	RJM CONSTRUCTION	M40 ICE ARENA PAY #7 PROF SVCS 10/1-31	45520	4800	2,932,948.19
11/21/2025	MAIN	139013	TERRACON CONSULTANTS INC	M40 NEW ICE ARENA PROF SVCS 10/18	45520	4800	4,555.00
Total For Dept: 4800							2,967,912.40
Total For Fund: 459							2,967,912.40
Fund: 601 Water Fund							
Dept: 6000 Water							
11/21/2025	MAIN	138927*#	CENTRAL FARM SERVICE	OCTOBER 2025 FUEL CHARGES WATER DPT	42212	6000	292.60
11/21/2025	MAIN	138937	COUNTY LINE MATERIALS INC.	PARKING LOT MATERIAL AGGREGATE BASES 73.	42220	6000	655.31
				PARKING LOT MATERIAL AGGREGATE BASES-89.	42220	6000	736.41

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 Water Fund							
Dept: 6000 Water							
	Check MAIN 138937 Total for Fund 601 Water Fund						1,391.72
11/21/2025	MAIN	138955*#	HAWKINS INC.	WELL HOUSE CHEMICALS	42216	6000	6,368.48
				CHLORINE TANK CHARGE	42216	6000	150.00
	Check MAIN 138955 Total for Fund 601 Water Fund						6,518.48
11/21/2025	MAIN	138978*#	MENARD'S -DUNDAS	CONCRETE MORTAR MIX	42218	6000	34.52
				CLEANING BRUSH/BOTTLE STRAW CLEANING KIT	42218	6000	3.99
				SHOP SUPPLIES LYSOL BATTERIES AIR FRESHE	42218	6000	48.57
	Check MAIN 138978 Total for Fund 601 Water Fund						87.08
11/21/2025	MAIN	138988*#	NORTHFIELD ACE HARDWARE	MULTI SCREWS	42218	6000	15.99
11/21/2025	MAIN	139003*#	SCHWICKERT'S TECTA AMERICA LLC	WELL #5 REPLACE CONTRACTOR BERKO UNIT H	42220	6000	275.28
				WELL #6 DOOR SWITCH REZNOR UNIT HEATER #	42220	6000	312.08
				WELL #6 THERMOSTAT QMARK HEATER #12	42220	6000	237.76
				WELL #6 THERMOSTAT QMARK HEATER #7	42220	6000	237.76
				WELL #6 THERMOSTAT QMARK HEATER #13	42220	6000	237.76
	Check MAIN 139003 Total for Fund 601 Water Fund						1,300.64
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	6000	405.16
11/21/2025	MAIN	139021*#	WATER SYSTEMS COMPANY	WATER DPT DRINKING WATER QTY 2	42218	6000	17.50
				WATER DPT DRINKING WATER QTY 3	42218	6000	26.25
				WWTP DRINKING WATER QTY 1	42218	6000	4.00
	Check MAIN 139021 Total for Fund 601 Water Fund						47.75
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	6000	440.56
				OCT 2025 - ELECTRIC/GAS USAGE	43380	6000	371.21
	Check MAIN 139024 Total for Fund 601 Water Fund						811.77
Total For Dept: 6000							10,871.19
Total For Fund: 601							10,871.19
Fund: 602 Sewer Fund							
Dept: 6100 Wastewater							
11/21/2025	MAIN	138911*#	AMAZON CAPITAL SERVICES	300 WATT WARM HALOGEN LIGHT BULB 2 PK	42222	6100	6.59
11/21/2025	MAIN	138917	AUTOMATIC SYSTEMS CO	CARD READER INSTALL	42222	6100	3,811.68
				PRESS VFD DIAGNOSTIC	42232	6100	1,106.25
				BIOSOLIDS VFD BLOWER FAN	42232	6100	308.47
	Check MAIN 138917 Total for Fund 602 Sewer Fund						5,226.40
11/21/2025	MAIN	138925	CAR TIME AUTO SERVICE CENTER	2018 FORD F150 OIL CHANGE	42212	6100	73.42
				2007 FORD F350 OIL CHANGE	42222	6100	56.29
	Check MAIN 138925 Total for Fund 602 Sewer Fund						129.71
11/21/2025	MAIN	138927*#	CENTRAL FARM SERVICE	OCTOBER 2025 WWTP FUEL CHARGES	42212	6100	206.79
11/21/2025	MAIN	138930*#	CINTAS CORPORATION	FIRST AID SUPPLIES	42218	6100	148.64
11/21/2025	MAIN	138939	CUSTOM ALARM	VIDEO SURVEILLANCE/CAMERA INSTALLATION	42220	6100	2,942.46
11/21/2025	MAIN	138940	DEZURIK	BAF VALVE	42222	6100	7,861.54

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 602 Sewer Fund							
Dept: 6100 Wastewater							
11/21/2025	MAIN	138951	GRAYMONT (WI) LLC	BIOSOLIDS GROUND LIME HIGH CALCIUM QUICK	42232	6100	8,617.95
11/21/2025	MAIN	138955*#	HAWKINS INC.	ODOR CONTROL CHEMICALS	42216	6100	4,255.36
11/21/2025	MAIN	138978*#	MENARD'S -DUNDAS	BAF VALVE PARTS-CLOSURE PLUG, BUSHINGS	42222	6100	33.42
				DRAIN CLEANER	42218	6100	73.91
	Check MAIN 138978 Total for Fund 602 Sewer Fund						107.33
11/21/2025	MAIN	138993*#	PHONE STATION	GATE READER CONTROLS INSTALL INDOOR/OUTD	42222	6100	4,165.00
11/21/2025	MAIN	138994	POLYDYNE INC	BIOSOLIDS POLYMER CLARIFLOX C-6276X	42232	6100	7,820.00
11/21/2025	MAIN	139003*#	SCHWICKERT'S TECTA AMERICA LLC	HVAC REPAIR TITAN MUA#8 REPLACE DISCHARG	43302	6100	450.43
11/21/2025	MAIN	139006	SMARTSIGHTS TECHNOLOGIES, LLC	WIN 911 SUBSCRIPTION RENEWAL FOR 3 YEARS	43311	6100	6,800.00
11/21/2025	MAIN	139017*#	TOSHIBA FINANCIAL SERVICES	NOV RENT/OVGS 0 NONE WWTP 22440	43311	6100	74.13
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	6100	325.01
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	6100	24,943.82
				OCT 2025 - ELECTRIC/GAS USAGE	43380	6100	1,674.04
	Check MAIN 139024 Total for Fund 602 Sewer Fund						26,617.86
11/21/2025	MAIN	139025	XYLEM WATER SOLUTIONS USA, INC	UV SENSOR	42222	6100	3,022.00
Total For Dept: 6100							78,777.20
Total For Fund: 602							78,777.20
Fund: 603 Garbage Fund							
Dept: 6200 Garbage							
11/21/2025	MAIN	138942	DSI - DICK'S SANITATION INC	20 GAL - NOV 2025	43300	6200	2,270.40
				35 GAL - NOV 2025	43300	6200	14,946.80
				64 GAL - NOV 2025	43300	6200	16,675.40
				96 GAL - NOV 2025	43300	6200	5,117.00
				20 GAL - DAK CTY - NOV 2025	43300	6200	249.40
				35 GAL - DAK CTY - NOV 2025	43300	6200	1,410.40
				64 GAL - DAK CTY - NOV 2025	43300	6200	2,081.20
				96 GAL - DAK CTY - NOV 2025	43300	6200	292.40
				DRIVE BY - NOV 2025	43300	6200	275.20
				RECYC - DAK CTY - NOV 2025	43300	6200	750.40
				YARD WASTE - NOV 2025	43300	6200	540.00
	Check MAIN 138942 Total for Fund 603 Garbage Fund						44,608.60
11/21/2025	MAIN	138999	RICE COUNTY SOLID WASTE MANAGEMENT	OCTOBER 2025 LANDFILL CHARGES 231.63 TON	43388	6200	12,380.04
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	6200	47.31
Total For Dept: 6200							57,035.95
Total For Fund: 603							57,035.95
Fund: 604 Storm Water Drainage							
Dept: 6300 Storm Water Drainage							
11/21/2025	MAIN	138927*#	CENTRAL FARM SERVICE	OCTOBER 2025 FUEL CHARGES STORMWATER	42212	6300	29.35

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 604 Storm Water Drainage							
Dept: 6300 Storm Water Drainage							
11/21/2025	MAIN	139012*#	TERESA D. JENSEN	AMES MILL DAM PROJECT	43300	6300	85.00
				AMES MILL REMOVAL MEETING	43300	6300	85.00
				AMES MILL REMOVAL MTG	43300	6300	127.50
				AMES MILL DAM MTG	43300	6300	85.00
	Check MAIN 139012 Total for Fund 604 Storm Water Drainage						382.50
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	6300	86.44
Total For Dept: 6300							498.29
Total For Fund: 604							498.29
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
11/21/2025	MAIN	138914	ARTISAN BEER COMPANY	Beer Purchases	42251	6400	430.75
				THC	42251	6400	205.80
				Beer Purchases	42251	6400	120.00
				Beer Purchases	42251	6400	873.05
				Misc Taxable Purchases	42251	6400	36.90
				THC	42251	6400	60.00
				Beer Purchases	42251	6400	681.25
	Check MAIN 138914 Total for Fund 609 Liquor Store						2,407.75
11/21/2025	MAIN	138920	BELLBOY CORPORATION	Liquor Purchases	42251	6400	940.95
				Freight Costs	42259	6400	12.00
				Freight Costs	42259	6400	8.00
				THC	42251	6400	340.00
				Freight Costs	42259	6400	3.34
				Misc Taxable Purchases	42251	6400	19.50
				Misc Non-Taxable Purchases	42251	6400	52.50
				Freight Costs	42259	6400	8.00
				THC	42251	6400	440.00
				Liquor Purchases	42251	6400	676.75
				Freight Costs	42259	6400	10.00
				Freight Costs	42259	6400	0.86
				Misc Taxable Purchases	42251	6400	23.10
	Check MAIN 138920 Total for Fund 609 Liquor Store						2,535.00
11/21/2025	MAIN	138923	BREAKTHRU BEV MN BEER, INC	RMA 366409117	42251	6400	(14.40)
				RMA 366409119	42251	6400	(11.00)
				Beer Purchases	42251	6400	6,423.35
				Liquor Purchases	42251	6400	68.19
				Misc Taxable Purchases	42251	6400	326.05
				Beer Purchases	42251	6400	209.00
				Misc Taxable Purchases	42251	6400	247.65
				Beer Purchases	42251	6400	7,032.70
				Beer Credit	42251	6400	(30.00)
	Check MAIN 138923 Total for Fund 609 Liquor Store						14,251.54
11/21/2025	MAIN	138924	BREAKTHRU BEV MN WINE & SPIRITS	Liquor Purchases	42251	6400	653.46
				Wine Purchases	42251	6400	1,069.80
				Freight Costs	42259	6400	30.66
				Misc Taxable Purchases	42251	6400	40.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
				Liquor Purchases	42251	6400	2,632.90
				Wine Purchases	42251	6400	1,068.00
				Freight Costs	42259	6400	69.30
				Liquor CREDIT	42251	6400	(10.50)
				Freight CREDIT	42259	6400	(0.14)
				Wine CREDIT	42251	6400	(120.00)
				Freight CREDIT	42259	6400	(1.65)
	Check MAIN 138924 Total for Fund 609 Liquor Store						5,431.83
11/21/2025	MAIN	138935	COLLEGE CITY BEVERAGE, INC.	Freight Costs	42259	6400	5.00
				Beer Purchases	42251	6400	3,927.10
				Misc Taxable Purchases	42251	6400	219.55
				Liquor Purchases	42251	6400	430.00
				Liquor Purchases	42251	6400	2,150.90
				Freight Costs	42259	6400	5.00
				Beer Purchases	42251	6400	8,800.75
				Misc Taxable Purchases	42251	6400	110.60
				Liquor Purchases	42251	6400	1,529.63
				Wine Credit	42251	6400	(11.25)
				Beer Credit	42251	6400	(19.60)
	Check MAIN 138935 Total for Fund 609 Liquor Store						17,147.68
11/21/2025	MAIN	138956	HERMEL WHOLESALE	Freight Costs	42259	6400	8.95
				Misc Taxable Purchases	42251	6400	192.28
				Misc Non-Taxable Purchases	42251	6400	39.24
				Cigarettes Purchases	42251	6400	653.67
				Cigarettes CREDIT	42251	6400	(13.33)
	Check MAIN 138956 Total for Fund 609 Liquor Store						880.81
11/21/2025	MAIN	138958	HOHENSTEIN'S INC	Liquor Purchases	42251	6400	382.50
				Beer Purchases	42251	6400	340.50
				Beer Purchases	42251	6400	757.00
	Check MAIN 138958 Total for Fund 609 Liquor Store						1,480.00
11/21/2025	MAIN	138959	HOME CITY ICE COMPANY	Ice Purchases	42251	6400	102.06
				Freight Costs	42259	6400	6.50
	Check MAIN 138959 Total for Fund 609 Liquor Store						108.56
11/21/2025	MAIN	138960	IMMINENT BREWING LLC	Beer Purchases	42251	6400	208.80
				Beer Purchases	42251	6400	410.40
	Check MAIN 138960 Total for Fund 609 Liquor Store						619.20
11/21/2025	MAIN	138968	JOHNSON BROTHERS WHOLESALE	THC	42251	6400	72.80
				Freight Costs	42259	6400	44.42
				Wine Purchases	42251	6400	1,883.30
				Freight Costs	42259	6400	28.82
				Liquor Purchases	42251	6400	2,404.26
				Liquor Purchases	42251	6400	189.05
				Freight Costs	42259	6400	22.68
				Wine Purchases	42251	6400	1,008.00
				Freight Costs	42259	6400	17.96
				Liquor Purchases	42251	6400	445.11

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
				Freight Costs	42259	6400	37.80
				Wine Purchases	42251	6400	1,349.04
				Freight Costs	42259	6400	19.90
				Wine Purchases	42251	6400	704.00
				Misc Taxable Purchases	42251	6400	83.00
				Freight Costs	42259	6400	79.70
				Liquor Purchases	42251	6400	6,042.66
				Freight Costs	42259	6400	11.34
				Wine Purchases	42251	6400	266.94
				Freight Costs	42259	6400	9.45
				Liquor Purchases	42251	6400	531.80
				Freight CREDIT	42259	6400	(1.89)
				Wine CREDIT	42251	6400	(72.72)
				Liquor CREDIT	42251	6400	(9.75)
	Check MAIN 138968 Total for Fund 609 Liquor Store						15,167.67
11/21/2025	MAIN	138976	LITTLE THISTLE BREWING CO.	Beer Purchases	42251	6400	276.00
11/21/2025	MAIN	138983	MONTGOMERY BREWING	Beer Purchases	42251	6400	111.00
11/21/2025	MAIN	138987	NORTH STAR HEMP LLC	THC	42251	6400	257.00
11/21/2025	MAIN	138990	PAUSTIS & SONS WINE COMPANY	Liquor Purchases	42251	6400	147.00
				Wine Purchases	42251	6400	619.50
				Freight Costs	42259	6400	10.50
				Liquor Purchases	42251	6400	80.00
				Wine Purchases	42251	6400	1,480.00
				Freight Costs	42259	6400	25.50
				Wine CREDIT	42251	6400	(40.00)
	Check MAIN 138990 Total for Fund 609 Liquor Store						2,322.50
11/21/2025	MAIN	138992	PHILLIPS WINE AND SPIRITS,INC.	Liquor Purchases	42251	6400	279.00
				Freight Costs	42259	6400	1.89
				Wine Purchases	42251	6400	49.60
				Freight Costs	42259	6400	1.89
				Liquor Purchases	42251	6400	821.25
				Freight Costs	42259	6400	9.45
				Freight Costs	42259	6400	1.89
				Misc Taxable Purchases	42251	6400	51.00
				Liquor Purchases	42251	6400	1,722.32
				Freight Costs	42259	6400	23.15
				Liquor Purchases	42251	6400	205.80
				Wine Purchases	42251	6400	760.50
				Freight Costs	42259	6400	30.24
				Misc Taxable Purchases	42251	6400	52.10
				Liquor Purchases	42251	6400	386.50
				Freight Costs	42259	6400	3.78
				Liquor Purchases	42251	6400	102.90
				Wine Purchases	42251	6400	1,580.50
				Freight Costs	42259	6400	45.36
				Misc Taxable Purchases	42251	6400	119.50
	Check MAIN 138992 Total for Fund 609 Liquor Store						6,248.62

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
11/21/2025	MAIN	138995	PRYES BREWING COMPANY	Beer Purchases	42251	6400	199.50
11/21/2025	MAIN	139007	SOCIABLE CIDER WERKS	Liquor Purchases	42251	6400	320.00
11/21/2025	MAIN	139008	SOUTHERN WINE & SPIRITS OF MN, LLC	Liquor Purchases	42251	6400	451.08
				Freight Costs	42259	6400	0.70
				Wine Purchases	42251	6400	1,048.30
				Freight Costs	42259	6400	20.07
				Freight Costs	42259	6400	5.60
				Liquor Purchases	42251	6400	3,500.04
				Freight Costs	42259	6400	26.72
				Liquor Purchases	42251	6400	3,438.02
				Freight Costs	42259	6400	41.65
				Freight Costs	42259	6400	1.40
				Liquor Purchases	42251	6400	176.00
				Wine Purchases	42251	6400	2,754.55
				Freight Costs	42259	6400	43.17
				Liquor Purchases	42251	6400	1,043.60
				Freight Costs	42259	6400	11.20
				Wine CREDIT	42251	6400	(12.61)
				Liquor CREDIT	42251	6400	(13.42)
	Check MAIN 139008 Total for Fund 609 Liquor Store						12,536.07
11/21/2025	MAIN	139010	SXSE BREWING	Beer Purchases	42251	6400	84.00
11/21/2025	MAIN	139022	WINE COMPANY	Misc Taxable Purchases	42251	6400	51.00
				Freight Costs	42259	6400	22.75
				Liquor Purchases	42251	6400	170.00
				Wine Purchases	42251	6400	742.00
	Check MAIN 139022 Total for Fund 609 Liquor Store						985.75
11/21/2025	MAIN	139023	WINE MERCHANTS, INC	Wine Purchases	42251	6400	240.00
				Freight Costs	42259	6400	7.56
				Wine Purchases	42251	6400	1,480.10
				Freight Costs	42259	6400	36.86
				Wine Purchases	42251	6400	3,411.00
				Freight Costs	42259	6400	42.05
	Check MAIN 139023 Total for Fund 609 Liquor Store						5,217.57
Total For Dept: 6400							88,588.05
Dept: 6410 Liquor Store - Operations							
11/21/2025	MAIN	138911*#	AMAZON CAPITAL SERVICES	MARKERS FOR SIGNAGE	42218	6410	9.32
11/21/2025	MAIN	138929*#	CINTAS	ENTRY RUGS	42220	6410	26.67
11/21/2025	MAIN	138931	CITY & LAKES DISPOSAL	REFUSE DISPOSAL LIQ OCT & NOV 25	43389	6410	480.00
11/21/2025	MAIN	139003*#	SCHWICKERT'S TECTA AMERICA LLC	HVAC REPAIR - ROOFTOP RTU #1	42222	6410	661.55
11/21/2025	MAIN	139017*#	TOSHIBA FINANCIAL SERVICES	NONE RENT/OVGS SEPT LIQUOR STORE 22061	42222	6410	13.65
11/21/2025	MAIN	139019	VAN PAPER COMPANY	PAPER BAGS	42218	6410	496.97
				Paper Bags CREDIT	42218	6410	(56.70)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6410 Liquor Store - Operations							
	Check MAIN 139019 Total for Fund 609 Liquor Store						440.27
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43300	6410	46.43
11/21/2025	MAIN	139024*#	XCEL ENERGY	OCT 2025 - ELECTRIC/GAS USAGE	43381	6410	(775.94)
				OCT 2025 - ELECTRIC/GAS USAGE	43380	6410	37.92
	Check MAIN 139024 Total for Fund 609 Liquor Store						(738.02)
Total For Dept: 6410							939.87
Total For Fund: 609							89,527.92
Fund: 701 Information Tech							
Dept: 4140 Information Technology							
11/21/2025	MAIN	138911*#	AMAZON CAPITAL SERVICES	Kingston 32GB memory	42218	4140	293.06
				Logitech M550 mouse - Building	42218	4140	20.99
				Anker USB-C cables	42218	4140	12.98
				Solid State Drives for NUCs	42210	4140	1,094.88
				Kingston RAM - IT computer	42218	4140	269.96
	Check MAIN 138911 Total for Fund 701 Information Tech						1,691.87
11/21/2025	MAIN	138918	B & H PHOTO-VIDEO	Logitech MX keys wireless keyboard - Bui	42218	4140	112.31
11/21/2025	MAIN	138928*#	CHARTER COMMUNICATIONS	Backup internet - City	43320	4140	187.93
				Transit Hub - phones, internet	43320	4140	115.00
	Check MAIN 138928 Total for Fund 701 Information Tech						302.93
11/21/2025	MAIN	138979*#	METRONET HOLDINGS LLC	Telephone & Communications	43320	4140	3,282.28
				Police - phones, internet, long distance	43320	4140	645.44
				City - phones, internet, dark fiber	43320	4140	533.34
	Check MAIN 138979 Total for Fund 701 Information Tech						4,461.06
11/21/2025	MAIN	138993*#	PHONE STATION	Wiring for people counter - Library Oasi	43320	4140	755.00
11/21/2025	MAIN	139004	SHI INTERNATIONAL CORP	Kingston RAM - IT computer	42218	4140	260.36
11/21/2025	MAIN	139020*#	VERIZON WIRELESS	10/08/25 - 11/07/25 CELL PHONES	43320	4140	149.29
Total For Dept: 4140							7,732.82
Total For Fund: 701							7,732.82
Fund: 705 Insurance Fund							
Dept: 7000 Insurance							
11/21/2025	MAIN	138916	AUTO-OWNERS INSURANCE COMPANY	FIRE DEPARTMENT FLOOD INSURANCE PREMIUM	43361	7000	3,959.00
11/21/2025	MAIN	138974	LEAGUE OF MN CITIES INS TRUST	WC DEDUCTIBLE BILLING - CLAIM #00523769	41151	7000	583.17
				WC DEDUCTIBLE BILLING - CLAIM #00521891	41151	7000	220.87
	Check MAIN 138974 Total for Fund 705 Insurance Fund						804.04
Total For Dept: 7000							4,763.04
Total For Fund: 705							4,763.04
Report Total:							3,467,880.56

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

Check Date	Bank Account	Check #	Payee	Description	Accoun Dept t	Amount

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 0000 Revenue							
11/28/2025	MAIN	139026	AFLAC	Remittance	22134	0000	751.98
				Remittance	22134	0000	332.56
	Check MAIN 139026 Total for Fund 101 General Fund						1,084.54
11/28/2025	MAIN	139027	FIDELITY SECURITY LIFE	Remittance	22137	0000	7.90
				Remittance	22137	0000	408.18
	Check MAIN 139027 Total for Fund 101 General Fund						416.08
11/28/2025	MAIN	139028	INT'L UNION OF OPERATING ENG LOCAL	Remittance	22162	0000	1,233.00
				Remittance	22162	0000	429.50
	Check MAIN 139028 Total for Fund 101 General Fund						1,662.50
11/28/2025	MAIN	139029	LAW ENFORCEMENT LABOR SERVICES	Remittance	22160	0000	1,752.00
11/28/2025	MAIN	139030	LEGALSHIELD	Remittance	22172	0000	189.50
				Remittance	22172	0000	80.55
	Check MAIN 139030 Total for Fund 101 General Fund						270.05
11/28/2025	MAIN	139031	MADISON NATIONAL LIFE	Remittance	22132	0000	1,088.81
11/28/2025	MAIN	139032	MN BENEFITS ASSOCIATION	Remittance	22133	0000	166.62
11/28/2025	MAIN	139033	MN CHILD SUPPORT PAYMENT CNTR	Remittance	22170	0000	196.12
11/24/2025	MAIN	3762(A)*#	FLAHERTY & HOOD, P.A.	EMSLC25-0002 - PMSL25-0001	22205	0000	107.50
11/28/2025	MAIN	3781(E)	BLUE CROSS BLUE SHIELD MINNESOTA	Remittance	22130	0000	19,330.36
				Remittance	22130	0000	25,165.60
				Remittance	22130	0000	96,566.53
	Check MAIN 3781(E) Total for Fund 101 General Fund						141,062.49
11/28/2025	MAIN	3782(E)	GUARDIAN DENTAL	Remittance	36250	0000	(20.00)
				Remittance	22136	0000	210.48
				Remittance	22136	0000	3,155.06
				Remittance	22136	0000	2,009.08
	Check MAIN 3782(E) Total for Fund 101 General Fund						5,354.62
11/28/2025	MAIN	3783(E)	ICMA RETIREMENT TRUST - #303324	Remittance	22143	0000	967.08
				Remittance	22149	0000	288.46
	Check MAIN 3783(E) Total for Fund 101 General Fund						1,255.54
11/28/2025	MAIN	3784(E)	IRS - PAYROLL DRAFT	Remittance	22110	0000	45,754.75
				Remittance	22113	0000	19,393.54
				Remittance	22113	0000	19,393.54
				Remittance	22114	0000	6,462.20
				Remittance	22114	0000	6,462.20
	Check MAIN 3784(E) Total for Fund 101 General Fund						97,466.23
11/28/2025	MAIN	3785(E)	MINNESOTA LIFE INSURANCE COMPANY	Remittance	22130	0000	864.00
				Remittance	22130	0000	946.98
	Check MAIN 3785(E) Total for Fund 101 General Fund						1,810.98
11/28/2025	MAIN	3786(E)	MINNESOTA STATE RETIREMENT SYSTEM	Remittance	22144	0000	4,075.01
				Remittance	22147	0000	3,008.97
				Remittance	22142	0000	2,578.49

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 0000 Revenue							
	Check MAIN 3786(E) Total for Fund 101 General Fund						9,662.47
11/28/2025	MAIN	3787(E)	MN DEPT OF REVENUE	Remittance	22170	0000	150.00
11/28/2025	MAIN	3788(E)	MN DEPT OF REVENUE - PAYROLL DRAFT	Remittance	22112	0000	20,107.64
11/28/2025	MAIN	3789(E)	PERA - DRAFT FROM PAYROLL	Remittance	22140	0000	19,899.94
				Remittance	22140	0000	22,961.48
				Remittance	22140	0000	14,636.32
				Remittance	22140	0000	21,954.52
				Remittance	22140	0000	64.27
				Remittance	22140	0000	64.27
	Check MAIN 3789(E) Total for Fund 101 General Fund						79,580.80
11/28/2025	MAIN	3790(E)	VANTAGEPOINT TRANSFER AGENTS-#7061	Remittance	22148	0000	378.47
Total For Dept: 0000							363,573.46
Dept: 4100 Mayor & City Council							
11/24/2025	MAIN	3761(A)	FIFTYNORTH	AGE FRIENDLY 2025 PAYMENT #2	44917	4100	16,425.00
Total For Dept: 4100							16,425.00
Dept: 4110 Administration							
11/24/2025	MAIN	3762(A)*#	FLAHERTY & HOOD, P.A.	OCT LABOR AND EMPLOYMENT LEGAL FEES	43304	4110	7,200.00
				GENERAL LEGAL SERVICES CIVIL	43304	4110	913.75
				COUNCIL LEGAL	43304	4110	2,113.75
				PLANNINGL LEGAL	43304	4110	102.50
	Check MAIN 3762(A) Total for Fund 101 General Fund						10,330.00
11/24/2025	MAIN	3773(A)	RISQUAT KARIM	LFT RIDES - ICMA CONF TAMPA FL	43331	4110	86.20
				ICMA CONF PER DIEM DAY 1	43331	4110	60.00
				ICMA CONF PER DIEM DAY 2	43331	4110	42.00
				ICMA CONF PER DIEM DAY 3	43331	4110	42.00
				ICMA CONF PER DIEM DAY 4	43331	4110	75.00
				ICMA CONF PER DIEM DAY 5	43331	4110	60.00
	Check MAIN 3773(A) Total for Fund 101 General Fund						365.20
Total For Dept: 4110							10,695.20
Dept: 4130 Finance							
11/24/2025	MAIN	3765(A)	HANSEN, JORDAN S.	11/4/25 MILEAGE REIMBURSEMENT	43331	4130	61.39
Total For Dept: 4130							61.39
Dept: 4150 Human Resources							
11/24/2025	MAIN	3757(A)	CORBETT CHIROPRACTIC & HEALTH ENHA	OCTOBER SERVICES	43308	4150	380.00
11/24/2025	MAIN	3771(A)	NATIONAL ENROLLMENT PARTNERS LLC	NOVEMBER HR SUPPORT PACKAGE - EASE	43300	4150	201.00
Total For Dept: 4150							581.00
Dept: 4160 Community Development							
11/24/2025	MAIN	3775(A)*#	RR LARSON & ASSOCIATES	KYMN radio ads - Community Development	43300	4160	227.00
Total For Dept: 4160							227.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4190 City Hall Operations							
11/24/2025	MAIN	3766(A)#	INNOVATIVE OFFICE SOLUTIONS, LLC	LINERS FOR CITY HALL	42211	4190	255.79
11/24/2025	MAIN	3778(A)	STERICYCLE, INC	JUNE 2025 SHREDDING SVC	43302	4190	143.44
Total For Dept: 4190							399.23
Dept: 4200 Police Administration							
11/24/2025	MAIN	3768(A)	KATIE BEER	ME&I TRNG FRIDLEY CELLEBRITE	43331	4200	306.00
11/24/2025	MAIN	3779(A)	TIMECLOCK PLUS, LLC	2026 SCHEDULE ANYWHERE LICENSE	43300	4200	2,116.80
Total For Dept: 4200							2,422.80
Dept: 4300 Engineering							
11/24/2025	MAIN	3775(A)*#	RR LARSON & ASSOCIATES	KYMN radio ads - Engineering	43300	4300	227.00
Total For Dept: 4300							227.00
Dept: 4310 Streets							
11/24/2025	MAIN	3764(A)*#	GRACI LEADERSHIP SOLUTIONS LLC	On-site training Fundamentals of Supervi	43333	4310	449.00
Total For Dept: 4310							449.00
Dept: 4520 General Parks							
11/24/2025	MAIN	3755(A)*#	BOLTON & MENK, INC.	PARKS IMP - CENTRAL & DRESDEN HILL	43300	4520	8,038.50
				RIVERSIDE PARK IMPROVEMENTS	43300	4520	2,763.00
Check MAIN 3755(A) Total for Fund 101 General Fund							10,801.50
11/24/2025	MAIN	3762(A)*#	FLAHERTY & HOOD, P.A.	PARK DEDICATION	43300	4520	153.75
Total For Dept: 4520							10,955.25
Dept: 4550 Library							
11/24/2025	MAIN	3759(A)	DEMCO INC.	TAPE, LABELS, BOOK JACKETS	42218	4550	415.32
11/24/2025	MAIN	3766(A)#	INNOVATIVE OFFICE SOLUTIONS, LLC	PAPER, WIPES, SPRAY BOTTLES	42218	4550	94.03
11/24/2025	MAIN	3767(A)	KANOPY	LIBRARY MATERIALS ONLINE DATABASE	44431	4550	403.00
11/24/2025	MAIN	3769(A)	MIDWEST TAPE LLC	LIBRARY MATERIALS	44431	4550	31.99
				LIBRARY MATERIALS	44431	4550	26.99
				LIBRARY MATERIALS HOOPLA	44431	4550	436.32
Check MAIN 3769(A) Total for Fund 101 General Fund							495.30
11/24/2025	MAIN	3776(A)	SELCO	ILS PACKAGE	43307	4550	2,468.63
Total For Dept: 4550							3,876.28
Total For Fund: 101							409,892.61
Fund: 211 NCRC							
Dept: 4580 NCRC							
11/24/2025	MAIN	3758(A)	CULLIGAN OF NORTHFIELD	SALT	42220	4580	219.90
11/24/2025	MAIN	3762(A)*#	FLAHERTY & HOOD, P.A.	NCRC	45520	4580	857.50
Total For Dept: 4580							1,077.40
Dept: 4585 Wellness Center							

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 211 NCRC							
Dept: 4585 Wellness Center							
11/24/2025	MAIN	3780(A)	WATER SPECIALTY OF MN, INC.	SPA BOOSTER PUMP & INSTALLATION	43305	4585	3,539.06
				SPA BOOSTER PUMP	43305	4585	286.90
	Check MAIN 3780(A) Total for Fund 211 NCRC						3,825.96
Total For Dept: 4585							3,825.96
Total For Fund: 211							4,903.36
Fund: 229 Communications							
Dept: 4180 Communication							
11/24/2025	MAIN	3762(A)*#	FLAHERTY & HOOD, P.A.	COMMUNICATIONS LEGAL	43300	4180	153.75
11/24/2025	MAIN	3775(A)*#	RR LARSON & ASSOCIATES	KYMN radio ads - NPB	43300	4180	227.00
Total For Dept: 4180							380.75
Total For Fund: 229							380.75
Fund: 246 Arts and Culture							
Dept: 4900 Other Financing Uses							
11/24/2025	MAIN	3772(A)*#	NORTHFIELD ARTS GUILD	FINAL PYMT PUBLIC ART CONTRACT FOR SERVI	43309	4900	2,500.00
Total For Dept: 4900							2,500.00
Total For Fund: 246							2,500.00
Fund: 295 HRA							
Dept: 5200 HRA General Operating							
11/24/2025	MAIN	3764(A)*#	GRACI LEADERSHIP SOLUTIONS LLC	On-site training Fundamentals of Supervi	43333	5200	449.00
Total For Dept: 5200							449.00
Total For Fund: 295							449.00
Fund: 425 2024 CAPITAL PROJECTS							
Dept: 4800 Other Services							
11/24/2025	MAIN	3762(A)*#	FLAHERTY & HOOD, P.A.	LITIGATION	45520	4800	53.75
Total For Dept: 4800							53.75
Total For Fund: 425							53.75
Fund: 458 MILL TOWN TRAIL WOODLEY TO WATERFORD BRI							
Dept: 4800 Other Services							
11/24/2025	MAIN	3762(A)*#	FLAHERTY & HOOD, P.A.	PARK 2023	45520	4800	358.75
Total For Dept: 4800							358.75
Total For Fund: 458							358.75
Fund: 459 ICE ARENA CONSTRUCTION							
Dept: 4800 Other Services							
11/24/2025	MAIN	3772(A)*#	NORTHFIELD ARTS GUILD	2 OF 3 PYMTS - ICE ARENA PUBLIC ART M40	45520	4800	5,000.00
Total For Dept: 4800							5,000.00
Total For Fund: 459							5,000.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 Water Fund							
Dept: 6000 Water							
11/24/2025	MAIN	3755(A)*#	BOLTON & MENK, INC.	WATER TREATMENT PLANT CONSTRUCTION	45520	6000	49,883.50
				WELLHEAD PROTECTION PLANS PROF SVCS 9/13	43300	6000	726.00
	Check MAIN 3755(A) Total for Fund 601 Water Fund						50,609.50
11/24/2025	MAIN	3760(A)	FERGUSON WATERWORKS #2518	BELT CLIP BATTERY	42218	6000	279.00
				WATER METERS	42223	6000	684.21
	Check MAIN 3760(A) Total for Fund 601 Water Fund						963.21
11/24/2025	MAIN	3762(A)*#	FLAHERTY & HOOD, P.A.	WATR2023 WATER TREATMENT PLANT PROJECT	45520	6000	161.25
11/24/2025	MAIN	3763(A)	GOPHER STATE ONE CALL	OCTOBER LOCATES 287 BILLABLE TICKETS	43320	6000	387.45
11/24/2025	MAIN	3764(A)*#	GRACI LEADERSHIP SOLUTIONS LLC	On-site training Fundamentals of Supervi	43333	6000	449.00
11/24/2025	MAIN	3777(A)	SERVICE MASTER BY AYOTTE	NOV JANITORIAL SERVICES AT WATER DEPT.	42220	6000	315.00
Total For Dept: 6000							52,885.41
Total For Fund: 601							52,885.41
Fund: 602 Sewer Fund							
Dept: 6100 Wastewater							
11/24/2025	MAIN	3755(A)*#	BOLTON & MENK, INC.	WWTP IMPROVEMENTS PROF SVCS 9/13-10/10	45520	6100	5,248.50
11/24/2025	MAIN	3764(A)*#	GRACI LEADERSHIP SOLUTIONS LLC	On-site training Fundamentals of Supervi	43333	6100	449.00
11/24/2025	MAIN	3770(A)	MISSISSIPPI WELDERS SUPPLY CO INC.	WELDING AG2C PROPANE GAS CYCLINDERS	42218	6100	21.39
Total For Dept: 6100							5,718.89
Total For Fund: 602							5,718.89
Fund: 603 Garbage Fund							
Dept: 6200 Garbage							
11/24/2025	MAIN	3762(A)*#	FLAHERTY & HOOD, P.A.	GARBAGE/RECYCLING CONTRACT	43300	6200	1,742.50
Total For Dept: 6200							1,742.50
Total For Fund: 603							1,742.50
Fund: 604 Storm Water Drainage							
Dept: 6300 Storm Water Drainage							
11/24/2025	MAIN	3762(A)*#	FLAHERTY & HOOD, P.A.	K37 STRM2023 STORMWATER DISCHARGE LEGAL	43300	6300	2,150.00
Total For Dept: 6300							2,150.00
Total For Fund: 604							2,150.00
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
11/24/2025	MAIN	3756(A)	CANNON RIVER WINERY	Wine Purchases	42251	6400	649.80
Total For Dept: 6400							649.80
Dept: 6410 Liquor Store - Operations							
11/24/2025	MAIN	3775(A)*#	RR LARSON & ASSOCIATES	RADIO ADS LIQ OCT 25	43342	6410	299.00
Total For Dept: 6410							299.00

Check Date	Bank Account	Check #	Payee	Description	Accoun t	Dept	Amount
Fund: 609 Liquor Store							
Total For Fund: 609							948.80
Fund: 701 Information Tech							
Dept: 4140 Information Technology							
11/24/2025	MAIN	3774(A)	ROCKWELL AUTOMATION INC. FIIX	Additional license for Fiix - Recreation	43300	4140	432.06
Total For Dept: 4140							432.06
Total For Fund: 701							432.06
Report Total:							487,415.88

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CHECK DISBURSEMENT REPORT FOR CITY OF NORTHFIELD

CHECK DATE 12/01/2025 - 12/05/2025

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 0000 Revenue							
12/05/2025	MAIN	139110	OFFICE OF ADMINISTRATIVE HEARINGS	EANX25-0003 - PANX25-0002	22205	0000	26.00
				EANX25-0003 - PANX25-0002	22205	0000	26.00
				EANX25-0002 - PANX25-0003	22205	0000	25.00
				EANX25-0002 - PANX25-0003	22205	0000	25.00
	Check MAIN 139110 Total for Fund 101 General Fund						102.00
12/02/2025	MAIN	3791(E)	IRS - PAYROLL DRAFT	Remittance	22110	0000	12,993.71
				Remittance	22114	0000	1,622.96
				Remittance	22114	0000	1,622.96
	Check MAIN 3791(E) Total for Fund 101 General Fund						16,239.63
12/02/2025	MAIN	3792(E)	MN DEPT OF REVENUE - PAYROLL DRAFT	Remittance	22112	0000	5,470.83
12/02/2025	MAIN	3793(E)	PERA - DRAFT FROM PAYROLL	Remittance	22140	0000	12,625.25
				Remittance	22140	0000	18,937.92
	Check MAIN 3793(E) Total for Fund 101 General Fund						31,563.17
Total For Dept: 0000							53,375.63
Dept: 4110 Administration							
12/05/2025	MAIN	139041	APG MEDIA of SOUTHERN MINNESOTA	CURRENCY EXCHANGE PH NOTICE	43325	4110	69.08
				BRIDGEWATER OAA NOTICE	43325	4110	168.85
	Check MAIN 139041 Total for Fund 101 General Fund						237.93
Total For Dept: 4110							237.93
Dept: 4125 Elections							
12/05/2025	MAIN	139038*#	AMAZON CAPITAL SERVICES	SUPPLIES FOR ELECTIONS	42218	4125	1,094.65
Total For Dept: 4125							1,094.65
Dept: 4130 Finance							
12/05/2025	MAIN	139038*#	AMAZON CAPITAL SERVICES	TAX FORMS - W-2'S	42218	4130	116.40
				CREDIT - RETURNED BLANK W2 FORMS	42218	4130	(118.47)
	Check MAIN 139038 Total for Fund 101 General Fund						(2.07)
12/05/2025	MAIN	139070	EHLERS & ASSOCIATES	2025 CIP/CEP ANALYSIS	43300	4130	1,512.50
12/05/2025	MAIN	139107	NFLD RENT & SAVE	FORKLIFT TANK REFILL	42218	4130	30.00
Total For Dept: 4130							1,540.43
Dept: 4160 Community Development							
12/05/2025	MAIN	139059*#	CITY OF NORTHFIELD	FACEBOOK ADS	43300	4160	8.88
Total For Dept: 4160							8.88
Dept: 4190 City Hall Operations							
12/05/2025	MAIN	139038*#	AMAZON CAPITAL SERVICES	FOOTREST FOR UNDER DESK	42218	4190	53.18
12/05/2025	MAIN	139040*#	AMPION PBC	Electricity	43381	4190	1,668.50
12/05/2025	MAIN	139064*#	CSG DIRTWORKS	WEEKLY LAWN MOWING AND FALL CLEANUP	42221	4190	587.52
12/05/2025	MAIN	139076*#	GRAINGER	AIR FILTERS	42220	4190	294.00
12/05/2025	MAIN	139101*#	MENARD'S -DUNDAS	AIR WICK FILTER, HOOKS, STEEL PLATE & CO	42218	4190	120.55

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4190 City Hall Operations							
				FROGTAPE, BRUSHES, PAINT, RAGS	42220	4190	251.87
	Check MAIN 139101 Total for Fund 101 General Fund						372.42
12/05/2025	MAIN	139140*#	TOSHIBA FINANCIAL SERVICES	DEC RENT/OVGS OCT CITY HALL COPY ROOM 60	43352	4190	317.54
				DEC RENT/OVGS OCTOBER COMM DEV 87348	43352	4190	181.91
				DEC RENT/OVGS OCTOBER ENGINEER 86049	43352	4190	272.04
				DEC RENT/OVGS OCTOBER ADMIN 87078	43352	4190	247.08
				DEC RENT/OVGS SEPTEMBER HR/COMM 22548	43352	4190	987.08
	Check MAIN 139140 Total for Fund 101 General Fund						2,005.65
Total For Dept: 4190							4,981.27
Dept: 4200 Police Administration							
12/05/2025	MAIN	139038*#	AMAZON CAPITAL SERVICES	LITHIUM BATTERIES	42218	4200	332.66
				HARD DRIVE CASE, PAPER, FILTERS, FORKS	42218	4200	333.11
				CARDSTOCK PAPER	42218	4200	86.00
				RECEIPT BOOKS AND BADGE HOLDERS	42218	4200	54.93
				TV MOUNT	42220	4200	54.97
				TV WALL MOUNT	42220	4200	59.99
				WALL CORNER GUARDS	42220	4200	87.79
				TV WALL MOUNT (RETURNED FOR CREDIT)	42220	4200	(54.97)
	Check MAIN 139038 Total for Fund 101 General Fund						954.48
12/05/2025	MAIN	139040*#	AMPION PBC	Electricity	43381	4200	1,606.62
12/05/2025	MAIN	139059*#	CITY OF NORTHFIELD	ECKBERG TRNG	43332	4200	149.00
				PRI TRNG SIMONTON	43332	4200	299.00
				MAPET REG SIMONTON	43332	4200	35.00
				JIMMY JOHNS LUNCH TRNG	43331	4200	137.21
				BCA TRNG ORTIZ	43332	4200	375.00
				POST LIC	44463	4200	91.94
				GALLS BOOTS	41115	4200	183.99
				AXON MOUNT	41115	4200	68.00
				SONESTA DENVER CHIEF CONF	43331	4200	967.72
				UBER DENVER	43331	4200	106.04
				BCA SIMONTON	43332	4200	150.00
				ECKBERG LAMMERS	43332	4200	99.00
				VISTA PRINT CARDS	42218	4200	61.17
				MENARDS	42218	4200	72.26
				LABELS DIRECT EVIDENCE	42218	4200	271.97
				TARGET TRUNK OR TREAT	43309	4200	239.05
	Check MAIN 139059 Total for Fund 101 General Fund						3,306.35
12/05/2025	MAIN	139062	CONFITREK INC	2026 RENEWAL	43332	4200	2,964.00
12/05/2025	MAIN	139064*#	CSG DIRTWORKS	WEEKLY LAWN MOWING AND FALL CLEANUP	42221	4200	680.56
12/05/2025	MAIN	139067	DOUG'S AUTO SERVICE	TPMS SENSORS SQ 19	42222	4200	374.75
				LOF SQ 7	42222	4200	64.29
				TIRE REPAIR CARAVAN	42222	4200	25.00
				LOF SQ 6	42222	4200	70.73
				LOF SQ 5	42222	4200	70.73
	Check MAIN 139067 Total for Fund 101 General Fund						605.50

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4200 Police Administration							
12/05/2025	MAIN	139074	GALLS, INC.	FLASH LIGH CASE ORTIZ	41115	4200	40.39
12/05/2025	MAIN	139076*#	GRAINGER	AIR FILTERS	42220	4200	42.24
12/05/2025	MAIN	139080	GUARDIAN FLEET SAFETY	TIMERS DOCK SWAP MINI LIGHT BAR	42222	4200	325.00
12/05/2025	MAIN	139081	HEARTLAND TIRE & SERVICE	SQUAD TIRES	42222	4200	763.00
				SQUAD TIRES	42222	4200	651.00
	Check MAIN 139081 Total for Fund 101 General Fund						1,414.00
12/05/2025	MAIN	139090	JOHNSON FITNESS & WELLNESS	TREADMILL REPAIR	42222	4200	55.00
				TREADMILL REPAIR	42222	4200	87.50
	Check MAIN 139090 Total for Fund 101 General Fund						142.50
12/05/2025	MAIN	139093#	KEITH PUMPER PLUMBING & HEATING	REPAIR LEAK	42220	4200	161.80
12/05/2025	MAIN	139096	LEXIPOL LLC	2026 POLICY MANUAL	43300	4200	15,363.25
12/05/2025	MAIN	139105	NET TRANSCRIPTS, INC	TRANSCRIPTION SVCS	43300	4200	6.57
12/05/2025	MAIN	139122	READY WATT ELECTRIC	Emergency Preparedness	42241	4200	7,130.00
12/05/2025	MAIN	139131	SHI INTERNATIONAL CORP	Zebra ZD421 label printer - Police Evide	42218	4200	712.86
12/05/2025	MAIN	139139	THADDEUS MONROE	LUNCH TRNG - THREAT ASSESSMENT, ROCHESTE	43331	4200	19.00
12/05/2025	MAIN	139140*#	TOSHIBA FINANCIAL SERVICES	DEC RENT/OVGS OCTOBER POLICE 84218	44412	4200	204.58
				DEC RENT/OVGS OCTOBER POLICE 86055	44412	4200	144.95
	Check MAIN 139140 Total for Fund 101 General Fund						349.53
12/05/2025	MAIN	139141	TRI-TECH FORENSICS INC.	EVIDENCE BAGS/SEALING TAPE	42218	4200	179.56
12/05/2025	MAIN	139142	VERIZON WIRELESS	PD CELL PHONES OCT 2025	43320	4200	1,986.12
Total For Dept: 4200							37,990.33
Dept: 4240 Building Inspection							
12/05/2025	MAIN	139055	CHAD ALLEN ALMEN	212 Division St S Abatement services sch	43300	4240	225.00
12/05/2025	MAIN	139059*#	CITY OF NORTHFIELD	SHEET PROTECTORS	42218	4240	10.70
Total For Dept: 4240							235.70
Dept: 4300 Engineering							
12/05/2025	MAIN	139038*#	AMAZON CAPITAL SERVICES	POCKET FOLDER 2 CORK BULLETIN BOARDS ENG	42218	4300	81.12
12/05/2025	MAIN	139054	CES IMAGING	PLOTTER LEASE/SVC/USAGE OCT-NOV 14,851-1	42222	4300	316.00
Total For Dept: 4300							397.12
Dept: 4310 Streets							
12/05/2025	MAIN	139038*#	AMAZON CAPITAL SERVICES	TAPE PENS CALENDAR	42218	4310	65.81
12/05/2025	MAIN	139040*#	AMPION PBC	Electricity	43381	4310	591.49
12/05/2025	MAIN	139047*#	BIG TOP TENT RENTAL, INC.	DOWNTOWN/BRIDGE SQUARE PORTABLES	43315	4310	680.00
12/05/2025	MAIN	139057*#	CINTAS	BLACK MATS	43306	4310	5.04
				RYAN KIEFER UNIFORM	42218	4310	3.41

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4310 Streets							
				RYAN KIEFER UNIFORM	42218	4310	3.41
				RYAN KIEFER UNIFORM	42218	4310	10.91
	Check MAIN 139057 Total for Fund 101 General Fund						22.77
12/05/2025	MAIN	139099	MEDIA LOGIC GROUP LLC	WEATHER CONSULTANT 25-26 WINTER SEASON	43318	4310	1,400.00
12/05/2025	MAIN	139101*#	MENARD'S -DUNDAS	POTHOLE PATCH	42226	4310	29.98
				TOILET BOWL CLEARNER HD CLEANER, PROTECT	42218	4310	24.16
				DJJD-SCREWS & LUMBER	42218	4310	41.35
				STACKER BOX, CLOSET SPUD, P-TRAP, TAILPI	42220	4310	43.82
				SHOP SUPPLIES	42222	4310	124.88
	Check MAIN 139101 Total for Fund 101 General Fund						264.19
12/05/2025	MAIN	139102*#	MIDWEST MACHINERY CO.	WO#5199 #5395 BATTERY-JOHN DEERE TRACTOR	42222	4310	148.43
12/05/2025	MAIN	139104	NAPA AUTO PARTS	WO#5197 #2409 INSTALL FUEL TANK	42222	4310	43.80
12/05/2025	MAIN	139106	NEWMAN SIGNS, INC.	PARK SIGNS	42229	4310	129.52
				SIGNS	42229	4310	672.78
	Check MAIN 139106 Total for Fund 101 General Fund						802.30
12/05/2025	MAIN	139121	RAINBOW LAWN CARE	BRIDGE SQUARE HOLIDAY LIGHT REPAIRS	43315	4310	54.00
12/05/2025	MAIN	139130	SEYKORA STRIPING	STRIPING ALONG JEFFERSON RD CROSSWALKS I	42230	4310	1,525.00
12/05/2025	MAIN	139135	STAR SPORTS & APPAREL	CITY LOGO SCREEN PRINT FOR OPERATORS UNI	42218	4310	52.50
12/05/2025	MAIN	139137	SYSTEMS & TELEMATIC SOLUTIONS, LLC	GEOTAB MONTHLY SERVICE PLAN	43318	4310	492.00
Total For Dept: 4310							6,142.29
Dept: 4320 Street Lighting							
12/05/2025	MAIN	139040*#	AMPION PBC	Electricity	43381	4320	10.70
				Electricity	43381	4320	10.77
	Check MAIN 139040 Total for Fund 101 General Fund						21.47
12/05/2025	MAIN	139072	FRANEK ELECTRIC, INC.	ELEC LOCATE FORMER ARCHER HOUSE LOT	42228	4320	170.00
12/05/2025	MAIN	139149	XCEL ENERGY	10/15/2025 - 11/14/2025 STREET LIGHTS	43381	4320	19,205.25
12/05/2025	MAIN	139150	XCEL ENERGY	NOV 2025 - HILLCREST LANE SIGNAL	43381	4320	43.22
Total For Dept: 4320							19,439.94
Dept: 4330 Facilities							
12/05/2025	MAIN	139154	XCEL ENERGY	NOV 2025 - TRANSIT HUB ELECTRIC	43381	4330	467.96
Total For Dept: 4330							467.96
Dept: 4510 Ice Arena							
12/05/2025	MAIN	139038*#	AMAZON CAPITAL SERVICES	SYNERGY DIGITAL DOOR LOCK BATTERIES	42220	4510	64.20
12/05/2025	MAIN	139057*#	CINTAS	MATS AT ICE ARENA	42211	4510	18.00
12/05/2025	MAIN	139101*#	MENARD'S -DUNDAS	DOWELS, TOOLBOX, NITRILE GLOVES, MULTI S	42211	4510	83.50
12/05/2025	MAIN	139119	QUALITY REFRIGERATION	ICE ARENA SEMI ANNUAL SERVICE AGREEMENT	42222	4510	300.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4510 Ice Arena							
Total For Dept: 4510							465.70
Dept: 4520 General Parks							
12/05/2025	MAIN	139040*#	AMPION PBC	Electricity	43381	4520	115.83
12/05/2025	MAIN	139047*#	BIG TOP TENT RENTAL, INC.	PARK PORATBLES	43313	4520	963.00
12/05/2025	MAIN	139051	BRUCE DAVID JACOBSON	PARKS IMPROVEMENT PROJECTS	43300	4520	5,250.00
12/05/2025	MAIN	139064*#	CSG DIRTWORKS	WEEKLY LAWN MOWING AND FALL CLEANUP	43313	4520	663.39
12/05/2025	MAIN	139102*#	MIDWEST MACHINERY CO.	JD TRACTOR ATTACH BLOWER-TRAIL MAINT	45580	4520	14,500.00
				JD TRACTOR SNOWBLOWER ATTACH-TRAIL MAINT	45580	4520	11,000.00
				WO#5202 #0072 MOWER CAB REPAIR - HIT TRE	42222	4520	4,933.81
	Check MAIN 139102 Total for Fund 101 General Fund						30,433.81
Total For Dept: 4520							37,426.03
Dept: 4530 Athletic Facilities							
12/05/2025	MAIN	139040*#	AMPION PBC	Electricity	43381	4530	182.79
12/05/2025	MAIN	139047*#	BIG TOP TENT RENTAL, INC.	ATHLETIC FIELD PORTABLES	43306	4530	731.50
12/05/2025	MAIN	139109	NORTHFIELD YOUTH BASEBALL ASSOCIAT	SECHLER BASEBALL FIELD MAINTENANCE PROJE	43326	4530	12,500.00
Total For Dept: 4530							13,414.29
Dept: 4540 Outdoor Pool							
12/05/2025	MAIN	139040*#	AMPION PBC	Electricity	43381	4540	832.36
12/05/2025	MAIN	139064*#	CSG DIRTWORKS	WEEKLY LAWN MOWING AND FALL CLEANUP	42221	4540	587.44
12/05/2025	MAIN	139093#	KEITH PUMPER PLUMBING & HEATING	WINTERIZE SWIMMING POOL	43305	4540	370.00
Total For Dept: 4540							1,789.80
Dept: 4550 Library							
12/05/2025	MAIN	139040*#	AMPION PBC	Electricity	43381	4550	1,025.89
12/05/2025	MAIN	139042	APPLE BOOKS LLC	Library Materials	44431	4550	471.40
12/05/2025	MAIN	139053	CATHERINE STRICKLAN	MLA CONFERENCE MEAL	43333	4550	11.99
12/05/2025	MAIN	139057*#	CINTAS	RUG RENTAL	42220	4550	8.46
12/05/2025	MAIN	139059*#	CITY OF NORTHFIELD	TEEN PRG.- STICKERS, CANVAS, SNACKS	44432	4550	94.28
				JUV PRG.- PAINT PEN, MODEL MAGIC, DUCT T	44432	4550	76.88
				POST-IT PAD	42218	4550	37.40
				MLA CONFERENCE HOTEL & MEAL	43333	4550	336.88
	Check MAIN 139059 Total for Fund 101 General Fund						545.44
12/05/2025	MAIN	139064*#	CSG DIRTWORKS	WEEKLY LAWN MOWING AND FALL CLEANUP	42221	4550	396.07
12/05/2025	MAIN	139088*#	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	44431	4550	15.95
				LIBRARY MATERIALS	44431	4550	15.60
				LIBRARY MATERIALS	44431	4550	19.20
				LIBRARY MATERIALS	44431	4550	17.40
				LIBRARY MATERIALS	44431	4550	17.40

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4550 Library							
				LIBRARY MATERIALS	44431	4550	18.00
				LIBRARY MATERIALS	44431	4550	11.40
				LIBRARY MATERIALS	44431	4550	50.40
				LIBRARY MATERIALS	44431	4550	51.00
				LIBRARY MATERIALS	44431	4550	11.40
				LIBRARY MATERIALS	44431	4550	96.59
				LIBRARY MATERIALS	44431	4550	35.40
				LIBRARY MATERIALS	44431	4550	11.40
				LIBRARY MATERIALS	44431	4550	17.40
				LIBRARY MATERIALS	44431	4550	56.98
				LIBRARY MATERIALS	44431	4550	11.97
				LIBRARY MATERIALS	44431	4550	16.79
				LIBRARY MATERIALS	44431	4550	34.19
				LIBRARY MATERIALS	44431	4550	35.98
				LIBRARY MATERIALS	44431	4550	208.53
				BOOK COVERS	42218	4550	9.90
				LIBRARY MATERIALS	44431	4550	36.39
				BOOK COVERS	42218	4550	2.20
				SHIPPING	43321	4550	6.00
				LIBRARY MATERIALS	44431	4550	505.28
				BOOK COVERS	42218	4550	22.00
				LIBRARY MATERIALS	44431	4550	182.54
				BOOK COVERS	42218	4550	15.40
				LIBRARY MATERIALS	44431	4550	88.47
				BOOK COVERS	42218	4550	3.30
				SHIPPING	43321	4550	6.00
				LIBRARY MATERIALS	44431	4550	38.77
				BOOK COVERS	42218	4550	1.10
				SHIPPING	43321	4550	6.00
				LIBRARY MATERIALS	44431	4550	198.15
				BOOK COVERS	42218	4550	4.40
				LIBRARY MATERIALS	44431	4550	18.00
				LIBRARY MATERIALS	44431	4550	27.00
				LIBRARY MATERIALS	44431	4550	38.40
				LIBRARY MATERIALS	44431	4550	58.20
				LIBRARY MATERIALS	44431	4550	133.11
				LIBRARY MATERIALS	44431	4550	338.54
				BOOK COVERS	42218	4550	23.10
				LIBRARY MATERIALS	44431	4550	301.48
				BOOK COVERS	42218	4550	14.30
				LIBRARY MATERIALS CREDIT	44431	4550	(11.99)
	Check MAIN 139088 Total for Fund 101 General Fund						2,819.02
12/05/2025	MAIN	139091	JONAH HACKER	PROGRAM-MEGA YACHT	44432	4550	150.00
12/05/2025	MAIN	139094	LAKE CITY PUBLIC LIBRARY	LIBRARY MATERIALS LOST ITEM	44431	4550	19.00
12/05/2025	MAIN	139108*#	NORTHFIELD ACE HARDWARE	CAULK AND GORILLA GLUE	42220	4550	21.57
12/05/2025	MAIN	139112	OVERDRIVE	LIBRARY MATERIALS	44431	4550	583.78
				LIBRARY MATERIALS	44431	4550	164.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4550 Library							
	Check MAIN 139112 Total for Fund 101 General Fund						747.78
12/05/2025	MAIN	139140*#	TOSHIBA FINANCIAL SERVICES	DEC RENT/OVGS OCTOBER LIBRARY 84483	43352	4550	198.87
				DEC RENT/OVGS OCTOBER LIBRARY 61251	43352	4550	224.32
				DEC RENT/OVGS OCT LIBRARY NCRC OASIS 565	43352	4550	139.31
	Check MAIN 139140 Total for Fund 101 General Fund						562.50
Total For Dept: 4550							6,779.12
Total For Fund: 101							185,787.07
Fund: 211 NCRC							
Dept: 4580 NCRC							
12/05/2025	MAIN	139064*#	CSG DIRTWORKS	WEEKLY LAWN MOWING AND FALL CLEANUP	42221	4580	817.27
12/05/2025	MAIN	139073	G & H MANAGEMENT CO.	REPAIRS/MTC AT FIFTY NORTH	43300	4580	4,631.25
12/05/2025	MAIN	139076*#	GRAINGER	AIR FILTERS	42220	4580	84.48
12/05/2025	MAIN	139101*#	MENARD'S -DUNDAS	DOOR JAM & SWEEP, DOOR CORNER SEAL, STOR	42220	4580	104.80
12/05/2025	MAIN	139117	PRO-TECH, INC.	CARPET CLEANING AT COMMUNITY ACTION CENT	43306	4580	565.00
12/05/2025	MAIN	139126	SCHILLING SUPPLY COMPANY	DISINFECT WIPES, BATH TISSUE, ROLL TOWEL	42211	4580	203.51
				DISINFECTING WIPES FOR FIFTY NORTH	42211	4580	123.38
	Check MAIN 139126 Total for Fund 211 NCRC						326.89
12/05/2025	MAIN	139152	XCEL ENERGY	NOV 2025 - NCRC ELECTRIC	43381	4580	4,044.90
				NOV 2025 - NCRC GAS	43380	4580	3,274.27
	Check MAIN 139152 Total for Fund 211 NCRC						7,319.17
Total For Dept: 4580							13,848.86
Dept: 4585 Wellness Center							
12/05/2025	MAIN	139120	RAINBOW INTERNATIONAL OF THE NORTH	GENERAL CLEANING 11/10/25-11/24/25 AT FI	43306	4585	2,700.00
Total For Dept: 4585							2,700.00
Total For Fund: 211							16,548.86
Fund: 215 Motor Vehicle Fund							
Dept: 5600 Motor Vehicle							
12/05/2025	MAIN	139038*#	AMAZON CAPITAL SERVICES	ALCOHOL WIPES	42218	5600	75.20
12/05/2025	MAIN	139127	SCHWAAB, INC.	STAMPS	42218	5600	69.39
Total For Dept: 5600							144.59
Total For Fund: 215							144.59
Fund: 229 Communications							
Dept: 4180 Communication							
12/05/2025	MAIN	139077	GRANICUS LLC	Legistar, transparency suite	43300	4180	8,268.73
12/05/2025	MAIN	139103	MOSS & BARNETT	Other Professional Services	43300	4180	520.00
Total For Dept: 4180							8,788.73

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 229 Communications							
Total For Fund: 229							8,788.73
Fund: 240 Library Gift Fund							
Dept: 4900 Other Financing Uses							
12/05/2025	MAIN	139059*#	CITY OF NORTHFIELD	FFNPL-CARE & FEEDING - GIFT CARD SRP STA	43309	4900	30.00
12/05/2025	MAIN	139088*#	INGRAM LIBRARY SERVICES	GIFTS-AUTOMATICALLY YOURS	44431	4900	53.99
				GIFTS-AUTOMATICALLY YOURS	44431	4900	36.00
				GIFTS-STAI	43309	4900	118.20
				GIFTS-STAI	43309	4900	179.36
				GIFTS-STAI	43309	4900	34.19
				GIFTS-STAI	43309	4900	42.58
				GIFTS-STAI	43309	4900	28.19
				GIFTS-STAI	43309	4900	21.00
				GIFTS-STAI	43309	4900	32.99
				GIFTS-AUTOMATICALLY YOURS	44431	4900	18.00
				GIFTS-AUTOMATICALLY YOURS	44431	4900	30.77
				GIFTS-AUTOMATICALLY YOURS	44431	4900	34.16
				GIFTS-AUTOMATICALLY YOURS	44431	4900	100.99
				GIFTS-AUTOMATICALLY YOURS	44431	4900	16.21
				GIFTS-AUTOMATICALLY YOURS	44431	4900	16.21
				GIFTS-AUTOMATICALLY YOURS	44431	4900	101.35
				GIFTS-AUTOMATICALLY YOURS	44431	4900	33.60
	Check MAIN 139088 Total for Fund 240 Library Gift Fund						897.79
Total For Dept: 4900							927.79
Total For Fund: 240							927.79
Fund: 242 Scriver Memorial Fund							
Dept: 4900 Other Financing Uses							
12/05/2025	MAIN	139088*#	INGRAM LIBRARY SERVICES	GIFTS-SCRIVER	44431	4900	21.57
				GIFTS-SCRIVER	44431	4900	19.60
	Check MAIN 139088 Total for Fund 242 Scriver Memorial Fund						41.17
Total For Dept: 4900							41.17
Total For Fund: 242							41.17
Fund: 246 Arts and Culture							
Dept: 4900 Other Financing Uses							
12/05/2025	MAIN	139124	ROCKY CASILLAS AGUIRRE	ARCHER HOUSE FENCE MURAL	43309	4900	12,933.12
Total For Dept: 4900							12,933.12
Total For Fund: 246							12,933.12
Fund: 257 Carbon Reduction Fund							
Dept: 4900 Other Financing Uses							
12/05/2025	MAIN	139092	JUST FOOD NORTHFIELD COMMUNITY COO	EQC LOWER YOUR ENERGY PROGRAM FOOD	43309	4900	149.96
Total For Dept: 4900							149.96
Total For Fund: 257							149.96
Fund: 290 EDA							

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 290 EDA							
Dept: 5100 EDA General Operating							
12/05/2025	MAIN	139059*#	CITY OF NORTHFIELD	HEATER, PENS, 2026 PLANNER	42218	5100	91.19
Total For Dept: 5100							91.19
Total For Fund: 290							91.19
Fund: 295 HRA							
Dept: 5200 HRA General Operating							
12/02/2025	MAIN	139036	PRECISION LAND TITLE	313 Sumner St File #25-000332	43300	5200	261.32
				315 Sumner St File #25-000333	43300	5200	261.32
				1114 College St File #25-000334	43300	5200	261.32
				1116 College St File #25-000335	43300	5200	261.32
Check MAIN 139036 Total for Fund 295 HRA							1,045.28
12/05/2025	MAIN	139059*#	CITY OF NORTHFIELD	LUNCH MEETING	43331	5200	28.84
Total For Dept: 5200							1,074.12
Dept: 5210 HRA Rental Projects							
12/05/2025	MAIN	139064*#	CSG DIRTWORKS	WEEKLY LAWN MOWING AND FALL CLEANUP	44464	5210	502.35
12/05/2025	MAIN	139151	XCEL ENERGY	NOV 2025 - 2330 ELIANNA DR GAS/ELECTRIC	43387	5210	74.83
Total For Dept: 5210							577.18
Total For Fund: 295							1,651.30
Fund: 425 2024 CAPITAL PROJECTS							
Dept: 4800 Other Services							
12/05/2025	MAIN	139085*	ICON, LLC	PAY #12 COLLEGE/WATER ST AREA RECONSTRUC	45520	4800	18,932.19
Total For Dept: 4800							18,932.19
Total For Fund: 425							18,932.19
Fund: 426 2025 CAPITAL PROJECTS							
Dept: 4800 Other Services							
12/05/2025	MAIN	139132*#	SHORT ELLIOT HENDRICKSON, INC	2025 RECLAM OVERLAY PROF SVCS THRU 10/31	45520	4800	3,703.20
Total For Dept: 4800							3,703.20
Total For Fund: 426							3,703.20
Fund: 454 City Facilities Fund							
Dept: 4800 Other Services							
12/05/2025	MAIN	139128	SCHWICKERT'S TECTA AMERICA LLC	CITY HALL STEAM BOILER	45520	4800	141,400.00
				NCRC POOL DEHUMIDIFICATION	45520	4800	169,994.00
Check MAIN 139128 Total for Fund 454 City Facilities Fund							311,394.00
Total For Dept: 4800							311,394.00
Total For Fund: 454							311,394.00
Fund: 455 Veh/Equip Replacement							
Dept: 4800 Other Services							
12/05/2025	MAIN	139065	DEPUTY REGISTRAR	'25 FORD ESCAPE REG #1843-BLDG INSP	45550	4800	1,900.87

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 455 Veh/Equip Replacement							
Dept: 4800 Other Services							
Total For Dept: 4800							1,900.87
Total For Fund: 455							1,900.87
Fund: 458 MILL TOWN TRAIL WOODLEY TO WATERFORD BRI							
Dept: 4800 Other Services							
12/05/2025	MAIN	139085*	ICON, LLC	PAY #3 MILL TOWNS STATE TRAIL PROF SVCS	45520	4800	671,574.95
Total For Dept: 4800							671,574.95
Total For Fund: 458							671,574.95
Fund: 459 ICE ARENA CONSTRUCTION							
Dept: 4800 Other Services							
12/05/2025	MAIN	139037	AIM ELECTRONICS, INC	HOCKEY SCOREBOARD WITH ACCESSORIES	45520	4800	17,106.30
12/05/2025	MAIN	139138	TERRACON CONSULTANTS INC	M40 NEW ICE ARENA PROF SVCS TO 11/08	45520	4800	5,487.50
Total For Dept: 4800							22,593.80
Total For Fund: 459							22,593.80
Fund: 465 WATER & 5TH ST REDEVELOPMENT							
Dept: 4800 Other Services							
12/05/2025	MAIN	139153	XCEL ENERGY	411 1/2 WATER ST. #4 - ELECTRIC	43381	4800	11.94
Total For Dept: 4800							11.94
Total For Fund: 465							11.94
Fund: 601 Water Fund							
Dept: 6000 Water							
12/05/2025	MAIN	139039	AMERICAN WATER WORKS ASSOC	2026 ANNUAL MEMBERSHIP DUES 2/1/2026-1/3	44463	6000	404.00
12/05/2025	MAIN	139040*#	AMPION PBC	Electricity	43381	6000	7,904.14
12/05/2025	MAIN	139052	CAR TIME AUTO SERVICE CENTER	2020 FORD F150 OIL CHANGE	42222	6000	58.64
12/05/2025	MAIN	139058*#	CINTAS CORPORATION	FIRST AID CABINET RESTOCK	42218	6000	60.82
12/05/2025	MAIN	139063	COUNTY LINE MATERIALS INC.	PARKING LOT MATERIAL	42220	6000	91.76
12/05/2025	MAIN	139071	FASTENAL COMPANY	MILWAUKEE BATTERY	42218	6000	334.42
12/05/2025	MAIN	139078	GRAPHIC MAILBOX	WATER SAMPLE SHIPPING FEE	43321	6000	15.78
12/05/2025	MAIN	139101*#	MENARD'S -DUNDAS	WOOD PLANKS	42218	6000	9.30
				ARCHERY RANGE RE-LOCATION-WATER TREATMEN	45520	6000	79.98
Check MAIN 139101 Total for Fund 601 Water Fund							89.28
12/05/2025	MAIN	139102*#	MIDWEST MACHINERY CO.	ZERO TURN LAWN MOWER	45550	6000	17,000.00
12/05/2025	MAIN	139108*#	NORTHFIELD ACE HARDWARE	IMPACT AND POLE SAW	42218	6000	649.98
12/05/2025	MAIN	139111*#	ON TARGET A & M, INC.	UTILITY BILLS - 2653	42218	6000	202.68
12/05/2025	MAIN	139125	S.M. HENTGES & SONS, INC.	WATER TREATMENT PLANT PROJECT	45520	6000	2,205,230.60
12/05/2025	MAIN	139132*#	SHORT ELLIOT HENDRICKSON, INC	NW WATER TOWER PROF SVCS TO 10/31	45520	6000	8,320.24

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 Water Fund							
Dept: 6000 Water							
12/05/2025	MAIN	139140*#	TOSHIBA FINANCIAL SERVICES	DEC RENT/OVGS SEPTEMBER WATER 22030	42222	6000	127.45
12/05/2025	MAIN	139148*#	WW GOETSCH ASSOCIATES, INC.	#3 BOOSTER PUMP REPAIR	42222	6000	1,042.00
Total For Dept: 6000							2,241,531.79
Total For Fund: 601							2,241,531.79
Fund: 602 Sewer Fund							
Dept: 6100 Wastewater							
12/05/2025	MAIN	139038*#	AMAZON CAPITAL SERVICES	OTTERBOX DEFENDER PHONE CASE	42218	6100	23.75
12/05/2025	MAIN	139044	AUTOMATIC SYSTEMS CO	ODOR SCRUBBER CONTROLS	42222	6100	18,243.00
12/05/2025	MAIN	139061	COMMERCIAL DRIVING 101 LLC	CDL TRAINING VONRUDEN J	43333	6100	3,000.00
12/05/2025	MAIN	139076*#	GRAINGER	TESTING EQUIP-CALIBRATION GAS CYCLINDER	42216	6100	510.67
				COMPRESSOR OIL, COOLANT	42212	6100	455.76
	Check MAIN 139076 Total for Fund 602 Sewer Fund						966.43
12/05/2025	MAIN	139079	GRAYMONT (WI) LLC	BIOSOLIDS GROUND LIME HIGH CALCIUM QUICK	42232	6100	8,453.28
12/05/2025	MAIN	139098	MALECHA SPREADING	JULY-OCT BIOSOLIDS REMOVAL 1,125 TONS HA	42232	6100	16,003.25
12/05/2025	MAIN	139101*#	MENARD'S -DUNDAS	TOILETBOWL CLEAN/HOSE BIBB/DIXIE PLATES/	42218	6100	174.81
				HEX BOLT/RUBBER&FLAT WASHERS/PRO-FLO ADJ	42218	6100	60.47
				PRIMER/ PVC ELBOWS	42218	6100	31.73
				COMPOSITE SHIMS	42218	6100	2.19
	Check MAIN 139101 Total for Fund 602 Sewer Fund						269.20
12/05/2025	MAIN	139111*#	ON TARGET A & M, INC.	UTILITY BILLS - 2653	42218	6100	202.68
12/05/2025	MAIN	139115	POLYDYNE INC	BIOSOLIDS POLYMER CLARIFLOC C-6276X 2 PA	42232	6100	7,820.00
12/05/2025	MAIN	139129	SCHWING BIOSET, INC.	PRESS PARTS SEAL KIT	42232	6100	2,445.32
12/05/2025	MAIN	139144	WATER SYSTEMS COMPANY	WWTP DRINKING WATER QTY 2	42218	6100	17.50
				WWTP DRINKING WATER QTY 3	42218	6100	26.25
	Check MAIN 139144 Total for Fund 602 Sewer Fund						43.75
12/05/2025	MAIN	139148*#	WW GOETSCH ASSOCIATES, INC.	ANNUAL PUMP INSPECTION-BABCOCK LIFT & WW	42222	6100	2,000.00
Total For Dept: 6100							59,470.66
Total For Fund: 602							59,470.66
Fund: 603 Garbage Fund							
Dept: 6200 Garbage							
12/05/2025	MAIN	139047*#	BIG TOP TENT RENTAL, INC.	COMPOST PORTABLES	43300	6200	53.50
12/05/2025	MAIN	139068	DSI - DICK'S SANITATION INC	35 GAL - DEC 2025	43300	6200	14,938.20
				64 GAL - DEC 2025	43300	6200	16,701.20
				96 GAL - DEC 2025	43300	6200	5,142.80
				20 GAL - DAK CTY - DEC 2025	43300	6200	240.80
				35 GAL - DAK CTY - DEC 2025	43300	6200	1,384.60
				64 GAL - DAK CTY - DEC 2025	43300	6200	2,089.80
				96 GAL - DAK CTY - DEC 2025	43300	6200	301.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 603 Garbage Fund							
Dept: 6200 Garbage							
				DRIVE BY - DEC 2025	43300	6200	326.80
				RECYCLE - DAK CTY - DEC 2025	43300	6200	747.20
				20 GAL - DEC 2025	43300	6200	2,253.20
	Check MAIN 139068 Total for Fund 603 Garbage Fund						44,125.60
12/05/2025	MAIN	139111*#	ON TARGET A & M, INC.	UTILITY BILLS - 2653	42218	6200	67.56
12/05/2025	MAIN	139133	SMSC ENTERPRISES	COMPOST SITE GRINDING AND SCREENING	43300	6200	56,180.25
Total For Dept: 6200							100,426.91
Total For Fund: 603							100,426.91
Fund: 604 Storm Water Drainage							
Dept: 6300 Storm Water Drainage							
12/05/2025	MAIN	139038*#	AMAZON CAPITAL SERVICES	MUCKMASTER TALL BOOTS MCDERMOTT	42218	6300	89.99
12/05/2025	MAIN	139045	BARR ENGINEERING	AMES MILL DAM RECONSTRUCT STUDY PROF SVC	43300	6300	2,417.00
12/05/2025	MAIN	139111*#	ON TARGET A & M, INC.	UTILITY BILLS - 2653	42218	6300	67.57
12/05/2025	MAIN	139116	PRAIRIE RESTORATIONS, INC.	SERVICE KNOTWEED SPRAY TREATMENT PARMEAD	43300	6300	355.00
Total For Dept: 6300							2,929.56
Total For Fund: 604							2,929.56
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
12/05/2025	MAIN	139043	ARTISAN BEER COMPANY	Beer Purchases	42251	6400	476.70
				Beer Purchases	42251	6400	513.30
				Misc Taxable Purchases	42251	6400	27.70
				THC	42251	6400	531.00
	Check MAIN 139043 Total for Fund 609 Liquor Store						1,548.70
12/05/2025	MAIN	139046	BELLBOY CORPORATION	Liquor Purchases	42251	6400	883.42
				Misc Taxable Purchases	42251	6400	21.24
				THC	42251	6400	80.00
	Check MAIN 139046 Total for Fund 609 Liquor Store						984.66
12/05/2025	MAIN	139048	BOURGET IMPORTS	Wine Purchases	42251	6400	1,228.00
				Freight Costs	42259	6400	45.50
	Check MAIN 139048 Total for Fund 609 Liquor Store						1,273.50
12/05/2025	MAIN	139049	BREAKTHRU BEV MN BEER, INC	Beer Purchases	42251	6400	9,956.95
				Misc Taxable Purchases	42251	6400	172.00
				Liquor Purchases	42251	6400	136.38
				Beer Purchases	42251	6400	8,603.20
				Misc Taxable Purchases	42251	6400	164.60
				Liquor Purchases	42251	6400	181.84
	Check MAIN 139049 Total for Fund 609 Liquor Store						19,214.97
12/05/2025	MAIN	139050	BREAKTHRU BEV MN WINE & SPIRITS	Liquor Purchases	42251	6400	373.90
				Wine Purchases	42251	6400	489.81
				Freight Costs	42259	6400	15.26

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
				Liquor Purchases	42251	6400	1,645.48
				Wine Purchases	42251	6400	1,088.00
				Freight Costs	42259	6400	43.59
	Check MAIN 139050 Total for Fund 609 Liquor Store						3,656.04
12/05/2025	MAIN	139056	CHAPEL BREWING	Beer Purchases	42251	6400	130.00
12/05/2025	MAIN	139060	COLLEGE CITY BEVERAGE, INC.	Liquor Purchases	42251	6400	992.45
				Freight Costs	42259	6400	5.00
				Beer Purchases	42251	6400	4,972.50
				Misc Taxable Purchases	42251	6400	486.25
				Liquor Purchases	42251	6400	291.40
				Freight Costs	42259	6400	5.00
				Beer Purchases	42251	6400	1,925.00
				Misc Taxable Purchases	42251	6400	224.40
				Liquor Purchases	42251	6400	320.00
				Liquor Purchases	42251	6400	1,189.08
				Beer Credit	42251	6400	(5.30)
	Check MAIN 139060 Total for Fund 609 Liquor Store						10,405.78
12/05/2025	MAIN	139075	GLOBAL RESERVE DISTRIBUTION	Liquor Purchases	42251	6400	416.00
12/05/2025	MAIN	139082	HERMEL WHOLESALE	Freight Costs	42259	6400	8.95
				Misc Taxable Purchases	42251	6400	236.08
				Misc Non-Taxable Purchases	42251	6400	37.15
				Cigarettes Purchases	42251	6400	944.88
	Check MAIN 139082 Total for Fund 609 Liquor Store						1,227.06
12/05/2025	MAIN	139083	HOHENSTEIN'S INC	Beer Purchases	42251	6400	740.40
12/05/2025	MAIN	139084	HOME CITY ICE COMPANY	Ice Purchases	42251	6400	111.78
				Freight Costs	42259	6400	6.50
	Check MAIN 139084 Total for Fund 609 Liquor Store						118.28
12/05/2025	MAIN	139087	IMMINENT BREWING LLC	Beer Purchases	42251	6400	129.60
				Beer Purchases	42251	6400	540.00
	Check MAIN 139087 Total for Fund 609 Liquor Store						669.60
12/05/2025	MAIN	139089	JOHNSON BROTHERS WHOLESALE	Freight Costs	42259	6400	20.79
				Liquor Purchases	42251	6400	1,576.79
				Freight Costs	42259	6400	43.03
				Wine Purchases	42251	6400	2,100.00
				Misc Taxable Purchases	42251	6400	41.50
				THC	42251	6400	72.80
				Freight Costs	42259	6400	27.41
				Liquor Purchases	42251	6400	1,725.00
				Freight Costs	42259	6400	15.62
				Wine Purchases	42251	6400	720.00
				Misc Taxable Purchases	42251	6400	41.50
				Freight Costs	42259	6400	58.59
				Liquor Purchases	42251	6400	1,843.85
				Freight Costs	42259	6400	36.86
				Wine Purchases	42251	6400	1,728.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
				Liquor CREDIT	42251	6400	(53.00)
	Check MAIN 139089 Total for Fund 609 Liquor Store						9,998.74
12/05/2025	MAIN	139097	LITTLE THISTLE BREWING CO.	Beer Purchases	42251	6400	198.00
12/05/2025	MAIN	139100	MEGA BEER LLC	Beer Purchases	42251	6400	184.50
12/05/2025	MAIN	139113	PAUSTIS & SONS WINE COMPANY	Wine Purchases	42251	6400	1,034.75
				Freight Costs	42259	6400	15.00
				Wine Purchases	42251	6400	1,131.00
				Freight Costs	42259	6400	16.50
				Wine Purchases	42251	6400	720.00
				Freight Costs	42259	6400	7.50
	Check MAIN 139113 Total for Fund 609 Liquor Store						2,924.75
12/05/2025	MAIN	139114	PHILLIPS WINE AND SPIRITS,INC.	Liquor Purchases	42251	6400	2,418.50
				Freight Costs	42259	6400	24.57
				Liquor Purchases	42251	6400	51.45
				Wine Purchases	42251	6400	405.76
				Freight Costs	42259	6400	22.68
				Misc Taxable Purchases	42251	6400	163.95
				Liquor Purchases	42251	6400	102.90
				Wine Purchases	42251	6400	1,002.02
				Freight Costs	42259	6400	47.25
				Liquor Purchases	42251	6400	2,922.01
				Freight Costs	42259	6400	43.47
				Misc Taxable Purchases	42251	6400	58.50
				THC	42251	6400	61.50
				Liquor Purchases	42251	6400	665.55
				Freight Costs	42259	6400	5.99
				Liquor Purchases	42251	6400	51.45
				Wine Purchases	42251	6400	651.10
				Freight Costs	42259	6400	17.01
	Check MAIN 139114 Total for Fund 609 Liquor Store						8,715.66
12/05/2025	MAIN	139118	PRYES BREWING COMPANY	Beer Purchases	42251	6400	120.00
12/05/2025	MAIN	139134	SOUTHERN WINE & SPIRITS OF MN, LLC	Liquor Purchases	42251	6400	3,768.24
				Freight Costs	42259	6400	35.86
				Freight Costs	42259	6400	1.40
				Wine Purchases	42251	6400	1,588.99
				Freight Costs	42259	6400	27.65
				Liquor Purchases	42251	6400	2,945.44
				Freight Costs	42259	6400	40.13
				Freight Costs	42259	6400	1.40
				Misc Taxable Purchases	42251	6400	36.00
				Wine Purchases	42251	6400	1,847.97
				Freight Costs	42259	6400	38.50
	Check MAIN 139134 Total for Fund 609 Liquor Store						10,331.58
12/05/2025	MAIN	139136	SXSE BREWING	Beer Purchases	42251	6400	82.00
12/05/2025	MAIN	139143	VINOCOPIA	Liquor Purchases	42251	6400	81.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
				Wine Purchases	42251	6400	506.00
				Freight Costs	42259	6400	12.00
				Wine CREDIT	42251	6400	(480.00)
				Freight CREDIT	42259	6400	(10.00)
	Check MAIN 139143 Total for Fund 609 Liquor Store						109.00
12/05/2025	MAIN	139145	WINE COMPANY	Wine Purchases	42251	6400	2,152.00
				Liquor Purchases	42251	6400	202.00
				Freight Costs	42259	6400	63.00
	Check MAIN 139145 Total for Fund 609 Liquor Store						2,417.00
12/05/2025	MAIN	139146	WINE MERCHANTS, INC	Wine Purchases	42251	6400	432.00
				Freight Costs	42259	6400	7.56
				Wine Purchases	42251	6400	1,155.50
				Freight Costs	42259	6400	20.79
				Wine Purchases	42251	6400	480.00
				Freight Costs	42259	6400	9.45
	Check MAIN 139146 Total for Fund 609 Liquor Store						2,105.30
12/05/2025	MAIN	139147	WINEBOW	Wine Purchases	42251	6400	553.50
				Freight Costs	42259	6400	9.00
	Check MAIN 139147 Total for Fund 609 Liquor Store						562.50
Total For Dept: 6400							78,134.02
Dept: 6410 Liquor Store - Operations							
12/05/2025	MAIN	139038*#	AMAZON CAPITAL SERVICES	THERMAL RECEIPT PAPER	42218	6410	23.40
12/05/2025	MAIN	139040*#	AMPION PBC	Electricity	43381	6410	1,137.74
12/05/2025	MAIN	139057*#	CINTAS	ENTRY RUGS	42220	6410	26.67
12/05/2025	MAIN	139058*#	CINTAS CORPORATION	FIRST AID CABINET	42218	6410	23.52
12/05/2025	MAIN	139123	RETAIL INFORMATION TECHNOLOGY ENTE	POINT OF SALE ANNUAL FEE CLOUD RETAILER	42222	6410	1,322.13
				INVENTORY HANDHELD ANNUAL FEE 24-25	42222	6410	228.00
				INVENTORY HANDHELD ANNUAL FEE 25-26	42222	6410	228.00
	Check MAIN 139123 Total for Fund 609 Liquor Store						1,778.13
Total For Dept: 6410							2,989.46
Total For Fund: 609							81,123.48
Fund: 701 Information Tech							
Dept: 4140 Information Technology							
12/05/2025	MAIN	139038*#	AMAZON CAPITAL SERVICES	CAT6 25-foot ethernet cables	42218	4140	39.95
				MiniDP to DisplayPort cables	42218	4140	42.95
	Check MAIN 139038 Total for Fund 701 Information Tech						82.90
12/05/2025	MAIN	139066	DLT SOLUTIONS	Civil 3D - Engineering	43300	4140	5,537.28
12/05/2025	MAIN	139086	IDENTISYS	Datacard CD800 Duplex Maintenance	43300	4140	1,133.00
Total For Dept: 4140							6,753.18

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 Information Tech							
Total For Fund: 701							6,753.18
Fund: 705 Insurance Fund							
Dept: 7000 Insurance							
12/05/2025	MAIN	139069	EARL F. ANDERSEN, INC	WOODLEY/PROF DRIVE TRAFFIC SIGN REPLACEM	43369	7000	266.65
12/05/2025	MAIN	139095	LEAGUE OF MN CITIES INS TRUST	8/13/25 FLUSHING ACCIDENT CLAIM DEDUCTIB	43369	7000	200.00
				7/8/25 MEMORIAL POOL ACCIDENT - DEDUCTIB	43369	7000	850.00
	Check MAIN 139095 Total for Fund 705 Insurance Fund						1,050.00
Total For Dept: 7000							1,316.65
Total For Fund: 705							1,316.65
Report Total:							3,750,726.96

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CHECK DISBURSEMENT REPORT FOR CITY OF NORTHFIELD

CHECK DATE 12/08/2025 - 12/12/2025

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 0000 Revenue							
12/12/2025	MAIN	139155	MN CHILD SUPPORT PAYMENT CNTR	Remittance	22170	0000	196.12
12/12/2025	MAIN	139156	NCPERS GROUP LIFE INS	Remittance	22133	0000	240.00
12/12/2025	MAIN	3814(E)	ICMA RETIREMENT TRUST - #303324	Remittance	22143	0000	1,217.08
				Remittance	22149	0000	538.46
	Check MAIN 3814(E) Total for Fund 101 General Fund						1,755.54
12/12/2025	MAIN	3815(E)	IRS - PAYROLL DRAFT	Remittance	22110	0000	45,636.42
				Remittance	22113	0000	19,201.59
				Remittance	22113	0000	19,201.59
				Remittance	22114	0000	6,411.23
				Remittance	22114	0000	6,411.23
	Check MAIN 3815(E) Total for Fund 101 General Fund						96,862.06
12/12/2025	MAIN	3816(E)	MINNESOTA STATE RETIREMENT SYSTEM	Remittance	22144	0000	4,075.01
				Remittance	22147	0000	2,908.97
				Remittance	22142	0000	186.71
				Remittance	22142	0000	310.28
				Remittance	22142	0000	285.04
				Remittance	22142	0000	324.48
				Remittance	22142	0000	2,794.53
				Remittance	22142	0000	802.34
				Remittance	22142	0000	1,969.92
				Remittance	22142	0000	300.00
				Remittance	22142	0000	158.83
				Remittance	22142	0000	211.77
				Remittance	22142	0000	192.74
				Remittance	22142	0000	1,002.49
				Remittance	22142	0000	321.23
				Remittance	22142	0000	344.64
				Remittance	22142	0000	163.92
	Check MAIN 3816(E) Total for Fund 101 General Fund						16,352.90
12/12/2025	MAIN	3817(E)	MN DEPT OF REVENUE	Remittance	22170	0000	150.00
12/12/2025	MAIN	3818(E)	MN DEPT OF REVENUE - PAYROLL DRAFT	Remittance	22112	0000	20,060.62
12/12/2025	MAIN	3819(E)	PERA - DRAFT FROM PAYROLL	Remittance	22140	0000	20,535.55
				Remittance	22140	0000	23,694.91
				Remittance	22140	0000	14,758.95
				Remittance	22140	0000	22,138.43
				Remittance	22140	0000	64.27
				Remittance	22140	0000	64.27
	Check MAIN 3819(E) Total for Fund 101 General Fund						81,256.38
12/12/2025	MAIN	3820(E)	VANTAGEPOINT TRANSFER AGENTS-#7061	Remittance	22148	0000	378.47
Total For Dept: 0000							217,252.09
Dept: 4100 Mayor & City Council							
12/08/2025	MAIN	3797(A)*#	BY ALL MEANS	DISPLAY BOARDS NCRC STATE BONDING TOUR	42218	4100	351.00
Total For Dept: 4100							351.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4130 Finance							
12/08/2025	MAIN	3795(A)	AMY LANGOWSKI	MILEAGE 1/1/25-11/30/25 BANKING	43331	4130	336.35
				MILEAGE 1/1-11/30 ON TARGET, FARIBAULT	43331	4130	212.52
				MILEAGE POST OFFICE/FAMILY FARE	43331	4130	2.80
				MILEAGE 1/3/25 SCOTT CTY NOTARY FILING	43331	4130	31.36
	Check MAIN 3795(A) Total for Fund 101 General Fund						583.03
Total For Dept: 4130							583.03
Dept: 4190 City Hall Operations							
12/08/2025	MAIN	3805(A)#	INNOVATIVE OFFICE SOLUTIONS, LLC	CITY HALL COPY ROOM PAPER	42218	4190	459.90
				LANYARDS W/ RETRACTABLE BADGE	42218	4190	3,165.61
	Check MAIN 3805(A) Total for Fund 101 General Fund						3,625.51
Total For Dept: 4190							3,625.51
Dept: 4200 Police Administration							
12/08/2025	MAIN	3799(A)	DAVID JANDRO	SAFETY MTG FEE FBO	43332	4200	8.00
				BATTERY TRACTOR SUPPLY	42218	4200	26.83
	Check MAIN 3799(A) Total for Fund 101 General Fund						34.83
12/08/2025	MAIN	3806(A)	JESUS CORDOVA	THREAT ASSESSMENT TRAINING MEAL	43331	4200	19.00
				THREAT ASSESSMENT TRAINING PARKING	43331	4200	16.00
	Check MAIN 3806(A) Total for Fund 101 General Fund						35.00
12/08/2025	MAIN	3809(A)	STERICYCLE, INC	PD SHRED SVCS OCT 2025	43300	4200	118.97
Total For Dept: 4200							188.80
Dept: 4300 Engineering							
12/08/2025	MAIN	3796(A)*#	BOLTON & MENK, INC.	GIS SUPPORT PROF SVCS 9/27-10/24	43300	4300	270.00
Total For Dept: 4300							270.00
Dept: 4310 Streets							
12/08/2025	MAIN	3798(A)	CULLIGAN OF NORTHFIELD	WATER	42218	4310	30.20
12/08/2025	MAIN	3803(A)	H & L MESABI COMPANY	PLOW EDGES	43318	4310	3,066.00
Total For Dept: 4310							3,096.20
Dept: 4330 Facilities							
12/08/2025	MAIN	3800(A)*#	EPIC ENTERPRISES, INC	PUBLIC WORKS & FACILITIES OCT CLEANING	43306	4330	1,425.00
12/08/2025	MAIN	3808(A)*#	SERVICE MASTER BY AYOTTE	TRANSIT HUB JANITORIAL SERVICES	43306	4330	1,320.00
				JANITORIAL SERVICES: CITY HALL, LIBRARY,	43306	4330	5,002.20
				BABCOCK WARMING HOUSE JANITORIAL SERVICE	43306	4330	720.00
				TRANSIT HUB JANITORIAL SERVICES-NOV	43306	4330	1,320.00
				JANITORIAL SERVICES: CITY HALL, LIBRARY,	43306	4330	5,002.20
				BABCOCK PARK WARMING JANITORIAL SERVICES	43306	4330	720.00
	Check MAIN 3808(A) Total for Fund 101 General Fund						14,084.40
Total For Dept: 4330							15,509.40
Dept: 4550 Library							
12/08/2025	MAIN	3805(A)#	INNOVATIVE OFFICE SOLUTIONS, LLC	DISINFECTING WIPES	42218	4550	41.32
				PAPER	42218	4550	79.99

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4550 Library							
				TISSUES & TAPE	42218	4550	58.77
	Check MAIN 3805(A) Total for Fund 101 General Fund						180.08
12/08/2025	MAIN	3807(A)	MIDWEST TAPE LLC	LIBRARY MATERIALS	44431	4550	55.99
				LIBRARY MATERIALS	44431	4550	9.99
	Check MAIN 3807(A) Total for Fund 101 General Fund						65.98
12/08/2025	MAIN	3810(A)	STEVE MAUS	LODGING, MILEAGE, MEAL FOR MARKETING CON	43331	4550	1,492.82
12/08/2025	MAIN	3811(A)	SUE POKORNEY	MILEAGE TO OASIS	43331	4550	22.40
Total For Dept: 4550							1,761.28
Total For Fund: 101							242,637.31
Fund: 211 NCRC							
Dept: 4580 NCRC							
12/08/2025	MAIN	3800(A)*#	EPIC ENTERPRISES, INC	NCRC CLEANING - OCTOBER 2025	43306	4580	547.23
Total For Dept: 4580							547.23
Total For Fund: 211							547.23
Fund: 295 HRA							
Dept: 5220 HRA LMI Housing							
12/08/2025	MAIN	3812(A)	THREE RIVERS COMMUNITY ACTION, INC	OCT 2025 EXPENSES	43309	5220	5,343.24
Total For Dept: 5220							5,343.24
Total For Fund: 295							5,343.24
Fund: 426 2025 CAPITAL PROJECTS							
Dept: 4800 Other Services							
12/08/2025	MAIN	3796(A)*#	BOLTON & MENK, INC.	WALL STREET RD IMPROVEMENTS PROF SVCS 9/	45520	4800	7,909.00
Total For Dept: 4800							7,909.00
Total For Fund: 426							7,909.00
Fund: 427 2026 CAPITAL PROJECTS							
Dept: 4800 Other Services							
12/08/2025	MAIN	3796(A)*#	BOLTON & MENK, INC.	SPRING ST FREMOUW AV RR CROSSING PROF SV	45520	4800	6,027.90
				2026 M&O/MTST IMPROVEMENTS PROF SVCS 9/2	45520	4800	14,240.00
	Check MAIN 3796(A) Total for Fund 427 2026 CAPITAL PROJECTS						20,267.90
Total For Dept: 4800							20,267.90
Total For Fund: 427							20,267.90
Fund: 458 MILL TOWN TRAIL WOODLEY TO WATERFORD BRI							
Dept: 4800 Other Services							
12/08/2025	MAIN	3804(A)	I&S GROUP	MTST FINAL DESIGN/CONSTRUCT PROF SVCS TO	45520	4800	40,766.20
Total For Dept: 4800							40,766.20
Total For Fund: 458							40,766.20

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 Water Fund							
Dept: 6000 Water							
12/08/2025	MAIN	3801(A)	FERGUSON WATERWORKS #2518	RESALE METERS	42282	6000	18,500.00
				METER REGISTERS	42223	6000	205.73
				RESALE METERS	42282	6000	9,456.00
				RESALE METERS	42282	6000	321.79
	Check MAIN 3801(A) Total for Fund 601 Water Fund						28,483.52
12/08/2025	MAIN	3802(A)	GOPHER STATE ONE CALL	JULY LOCATES 278 BILLABLE TICKETS	43320	6000	375.30
12/08/2025	MAIN	3808(A)*#	SERVICE MASTER BY AYOTTE	WATER DEPT. JANITORIAL SERVICES	42218	6000	315.00
12/08/2025	MAIN	3813(A)*#	USA BLUE BOOK	TESTING CHEMICALS	42216	6000	117.97
Total For Dept: 6000							29,291.79
Total For Fund: 601							29,291.79
Fund: 602 Sewer Fund							
Dept: 6100 Wastewater							
12/08/2025	MAIN	3800(A)*#	EPIC ENTERPRISES, INC	WASTERWATER - OCT CLEANING	42218	6100	190.00
12/08/2025	MAIN	3813(A)*#	USA BLUE BOOK	TESTING EQUIPMENT - CLEANING SOLUTION	42216	6100	321.03
				CALIBRATION BUFFER	42216	6100	188.25
	Check MAIN 3813(A) Total for Fund 602 Sewer Fund						509.28
Total For Dept: 6100							699.28
Total For Fund: 602							699.28
Fund: 609 Liquor Store							
Dept: 6410 Liquor Store - Operations							
12/08/2025	MAIN	3797(A)*#	BY ALL MEANS	ENT GUIDE LIQ DEC 2025	43342	6410	191.00
Total For Dept: 6410							191.00
Total For Fund: 609							191.00
Report Total:							347,652.95

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CHECK DISBURSEMENT REPORT FOR CITY OF NORTHFIELD

CHECK DATE 12/15/2025 - 12/19/2025

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 0000 Revenue							
12/19/2025	MAIN	139190	ELAN CORPORATE	NOV 2025 PREPAID PURCHASES	11530	0000	31,321.34
12/19/2025	MAIN	139233	MN BENEFITS ASSOCIATION	Remittance	22133	0000	166.62
12/19/2025	MAIN	139242#	NORTHFIELD CONVENTION AND VISITORS	LESS 5% ADMIN FEE	31410	0000	(47.31)
				LESS 5% ADMIN FEE	31410	0000	(612.70)
	Check MAIN 139242 Total for Fund 101 General Fund						(660.01)
12/19/2025	MAIN	139245	Pacific Tank & Construction, Inc	BSPZ24-0007 - PSPZ24-0005	22205	0000	2,000.00
Total For Dept: 0000							32,827.95
Dept: 4100 Mayor & City Council							
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	NCRC BONDING TOUR PASTRIES	43331	4100	109.28
				NCRC BONDING TOUR SNACKS	43331	4100	59.32
	Check MAIN 139179 Total for Fund 101 General Fund						168.60
Total For Dept: 4100							168.60
Dept: 4110 Administration							
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	ICMA HOTEL CHARGE	43331	4110	1,255.66
				MEETING MEAL	43331	4110	47.65
				ICMA CONFERENCE BAGGAGE FEE	43331	4110	35.00
	Check MAIN 139179 Total for Fund 101 General Fund						1,338.31
12/19/2025	MAIN	139188	ECKBERG LAMMERS	NOV PROSECUTION FEES	43304	4110	8,008.70
12/19/2025	MAIN	139238	NFLD ROTARY CLUB	MARTIG 2025 QUARTERLY MEMBERSHIP	44463	4110	240.00
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	4110	137.87
Total For Dept: 4110							9,724.88
Dept: 4120 City Clerk							
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	FRIDGE FOR OFFICE	42218	4120	250.75
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	4120	82.86
Total For Dept: 4120							333.61
Dept: 4130 Finance							
12/19/2025	MAIN	139255	RICE COUNTY	2026 TNT STATEMENTS (5,270)	43300	4130	2,052.97
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43300	4130	81.44
Total For Dept: 4130							2,134.41
Dept: 4150 Human Resources							
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	BRYANNA PAARMANN - PHOTO	42218	4150	4.82
12/19/2025	MAIN	139180	CITY-COUNTY COMMUNICATIONS & MARKE	Annual individual membership-KT	44463	4150	400.00
12/19/2025	MAIN	139209	INDUSTRIAL HEALTH SERVICES NETWORK	ANNUAL PROGRAM FEE	43308	4150	259.00
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43300	4150	134.29
Total For Dept: 4150							798.11
Dept: 4160 Community Development							

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4160 Community Development							
12/19/2025	MAIN	139169*#	BRUCE DAVID JACOBSON	NOVEMBER 2025 SERVICES	43300	4160	7,750.00
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	2025 ANNUAL HOUSING CONFERENCE	43333	4160	250.00
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	4160	278.58
Total For Dept: 4160							8,278.58
Dept: 4190 City Hall Operations							
12/19/2025	MAIN	139165#	BERRY COFFEE COMPANY	WATER COOLER RENTAL	42218	4190	144.54
				CITY HALL COFFEE SUPPLIES	42218	4190	74.20
	Check MAIN 139165 Total for Fund 101 General Fund						218.74
12/19/2025	MAIN	139176#	CINTAS	ENTRY RUGS	43302	4190	45.90
12/19/2025	MAIN	139262	SCHWICKERT'S TECTA AMERICA LLC	INDUCER MOTOR ASSEMBLY & FUSE-BRYANT RTU	42222	4190	1,682.86
12/19/2025	MAIN	139270	THE GARLAND CO. INC.	ROOF MOISTURE SURVEY AT CITY HALL BLDG.	42220	4190	1,726.00
12/19/2025	MAIN	139274*#	TOSHIBA FINANCIAL SERVICES	DEC RENT/OVGS OCT FINANCE 19661	43352	4190	103.53
				DEC RENT/OVGS OCT FINANCE 18579	43352	4190	163.76
	Check MAIN 139274 Total for Fund 101 General Fund						267.29
Total For Dept: 4190							3,940.79
Dept: 4200 Police Administration							
12/19/2025	MAIN	139158*#	AMAZON CAPITAL SERVICES	REFRIGERATOR FILTER, ZERO CALORIE SWEETN	42218	4200	88.59
				OIL PAINT MARKERS	42218	4200	21.48
				WIRELESS MOUSE, HUMIDIFIER	42218	4200	48.48
	Check MAIN 139158 Total for Fund 101 General Fund						158.55
12/19/2025	MAIN	139165#	BERRY COFFEE COMPANY	PD COFFEE	42218	4200	143.53
12/19/2025	MAIN	139171	CELLEBRITE INC	CELLEBRITE TRNG KATIE BEER	43309	4200	4,607.50
12/19/2025	MAIN	139175*#	CHARTER COMMUNICATIONS	PD CABLE DEC 2025	43320	4200	8.98
12/19/2025	MAIN	139176#	CINTAS	PD FLOOR MATS	42220	4200	33.60
12/19/2025	MAIN	139184	CREATIVE PRODUCT SOURCING, INC	DARE CERTIFICATES	43309	4200	232.32
				DARE SHIRTS	43309	4200	645.80
				DARE SHIRTS	43309	4200	935.80
				DARE BOOKS	43309	4200	760.00
	Check MAIN 139184 Total for Fund 101 General Fund						2,573.92
12/19/2025	MAIN	139187	DOUG'S AUTO SERVICE	LOF ROTATE PACIFICA	42222	4200	89.29
				LOF SQ #9	42222	4200	64.29
	Check MAIN 139187 Total for Fund 101 General Fund						153.58
12/19/2025	MAIN	139195	FARIBAULT RIFLE & PISTOL CLUB	ANNUAL TRAINING FEES	43332	4200	1,115.00
12/19/2025	MAIN	139197	GALLS, INC.	PBE ELITE CARRIER SANCHEZ	41117	4200	1,104.82
				GUARDIAN GEN 3 CARRIER SANCHEZ	41117	4200	252.70
	Check MAIN 139197 Total for Fund 101 General Fund						1,357.52
12/19/2025	MAIN	139202*#	GRAPHIC MAILBOX	SHIPPING	42218	4200	38.45
12/19/2025	MAIN	139221*#	LANGUAGE LINE SERVICES	PD TRANSLATION NOV 2025	43300	4200	423.05

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4200 Police Administration							
				PD TRANSLATION OCT 2025	43300	4200	304.55
	Check MAIN 139221 Total for Fund 101 General Fund						727.60
12/19/2025	MAIN	139229*#	MENARD'S -DUNDAS	TRAILER CHOCKS, PROPANE CYLINDER	42218	4200	21.93
12/19/2025	MAIN	139234	MN CHIEFS OF POLICE ASSOCIATION	ASSOCIATE DUES HAIDER	44463	4200	225.00
				2026 VOTING DUES	44463	4200	513.00
	Check MAIN 139234 Total for Fund 101 General Fund						738.00
12/19/2025	MAIN	139241	NORTHFIELD AUTOMOTIVE INC	SPARK PLUGS COOLANT HOSE SQ #7	42222	4200	1,807.47
12/19/2025	MAIN	139258	RICE/STEELE 911 CENTER	TOKEN ORTIZ	44413	4200	15.00
12/19/2025	MAIN	139264	SOUTH METRO SWAT	2025 NPD FORT MCCOY	43335	4200	991.16
12/19/2025	MAIN	139267	STORM TRAINING GROUP	FIT TRNG BRAVO	43332	4200	1,199.00
12/19/2025	MAIN	139282*#	WATER SYSTEMS COMPANY	PD SEP MONTHLY	42218	4200	17.90
				PD WATER QTY 5	42218	4200	43.75
	Check MAIN 139282 Total for Fund 101 General Fund						61.65
Total For Dept: 4200							15,752.44
Dept: 4240 Building Inspection							
12/19/2025	MAIN	139173*#	CENTRAL FARM SERVICE	OCT/NOV Fuel B&I	42212	4240	146.25
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	Clothing Allowance 2025 Mike Morehouse	41115	4240	223.50
				Inspector winter coats AH LD MM	42218	4240	436.50
				Clothing Allowance 2025 Lisa Duban	41115	4240	248.46
				Clothing Allowance 2025 Christina Burke	41115	4240	251.50
				Conferences/Staff Training C. Burke PT	43333	4240	243.50
				General Supplies Code Book Lisa Duban	42218	4240	117.50
				Conferences/Staff Training Duban 2026	43333	4240	200.00
				Conferences/Staff Training Duban 2026	43333	4240	400.00
				Maintenance 2022 Ford Escape Oil/annual	42222	4240	112.90
	Check MAIN 139179 Total for Fund 101 General Fund						2,233.86
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	4240	289.33
Total For Dept: 4240							2,669.44
Dept: 4300 Engineering							
12/19/2025	MAIN	139174	CES IMAGING	PLOTTER LEASE/SVC/USAGE NOV-DEC 15,151-1	42222	4300	283.12
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	2026 ANNUAL CEMA CONFERENCE BENNETT	43333	4300	625.00
12/19/2025	MAIN	139277	UNION PACIFIC RAILROAD	REPLACE SIDEWALKS/INSTALL MEDIANS	43300	4300	723.61
				REPLACE SIDEWALKS/INSTALL MEDIANS	43300	4300	438.38
				REPLACE SIDEWALKS/INSTALL MEDIANS	43300	4300	2,433.97
	Check MAIN 139277 Total for Fund 101 General Fund						3,595.96
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	4300	312.17
Total For Dept: 4300							4,816.25
Dept: 4310 Streets							
12/19/2025	MAIN	139163	BAUER BUILT TIRE & SERVICE	TRUCK TIRES	42222	4310	691.20

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4310 Streets							
12/19/2025	MAIN	139173*#	CENTRAL FARM SERVICE	NOVEMBER 2025 FUEL	42212	4310	4,896.27
12/19/2025	MAIN	139176#	CINTAS	FLOOR MATS	43306	4310	5.04
				RYAN KIEFER UNIFORM	42218	4310	10.91
				RYAN KIEFER UNIFORM	42218	4310	3.41
		Check MAIN 139176 Total for Fund 101 General Fund					19.36
12/19/2025	MAIN	139177#	CINTAS CORPORATION	MED CABINET RESTOCK	42218	4310	54.81
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	AIR TOOL SUBSCRIPTION	42218	4310	230.61
				MN COMMERCIAL VEHICLE RECERT	43333	4310	110.00
				TRAILER PLUG REPAIRS	42222	4310	156.31
				LARSONS - OPERATOR CLOTHING-MALECHA, S.	41115	4310	398.50
				LARSONS - OPERATOR CLOTHING-ERICKSON, D.	41115	4310	218.50
				SNOW PLOW MEETING LUNCH	42218	4310	372.17
				SNOW PLOW MEETING SODA	42218	4310	34.34
				LARSONS - OPERATOR CLOTHING-PETRICKA, S.	41115	4310	383.00
				LARSONS - OPERATOR CLOTHING-HAUGEN, N.	41115	4310	395.50
				WORKING LUNCH MEETING	42218	4310	132.45
		Check MAIN 139179 Total for Fund 101 General Fund					2,431.38
12/19/2025	MAIN	139185	CUSTOM HOSE TECH INC	WO#5208 #5638 REPAIR HOSE-PLOW FAILURE	42222	4310	172.61
12/19/2025	MAIN	139186	DIANE WENDT	820 HEYWOOD DRIVE MAILBOX REIMB DIRECT P	42218	4310	130.00
12/19/2025	MAIN	139203*#	GUTH ELECTRIC, INC	INSTALL LIGHTS-COLD STORAGE & REC FOR PD	42220	4310	4,166.00
				FOUNTAIN PUMP REMOVAL	43315	4310	109.50
		Check MAIN 139203 Total for Fund 101 General Fund					4,275.50
12/19/2025	MAIN	139220	L MFG & E, INC.	DUMPSTER RENTAL	42218	4310	50.00
12/19/2025	MAIN	139222	LAWSON PRODUCTS, INC.	SHOP SUPPLIES	42222	4310	257.44
12/19/2025	MAIN	139229*#	MENARD'S -DUNDAS	PLASTIC FORKS, PLATES, TRASH BAGS & DISH	42218	4310	21.30
12/19/2025	MAIN	139232	MIDWEST MACHINERY CO.	WO#5209 #0995 FLOW CONTROL VALVE-SNOW BL	42222	4310	396.37
				WO#5203 #6770 AIR & OIL FILTERS - JD STE	42222	4310	159.81
		Check MAIN 139232 Total for Fund 101 General Fund					556.18
12/19/2025	MAIN	139243	NOVAK'S GARAGE, LLC	WO#5198 #0530 SNOW PLOW REPAIR	42222	4310	2,743.11
				WO#5214 #0631 REPLACE TRUCK BED BOX FLOO	42222	4310	2,520.50
		Check MAIN 139243 Total for Fund 101 General Fund					5,263.61
12/19/2025	MAIN	139252	RAINBOW LAWNCARE	HOLIDAY LIGHT MAINT	43315	4310	18.00
12/19/2025	MAIN	139254	RDO EQUIPMENT CO	WO#5203 #6770 JOHN DEERE LOADER STEERING	42222	4310	865.94
12/19/2025	MAIN	139272	THIELE TRUCKING, LLC	SNOW REMOVAL 12/1/2025	43315	4310	3,200.00
12/19/2025	MAIN	139274*#	TOSHIBA FINANCIAL SERVICES	DEC RENT/OVGS OCT-NOV STREETS 10266	42218	4310	167.42
12/19/2025	MAIN	139275	TRUCK CENTER COMPANIES	PLOW TRUCK TURBO ACTUATOR	42222	4310	3,127.88
				WO#5196 #0530 TURBO ACTUATOR	42222	4310	414.00
		Check MAIN 139275 Total for Fund 101 General Fund					3,541.88
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	4310	642.68

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4310 Streets							
Total For Dept: 4310							27,255.58
Dept: 4320 Street Lighting							
12/19/2025	MAIN	139196*#	FRANEK ELECTRIC, INC.	ELEC LOCATE WASHINGTON PARKING LOT	42228	4320	320.00
12/19/2025	MAIN	139288	XCEL ENERGY	411 JEFFERSON PKWY LIGHTING	43381	4320	259.96
12/19/2025	MAIN	139290	XCEL ENERGY	300 POPLAR ST. LIGHTING	43381	4320	62.07
12/19/2025	MAIN	139291	XCEL ENERGY	905 CANNON VALLEY DR - SIGNAL	43381	4320	13.20
Total For Dept: 4320							655.23
Dept: 4330 Facilities							
12/19/2025	MAIN	139158*#	AMAZON CAPITAL SERVICES	WALL CALENDARS	42218	4330	58.83
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	LARSON'S CLOTHING - AP	41115	4330	335.50
				SHIPPING	43320	4330	13.60
Check MAIN 139179 Total for Fund 101 General Fund							349.10
12/19/2025	MAIN	139217*#	KEITH PUMPER PLUMBING & HEATING	REPLACE VALVE @ TRANSIT BLDG	42220	4330	238.00
12/19/2025	MAIN	139240	NORTHFIELD ACE HARDWARE	TUBE SAND QUIKRETE	42218	4330	31.96
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	4330	87.86
Total For Dept: 4330							765.75
Dept: 4510 Ice Arena							
12/19/2025	MAIN	139175*#	CHARTER COMMUNICATIONS	Arena - additional receiver	43320	4510	51.41
12/19/2025	MAIN	139177#	CINTAS CORPORATION	FIRST AID CABINET RESTOCK	42218	4510	69.72
12/19/2025	MAIN	139229*#	MENARD'S -DUNDAS	TOOLBOX, WIPES AND MR CLEAN FOR ICE AREN	42218	4510	70.77
12/19/2025	MAIN	139237	NFLD RENT & SAVE	RENTED SCISSOR LIFT	42220	4510	129.60
12/19/2025	MAIN	139268	STZR HOLDINGS LLC	BLADE SHARPENING	42222	4510	70.00
12/19/2025	MAIN	139271	THE RINK LLC	JANUARY 2026 RENT - ICE ARENA	43300	4510	10,000.00
Total For Dept: 4510							10,391.50
Dept: 4520 General Parks							
12/19/2025	MAIN	139229*#	MENARD'S -DUNDAS	WINTERIZING PARK SHELTER SUPPLIES	43313	4520	53.82
12/19/2025	MAIN	139286	XCEL ENERGY	NOV 2025 - BABCOCK PARK GAS	43380	4520	99.76
Total For Dept: 4520							153.58
Dept: 4545 Recreation Administration							
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	4545	92.86
Total For Dept: 4545							92.86
Dept: 4550 Library							
12/19/2025	MAIN	139159	APPLE BOOKS LLC	LIBRARY MATERIALS	44431	4550	47.98
12/19/2025	MAIN	139176#	CINTAS	RUG RENTAL	42220	4550	8.46

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4550 Library							
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	LIBRARY MATERIALS MEDIA	44431	4550	736.39
				PASSPORT SHIPPING	43321	4550	176.40
				PLAYHOUSE,GOGGLES,LIGHT TABLE, TOYS	44432	4550	376.92
	Check MAIN 139179 Total for Fund 101 General Fund						1,289.71
12/19/2025	MAIN	139203*#	GUTH ELECTRIC, INC	REPROGRAMMED LOW VOLTAGE SWITCH & MOTION	42220	4550	109.50
12/19/2025	MAIN	139210*#	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	44431	4550	16.80
				LIBRARY MATERIALS	44431	4550	19.20
				LIBRARY MATERIALS	44431	4550	189.68
				LIBRARY MATERIALS	44431	4550	17.40
				LIBRARY MATERIALS	44431	4550	39.88
				LIBRARY MATERIALS	44431	4550	11.40
				LIBRARY MATERIALS	44431	4550	15.60
				LIBRARY MATERIALS	44431	4550	11.99
				LIBRARY MATERIALS	44431	4550	16.79
				LIBRARY MATERIALS	44431	4550	13.17
				LIBRARY MATERIALS	44431	4550	17.99
				LIBRARY MATERIALS	44431	4550	52.03
				BOOK COVERS	42218	4550	5.50
				SHIPPING	43321	4550	6.00
				LIBRARY MATERIALS	44431	4550	135.57
				LIBRARY MATERIALS	44431	4550	35.96
				BOOK COVERS	42218	4550	1.10
				SHIPPING	43321	4550	6.00
				LIBRARY MATERIALS	44431	4550	51.60
				LIBRARY MATERIALS	44431	4550	16.80
				LIBRARY MATERIALS	44431	4550	13.59
				LIBRARY MATERIALS	44431	4550	11.40
				LIBRARY MATERIALS	44431	4550	60.60
				LIBRARY MATERIALS	44431	4550	19.20
				LIBRARY MATERIALS	44431	4550	201.70
				BOOK COVERS	42218	4550	5.50
				LIBRARY MATERIALS	44431	4550	17.39
				LIBRARY MATERIALS	44431	4550	17.39
				LIBRARY MATERIALS	44431	4550	12.00
				LIBRARY MATERIALS	44431	4550	35.99
				LIBRARY MATERIALS	44431	4550	13.56
				LIBRARY MATERIALS	44431	4550	35.99
				LIBRARY MATERIALS	44431	4550	77.96
				LIBRARY MATERIALS	44431	4550	172.12
				BOOK COVERS	42218	4550	9.90
				LIBRARY MATERIALS	44431	4550	76.83
				BOOK COVERS	42218	4550	4.40
				SHIPPING	43321	4550	6.00
				LIBRARY MATERIALS	44431	4550	64.99
				BOOK COVERS	42218	4550	4.40
				SHIPPING	43321	4550	6.00
				JUV PROGRAMS STORYTIME BOOKS	44432	4550	144.45
				LIBRARY MATERIALS	44431	4550	458.64
				BOOK COVERS	42218	4550	17.60

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4550 Library							
				JUV PROGRAMS STORYTIME BOOKS	44432	4550	103.87
				LIBRARY MATERIALS	44431	4550	10.07
				BOOK COVERS	42218	4550	1.10
				SHIPPING	43321	4550	6.00
				LIBRARY MATERIALS	44431	4550	39.11
				SHIPPING	43321	4550	6.00
				BOOK COVERS	42218	4550	2.20
	Check MAIN 139210 Total for Fund 101 General Fund						2,336.41
12/19/2025	MAIN	139224	LIBRARY IDEAS, LLC	LIBRARY MATERIALS JUV MEDIA	44431	4550	678.80
12/19/2025	MAIN	139244	OVERDRIVE	LIBRARY MATERIALS	44431	4550	1,014.58
				LIBRARY MATERIALS	44431	4550	529.70
	Check MAIN 139244 Total for Fund 101 General Fund						1,544.28
12/19/2025	MAIN	139260	RUSSEL GAVIN BOYINGTON	POET LAUREATE STIPEND	44432	4550	500.00
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	4550	416.45
				11/08/25 - 12/07/25 CELL PHONES	43320	4550	40.01
	Check MAIN 139280 Total for Fund 101 General Fund						456.46
Total For Dept: 4550							6,971.60
Dept: 4900 Other Financing Uses							
12/19/2025	MAIN	139242#	NORTHFIELD CONVENTION AND VISITORS	LODGING TAX-ARREARS	44454	4900	946.23
				LODGING TAX-OCT'25	44454	4900	12,254.00
	Check MAIN 139242 Total for Fund 101 General Fund						13,200.23
Total For Dept: 4900							13,200.23
Total For Fund: 101							140,931.39
Fund: 211 NCRC							
Dept: 4580 NCRC							
12/19/2025	MAIN	139211	JANET D. BREYER	NOVEMBER 2025 CLEANING SERVICES AT NCRC	43306	4580	5,460.00
12/19/2025	MAIN	139212	JAY GROSSMAN	NOVEMBER 2025 DAILY CLEANING AT NCRC	43306	4580	1,200.00
12/19/2025	MAIN	139217*#	KEITH PUMPER PLUMBING & HEATING	INSTALL ACID NEUTRALIZER FOR BOILERS AT	42220	4580	961.00
12/19/2025	MAIN	139229*#	MENARD'S -DUNDAS	TRACTION GRIT	42221	4580	24.95
12/19/2025	MAIN	139231*#	METRONET HOLDINGS LLC	NCRC - phone, internet, long distance	43320	4580	1,406.11
12/19/2025	MAIN	139261	SCHILLING SUPPLY COMPANY	BATH TISSUE, ROLL TOWELS, DISINFECTING W	42211	4580	330.67
				STAIN REMOVER, DISINFECTING WIPES, BATH	42211	4580	279.32
				DISINFECTANT WIPES, TRASH BAGS, ROLL TOW	42211	4580	304.47
				BRUSH MOTOR/ROLLER, DRIVE BELT	42211	4580	268.40
	Check MAIN 139261 Total for Fund 211 NCRC						1,182.86
Total For Dept: 4580							10,234.92
Dept: 4585 Wellness Center							
12/19/2025	MAIN	139203*#	GUTH ELECTRIC, INC	EAST HOT TUB JET PUMP NEEDS REPLACING	42220	4585	73.00
12/19/2025	MAIN	139251	RAINBOW INTERNATIONAL OF THE NORTH	GENERAL CLEANING 11/24/25-12/7/2025 AT F	43306	4585	2,700.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 211 NCRC							
Dept: 4585 Wellness Center							
Total For Dept: 4585							2,773.00
Total For Fund: 211							13,007.92
Fund: 215 Motor Vehicle Fund							
Dept: 5600 Motor Vehicle							
12/19/2025	MAIN	139274*#	TOSHIBA FINANCIAL SERVICES	DEC RENT/OVGS OCT DMV 21375	43352	5600	132.12
Total For Dept: 5600							132.12
Total For Fund: 215							132.12
Fund: 229 Communications							
Dept: 4180 Communication							
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	Descript monthly subscription	43300	4180	30.00
12/19/2025	MAIN	139221*#	LANGUAGE LINE SERVICES	Translation and interpretation	43300	4180	8.10
Total For Dept: 4180							38.10
Total For Fund: 229							38.10
Fund: 240 Library Gift Fund							
Dept: 4900 Other Financing Uses							
12/19/2025	MAIN	139170	BY ALL MEANS	SELCO GRANT COMM. READS- PRINT COOKBOOK	43309	4900	1,500.00
				FFNPL SPANISH PROGRAMMING- PRINT COOKBOO	43309	4900	337.00
Check MAIN 139170 Total for Fund 240 Library Gift Fund							1,837.00
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	FFNPL POET LAUREATE- CAPES FOR PERFORMAN	43309	4900	12.94
12/19/2025	MAIN	139205	Heidy Barrientos Ramirez	FFNPL SPANISH PROG. CATERING NFLD COCINA	43309	4900	150.00
12/19/2025	MAIN	139210*#	INGRAM LIBRARY SERVICES	GIFTS-AUTOMATICALLY YOURS	44431	4900	17.99
				GIFTS-AUTOMATICALLY YOURS	44431	4900	19.20
				GIFTS-STAI	43309	4900	11.37
				GIFTS- AUTOMATICALLY YOURS	44431	4900	16.79
				GIFTS- AUTOMATICALLY YOURS	44431	4900	38.40
				GIFTS- AUTOMATICALLY YOURS	44431	4900	11.40
				GIFTS- AUTOMATICALLY YOURS	44431	4900	19.20
				GIFTS- AUTOMATICALLY YOURS	44431	4900	16.24
				GIFTS- AUTOMATICALLY YOURS	44431	4900	17.92
				GIFTS- STAI	43309	4900	21.00
				GIFTS- AUTOMATICALLY YOURS	44431	4900	49.84
				GIFTS- AUTOMATICALLY YOURS	44431	4900	11.39
				GIFTS- AUTOMATICALLY YOURS	44431	4900	16.80
				GIFTS- AUTOMATICALLY YOURS	44431	4900	17.92
Check MAIN 139210 Total for Fund 240 Library Gift Fund							285.46
12/19/2025	MAIN	139227	MARIBEL LAZARO SANDOVAL	FFNPL SPANISH PROG CATERING NFLD COCINA	43309	4900	80.00
12/19/2025	MAIN	139236	NAOMI WAI-SING CHAN	FFNPL SPANISH PRGMS- SOMALI CELEBRATION	43309	4900	250.00
Total For Dept: 4900							2,615.40
Total For Fund: 240							2,615.40

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 245 C.C.Cloherty Endowment							
Dept: 4900 Other Financing Uses							
12/19/2025	MAIN	139210*#	INGRAM LIBRARY SERVICES	GIFTS- CLOHERTY	44431	4900	11.39
Total For Dept: 4900							11.39
Total For Fund: 245							11.39
Fund: 255 Utility Franchise Fee							
Dept: 4900 Other Financing Uses							
12/19/2025	MAIN	139213	JOHN CALLAHAN	FRANCHISE FEE REFUND PROGRAM	43309	4900	66.00
Total For Dept: 4900							66.00
Total For Fund: 255							66.00
Fund: 295 HRA							
Dept: 5200 HRA General Operating							
12/19/2025	MAIN	139225	LINNE JENSEN	308 CHERRY LOCK/KEYS	43300	5200	220.00
				2330 ELIANNA LOCK/KEYS	44464	5200	145.00
Check MAIN 139225 Total for Fund 295 HRA							365.00
Total For Dept: 5200							365.00
Dept: 5210 HRA Rental Projects							
12/19/2025	MAIN	139194	FARGAZE TOWNHOME ASSOCIATION	JAN. 2026 HOA FEES - 2330 EL	44464	5210	380.00
12/19/2025	MAIN	139289	XCEL ENERGY	706 2ND ST. - GAS/ELECTRIC	43387	5210	82.77
Total For Dept: 5210							462.77
Dept: 5220 HRA LMI Housing							
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	PODS - VK TER CONDEMNED STORAGE	43309	5220	340.30
				PODS - VK TER CONDEMNED STORAGE	43309	5220	123.49
Check MAIN 139179 Total for Fund 295 HRA							463.79
12/19/2025	MAIN	139189	EHLERS & ASSOCIATES	4D TAX ANALYSIS	43309	5220	412.50
Total For Dept: 5220							876.29
Total For Fund: 295							1,704.06
Fund: 454 City Facilities Fund							
Dept: 4800 Other Services							
12/19/2025	MAIN	139285	WW GOETSCH ASSOCIATES, INC.	REPLACED AURORA MODEL POOL PUMP	45520	4800	30,162.78
Total For Dept: 4800							30,162.78
Total For Fund: 454							30,162.78
Fund: 458 MILL TOWN TRAIL WOODLEY TO WATERFORD BRI							
Dept: 4800 Other Services							
12/19/2025	MAIN	139256	RICE COUNTY HIGHWAY DEPARTMENT	MTST TH19 DETOUR ONTO COUNTY ROAD	45520	4800	6,181.41
Total For Dept: 4800							6,181.41
Total For Fund: 458							6,181.41
Fund: 459 ICE ARENA CONSTRUCTION							

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 459 ICE ARENA CONSTRUCTION							
Dept: 4800 Other Services							
12/19/2025	MAIN	139259	RJM CONSTRUCTION	M40 ICE ARENA PAY #8 PROF SVCS 11/1-20	45520	4800	1,382,926.04
Total For Dept: 4800							1,382,926.04
Total For Fund: 459							1,382,926.04
Fund: 465 WATER & 5TH ST REDEVELOPMENT							
Dept: 4800 Other Services							
12/19/2025	MAIN	139287	XCEL ENERGY	411 WATER ST - GAS	43380	4800	507.83
				411 WATER ST - ELECTRIC	43381	4800	134.10
	Check MAIN 139287 Total for Fund 465 WATER & 5TH ST REDEVELOPMENT						641.93
12/19/2025	MAIN	139292	XCEL ENERGY	411 1/2 WATER ST. #2 - ELECTRIC	43381	4800	12.98
12/19/2025	MAIN	139293	XCEL ENERGY	411 1/2 WATER ST. #1 - ELECTRIC	43381	4800	11.94
Total For Dept: 4800							666.85
Total For Fund: 465							666.85
Fund: 601 Water Fund							
Dept: 0000 Revenue							
12/19/2025	MAIN	139157	ALLEN R WHIPKEY	WATER BASE FEE	22000	0000	300.00
12/19/2025	MAIN	139183*	CORINNE SIMONSON	MF1-MN DEPT OF HEALTH	22000	0000	3.55
12/19/2025	MAIN	139192	ERIC BONGERS	WATER BASE FEE	22000	0000	107.07
12/19/2025	MAIN	139193	ESTATE OF ELAINE ZOBEL	WATER BASE FEE	22000	0000	46.33
12/19/2025	MAIN	139198*	GARRETT ARNDT	A01-RES MAIN WATER	22000	0000	0.63
				MF1-MN DEPT OF HEALTH	22000	0000	0.57
				WATER BASE FEE	22000	0000	6.49
	Check MAIN 139198 Total for Fund 601 Water Fund						7.69
12/19/2025	MAIN	139215*	JUAN PERALTA	A01-RES MAIN WATER	22000	0000	11.87
				MF1-MN DEPT OF HEALTH	22000	0000	3.20
				WATER BASE FEE	22000	0000	50.78
	Check MAIN 139215 Total for Fund 601 Water Fund						65.85
12/19/2025	MAIN	139218*	KENNETH CHRISTENSON	A01-RES MAIN WATER	22000	0000	1.31
				MF1-MN DEPT OF HEALTH	22000	0000	1.38
				WATER BASE FEE	22000	0000	21.87
	Check MAIN 139218 Total for Fund 601 Water Fund						24.56
12/19/2025	MAIN	139219*	KL MN 1 LLC	A01-RES MAIN WATER	22000	0000	0.01
				A01-RES MAIN WATER	22000	0000	1.35
				MF1-MN DEPT OF HEALTH	22000	0000	0.01
				MF1-MN DEPT OF HEALTH	22000	0000	1.07
				WATER BASE FEE	22000	0000	0.13
				WATER BASE FEE	22000	0000	16.97
	Check MAIN 139219 Total for Fund 601 Water Fund						19.54
12/19/2025	MAIN	139228*	MATTHEW SMULLEN	195-WA PENALTY	22000	0000	2.17
				195-WA PENALTY	22000	0000	1.03
				A01-RES MAIN WATER	22000	0000	28.76

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 Water Fund							
Dept: 0000 Revenue							
				A01-RES MAIN WATER	22000	0000	3.60
				MF1-MN DEPT OF HEALTH	22000	0000	2.29
				MF1-MN DEPT OF HEALTH	22000	0000	0.28
				WATER BASE FEE	22000	0000	33.05
				WATER BASE FEE	22000	0000	4.41
	Check MAIN 139228 Total for Fund 601 Water Fund						75.59
12/19/2025	MAIN	139230*	MERCEDAY SKLUZACEK KAARAL & BRUCE	A01-RES MAIN WATER	22000	0000	0.10
				MF1-MN DEPT OF HEALTH	22000	0000	0.91
				WATER BASE FEE	22000	0000	14.42
	Check MAIN 139230 Total for Fund 601 Water Fund						15.43
12/19/2025	MAIN	139235	MN DEPT OF HEALTH	4TH QTR DRINKING WATER CONNECTIONS	22025	0000	13,151.00
Total For Dept: 0000							13,816.61
Dept: 6000 Water							
12/19/2025	MAIN	139158*#	AMAZON CAPITAL SERVICES	AVERY WATERPROOF BOTTLE LABELS	42218	6000	37.52
				WIRELESS MOUSE/KEYBOARD/CLIPBOARDS	42218	6000	42.22
	Check MAIN 139158 Total for Fund 601 Water Fund						79.74
12/19/2025	MAIN	139161	AT & T MOBILITY	UTILITIES RTK WIFI SVC OCT 26- NOV 25	43320	6000	34.29
12/19/2025	MAIN	139172	CEMSTONE PRODUCTS INC	NEW OFFICE CONCRETE SIDEWALK	42218	6000	532.25
12/19/2025	MAIN	139173*#	CENTRAL FARM SERVICE	NOVEMBER 2026 FUEL CHARGES WATER DPT	42212	6000	511.96
12/19/2025	MAIN	139182	CORE & MAIN, LP	LOCATE FLAGS & PAINT, GATE VALVE CAPS	42218	6000	731.90
12/19/2025	MAIN	139196*#	FRANEK ELECTRIC, INC.	TROUBLESHOOT ST OLAF WATER TOWER MIXERS	42222	6000	120.00
12/19/2025	MAIN	139202*#	GRAPHIC MAILBOX	MDH WATER SAMPLE SHIPPING	43321	6000	15.14
12/19/2025	MAIN	139217*#	KEITH PUMPER PLUMBING & HEATING	DJJD BACKFLOW PREVENTION TESTS	42222	6000	375.00
				IRRIGATION LINE-VILLAGE ON THE CANNON	42231	6000	497.50
	Check MAIN 139217 Total for Fund 601 Water Fund						872.50
12/19/2025	MAIN	139253	RAMY TURF PRODUCTS LLC	2023 WATER J34 ARCHERY RANGE MOVE	45520	6000	559.75
12/19/2025	MAIN	139278*#	UTILITY CONSULTANTS, INC	NOVEMBER BACTERIA SAMPLES	42216	6000	259.98
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	6000	406.45
12/19/2025	MAIN	139282*#	WATER SYSTEMS COMPANY	WATER DPT DRINKING WATER QTY3	42218	6000	26.25
				WATER DPT DRINKING WATER QTY 2	42218	6000	17.50
	Check MAIN 139282 Total for Fund 601 Water Fund						43.75
Total For Dept: 6000							4,167.71
Total For Fund: 601							17,984.32
Fund: 602 Sewer Fund							
Dept: 0000 Revenue							
12/19/2025	MAIN	139183*	CORINNE SIMONSON	A01-RES SEWER	22000	0000	0.82
				SEWER BASE FEE	22000	0000	10.59
	Check MAIN 139183 Total for Fund 602 Sewer Fund						11.41

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 602 Sewer Fund							
Dept: 0000 Revenue							
12/19/2025	MAIN	139198*	GARRETT ARNDT	A01-RES SEWER	22000	0000	1.91
				SEWER BASE FEE	22000	0000	6.63
	Check MAIN 139198 Total for Fund 602 Sewer Fund						8.54
12/19/2025	MAIN	139215*	JUAN PERALTA	A01-RES SEWER	22000	0000	29.53
				SEWER BASE FEE	22000	0000	39.93
	Check MAIN 139215 Total for Fund 602 Sewer Fund						69.46
12/19/2025	MAIN	139218*	KENNETH CHRISTENSON	A01-RES SEWER	22000	0000	3.24
				SEWER BASE FEE	22000	0000	17.19
	Check MAIN 139218 Total for Fund 602 Sewer Fund						20.43
12/19/2025	MAIN	139219*	KL MN 1 LLC	A01-RES SEWER	22000	0000	0.02
				A01-RES SEWER	22000	0000	3.37
				SEWER BASE FEE	22000	0000	0.10
				SEWER BASE FEE	22000	0000	13.34
	Check MAIN 139219 Total for Fund 602 Sewer Fund						16.83
12/19/2025	MAIN	139228*	MATTHEW SMULLEN	295-SEWER PENALTY	22000	0000	4.85
				295-SEWER PENALTY	22000	0000	2.26
				A01-RES SEWER	22000	0000	74.67
				A01-RES SEWER	22000	0000	10.21
				SEWER BASE FEE	22000	0000	28.04
				SEWER BASE FEE	22000	0000	4.22
	Check MAIN 139228 Total for Fund 602 Sewer Fund						124.25
12/19/2025	MAIN	139230*	MERCEDAY SKLUZACEK KAARAL & BRUCE	A01-RES SEWER	22000	0000	0.26
				SEWER BASE FEE	22000	0000	11.33
	Check MAIN 139230 Total for Fund 602 Sewer Fund						11.59
Total For Dept: 0000							262.51
Dept: 6100 Wastewater							
12/19/2025	MAIN	139158*#	AMAZON CAPITAL SERVICES	WINTER GLOVES WATER-RESISTANT INSULATED	42218	6100	115.82
				LAB CHEMICAL GLASS BEAKERS	42216	6100	97.23
	Check MAIN 139158 Total for Fund 602 Sewer Fund						213.05
12/19/2025	MAIN	139179*#	CITY OF NORTHFIELD	MRWA TRAINING	43333	6100	150.00
				MRWA TRAINING	43333	6100	150.00
				MPCA TRAINING CERTIFICATION ADMIN BUCHTA	43333	6100	585.00
				BLD CONTROLS GROUP TEMPERATURE SENSORS	42220	6100	131.54
				MPCA TRAINING SERVICE FEES BUCHTA	43333	6100	12.58
				SALES TAX CREDIT BUILDING CONTROLS GROU	42220	6100	(9.50)
	Check MAIN 139179 Total for Fund 602 Sewer Fund						1,019.62
12/19/2025	MAIN	139191	ENVIRONMENTAL RESOURCE ASSOCIATES	PH QUALITY ASSURANCE	42216	6100	186.08
12/19/2025	MAIN	139200	GRAINGER	TANK FLOAT SWITCHES	42222	6100	299.97
				5 GAL GEAR OIL PAIL	42222	6100	502.06
	Check MAIN 139200 Total for Fund 602 Sewer Fund						802.03
12/19/2025	MAIN	139203*#	GUTH ELECTRIC, INC	WWTP RELOCATED LIGHT IN BAF	43302	6100	150.00
12/19/2025	MAIN	139204	HAWKINS INC.	WELL SITE CHEMICALS BULK POLYMER	42216	6100	857.84

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 602 Sewer Fund							
Dept: 6100 Wastewater							
12/19/2025	MAIN	139217*#	KEITH PUMPER PLUMBING & HEATING	CLEANED BACK FLOW ASSEMBLY AT WWTP	42222	6100	130.00
12/19/2025	MAIN	139229*#	MENARD'S -DUNDAS	SUPPLIES WELD STEELSTIK PVC SCH	42218	6100	41.08
				LADDER & HOSECLAMPS	42218	6100	349.05
	Check MAIN 139229 Total for Fund 602 Sewer Fund						390.13
12/19/2025	MAIN	139249	PVS TECHNOLOGIES, INC	CHEMICALS FERRIC CHLORIDE SOLUTION DWG B	42216	6100	10,111.49
12/19/2025	MAIN	139274*#	TOSHIBA FINANCIAL SERVICES	DEC RENT/OVGS OCT WWTP 22440	43311	6100	76.46
12/19/2025	MAIN	139278*#	UTILITY CONSULTANTS, INC	CHEMICAL BACTERIA TESTING OCT / NOV	42216	6100	7,623.23
				CHEMICAL BACTERIA TESTING OCT	42216	6100	969.34
	Check MAIN 139278 Total for Fund 602 Sewer Fund						8,592.57
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	6100	325.01
12/19/2025	MAIN	139282*#	WATER SYSTEMS COMPANY	WWTP DRINKING WATER QTY 2	42218	6100	17.50
				WWTP DRINKING WATER QTY 1	42218	6100	4.00
	Check MAIN 139282 Total for Fund 602 Sewer Fund						21.50
Total For Dept: 6100							22,875.78
Total For Fund: 602							23,138.29
Fund: 603 Garbage Fund							
Dept: 0000 Revenue							
12/19/2025	MAIN	139183*	CORINNE SIMONSON	N02-GARBAGE -35 GALL	22000	0000	54.87
				N02-GARBAGE -35 GALL	22000	0000	5.33
	Check MAIN 139183 Total for Fund 603 Garbage Fund						60.20
12/19/2025	MAIN	139198*	GARRETT ARNDT	N03-GARBAGE -64 GALL	22000	0000	11.77
				N03-GARBAGE -64 GALL	22000	0000	1.15
	Check MAIN 139198 Total for Fund 603 Garbage Fund						12.92
12/19/2025	MAIN	139215*	JUAN PERALTA	N02-GARBAGE -35 GALL	22000	0000	49.56
				N02-GARBAGE -35 GALL	22000	0000	4.83
	Check MAIN 139215 Total for Fund 603 Garbage Fund						54.39
12/19/2025	MAIN	139218*	KENNETH CHRISTENSON	N02-GARBAGE -35 GALL	22000	0000	21.33
				N02-GARBAGE -35 GALL	22000	0000	2.08
	Check MAIN 139218 Total for Fund 603 Garbage Fund						23.41
12/19/2025	MAIN	139219*	KL MN 1 LLC	N03-GARBAGE -64 GALL	22000	0000	0.18
				N03-GARBAGE -64 GALL	22000	0000	22.48
				N03-GARBAGE -64 GALL	22000	0000	2.19
	Check MAIN 139219 Total for Fund 603 Garbage Fund						24.85
12/19/2025	MAIN	139228*	MATTHEW SMULLEN	490-SOLID WASTE TAX	22000	0000	2.71
				490-SOLID WASTE TAX	22000	0000	1.23
				495-GB PENALTY	22000	0000	3.77
				495-GB PENALTY	22000	0000	1.75
				N04-GARBAGE -96 GALL	22000	0000	61.37
				N04-GARBAGE -96 GALL	22000	0000	5.99
				N04-GARBAGE -96 GALL	22000	0000	9.18
	Check MAIN 139228 Total for Fund 603 Garbage Fund						86.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 603 Garbage Fund							
Dept: 0000 Revenue							
12/19/2025	MAIN	139230*	MERCEDAY SKLUZACEK KAARAL & BRUCE	N02-GARBAGE -35 GALL	22000	0000	14.07
				N02-GARBAGE -35 GALL	22000	0000	1.37
				Y01-64 YARD WASTE	22000	0000	8.58
	Check MAIN 139230 Total for Fund 603 Garbage Fund						24.02
Total For Dept: 0000							285.79
Dept: 6200 Garbage							
12/19/2025	MAIN	139257	RICE COUNTY SOLID WASTE MANAGEMENT	NOVEMBER 2025 LANDFILL 223.26 TONS	43388	6200	12,056.04
Total For Dept: 6200							12,056.04
Total For Fund: 603							12,341.83
Fund: 604 Storm Water Drainage							
Dept: 0000 Revenue							
12/19/2025	MAIN	139183*	CORINNE SIMONSON	STW-STORM WATER	22000	0000	18.49
12/19/2025	MAIN	139198*	GARRETT ARNDT	STW-STORM WATER	22000	0000	5.55
12/19/2025	MAIN	139215*	JUAN PERALTA	STW-STORM WATER	22000	0000	44.04
12/19/2025	MAIN	139218*	KENNETH CHRISTENSON	STW-STORM WATER	22000	0000	17.15
12/19/2025	MAIN	139219*	KL MN 1 LLC	STW-STORM WATER	22000	0000	0.15
				STW-STORM WATER	22000	0000	19.75
	Check MAIN 139219 Total for Fund 604 Storm Water Drainage						19.90
12/19/2025	MAIN	139228*	MATTHEW SMULLEN	395-STRM WATER PENA	22000	0000	1.29
				395-STRM WATER PENA	22000	0000	0.62
				STW-STORM WATER	22000	0000	34.36
				STW-STORM WATER	22000	0000	4.86
	Check MAIN 139228 Total for Fund 604 Storm Water Drainage						41.13
12/19/2025	MAIN	139230*	MERCEDAY SKLUZACEK KAARAL & BRUCE	STW-STORM WATER	22000	0000	16.48
Total For Dept: 0000							162.74
Dept: 6300 Storm Water Drainage							
12/19/2025	MAIN	139162	BARR ENGINEERING	FLOOD RISK FUNDING ASSISTANCE PROF SVCS	43300	6300	462.50
12/19/2025	MAIN	139169*#	BRUCE DAVID JACOBSON	AMES MILL DAM REMOVAL/LONG RANGE PLAN 10	43300	6300	634.00
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	6300	86.44
Total For Dept: 6300							1,182.94
Total For Fund: 604							1,345.68
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
12/19/2025	MAIN	139158*#	AMAZON CAPITAL SERVICES	Misc Taxable Purchases	42251	6400	19.30
12/19/2025	MAIN	139160	ARTISAN BEER COMPANY	MISC TAXABLE	42251	6400	33.85
				THC	42251	6400	128.08
				Beer Purchases	42251	6400	1,700.50
				THC	42251	6400	484.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
				Beer Purchases	42251	6400	672.25
	Check MAIN 139160 Total for Fund 609 Liquor Store						3,018.68
12/19/2025	MAIN	139164	BELLBOY CORPORATION	Liquor Purchases	42251	6400	2,065.46
				Freight Costs	42259	6400	34.34
				Freight Costs	42259	6400	2.00
				THC	42251	6400	140.00
				Freight Costs	42259	6400	2.00
				THC	42251	6400	80.00
				Liquor Purchases	42251	6400	1,043.93
				Freight Costs	42259	6400	14.84
				Misc Non-Taxable Purchases	42251	6400	157.00
				Freight Costs	42259	6400	0.82
				Misc Taxable Purchases	42251	6400	15.00
				Liquor Purchases	42251	6400	714.95
				Freight Costs	42259	6400	12.00
				Freight Costs	42259	6400	6.00
				Liquor Purchases	42251	6400	250.00
	Check MAIN 139164 Total for Fund 609 Liquor Store						4,538.34
12/19/2025	MAIN	139166	BOURGET IMPORTS	Wine Purchases	42251	6400	752.00
				Freight Costs	42259	6400	12.00
	Check MAIN 139166 Total for Fund 609 Liquor Store						764.00
12/19/2025	MAIN	139167	BREAKTHRU BEV MN BEER, INC	Beer Purchases	42251	6400	5,339.70
				Misc Taxable Purchases	42251	6400	215.50
				Liquor Purchases	42251	6400	159.11
				Beer Purchases	42251	6400	6,387.60
				RMA 366494627	42251	6400	(40.00)
				RMA 366494631	42251	6400	(16.15)
				RMA 366494633	42251	6400	(11.00)
				RMA 366494635	42251	6400	(12.80)
				Misc Taxable Purchases	42251	6400	30.80
				Liquor Purchases	42251	6400	586.38
	Check MAIN 139167 Total for Fund 609 Liquor Store						12,639.14
12/19/2025	MAIN	139168	BREAKTHRU BEV MN WINE & SPIRITS	Liquor Purchases	42251	6400	1,050.96
				Wine Purchases	42251	6400	376.00
				Freight Costs	42259	6400	29.98
				Liquor Purchases	42251	6400	570.72
				Wine Purchases	42251	6400	1,080.00
				Freight Costs	42259	6400	30.66
				Misc Taxable Purchases	42251	6400	97.25
	Check MAIN 139168 Total for Fund 609 Liquor Store						3,235.57
12/19/2025	MAIN	139181	COLLEGE CITY BEVERAGE, INC.	Freight Costs	42259	6400	5.00
				Beer Purchases	42251	6400	3,331.15
				Misc Taxable Purchases	42251	6400	67.00
				Liquor Purchases	42251	6400	348.05
				Freight Costs	42259	6400	5.00
				Beer Purchases	42251	6400	3,264.95
				Misc Taxable Purchases	42251	6400	30.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
				Liquor Purchases	42251	6400	72.00
				Liquor Purchases	42251	6400	798.05
				Wine Purchases	42251	6400	719.30
		Check MAIN 139181 Total for Fund 609 Liquor Store					8,640.50
12/19/2025	MAIN	139199	GLOBAL RESERVE DISTRIBUTION	Liquor Purchases	42251	6400	228.00
12/19/2025	MAIN	139206	HERMEL WHOLESALE	Misc Taxable Purchases	42251	6400	186.66
				Misc Non-Taxable Purchases	42251	6400	39.58
				Cigarettes Purchases	42251	6400	810.32
		Check MAIN 139206 Total for Fund 609 Liquor Store					1,036.56
12/19/2025	MAIN	139207	HOHENSTEIN'S INC	Beer Purchases	42251	6400	978.90
				Liquor Purchases	42251	6400	49.50
				Beer Purchases	42251	6400	240.00
				Liquor Purchases	42251	6400	153.00
		Check MAIN 139207 Total for Fund 609 Liquor Store					1,421.40
12/19/2025	MAIN	139208	IMMINENT BREWING LLC	Beer Purchases	42251	6400	342.00
12/19/2025	MAIN	139214	JOHNSON BROTHERS WHOLESALE	Freight Costs	42259	6400	13.23
				Liquor Purchases	42251	6400	589.21
				Freight Costs	42259	6400	9.45
				Wine Purchases	42251	6400	380.00
				THC	42251	6400	72.80
				Freight Costs	42259	6400	8.03
				Liquor Purchases	42251	6400	545.78
				Freight Costs	42259	6400	13.23
				Wine Purchases	42251	6400	364.00
				Freight Costs	42259	6400	58.28
				Liquor Purchases	42251	6400	4,201.33
				Freight Costs	42259	6400	45.36
				Wine Purchases	42251	6400	2,110.29
				Freight Costs	42259	6400	54.81
				Wine Purchases	42251	6400	2,400.36
				Liquor Purchases	42251	6400	84.78
				Freight Costs	42259	6400	15.28
				Liquor Purchases	42251	6400	1,040.00
		Check MAIN 139214 Total for Fund 609 Liquor Store					12,006.22
12/19/2025	MAIN	139216	KEEPSAKE CIDERY	Beer Purchases	42251	6400	669.60
12/19/2025	MAIN	139226	LITTLE THISTLE BREWING CO.	Beer Purchases	42251	6400	204.00
12/19/2025	MAIN	139239	NORTH STAR HEMP LLC	THC	42251	6400	474.50
12/19/2025	MAIN	139246	PAUSTIS & SONS WINE COMPANY	Wine Purchases	42251	6400	720.00
				Freight Costs	42259	6400	9.00
				Wine Purchases	42251	6400	313.33
				Freight Costs	42259	6400	6.00
		Check MAIN 139246 Total for Fund 609 Liquor Store					1,048.33
12/19/2025	MAIN	139247	PHILLIPS WINE AND SPIRITS,INC.	Liquor Purchases	42251	6400	2,873.07
				Freight Costs	42259	6400	37.80

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
				Wine Purchases	42251	6400	592.85
				Freight Costs	42259	6400	15.12
				Misc Taxable Purchases	42251	6400	28.05
				THC	42251	6400	61.50
				Liquor Purchases	42251	6400	2,283.00
				Freight Costs	42259	6400	52.92
				Liquor Purchases	42251	6400	51.45
				Wine Purchases	42251	6400	749.28
				Freight Costs	42259	6400	34.97
				Liquor Purchases	42251	6400	111.90
				Wine Purchases	42251	6400	826.08
				Freight Costs	42259	6400	39.69
				Misc Taxable Purchases	42251	6400	88.00
				THC	42251	6400	392.00
				Liquor Purchases	42251	6400	1,268.18
				Freight Costs	42259	6400	19.69
				Liquor Purchases	42251	6400	225.00
				Freight Costs	42259	6400	1.89
	Check MAIN 139247 Total for Fund 609 Liquor Store						9,752.44
12/19/2025	MAIN	139266	SOUTHERN WINE & SPIRITS OF MN, LLC	Liquor Purchases	42251	6400	104.00
				Wine Purchases	42251	6400	1,212.54
				Freight Costs	42259	6400	27.30
				Liquor Purchases	42251	6400	2,490.90
				Freight Costs	42259	6400	19.25
				Freight Costs	42259	6400	0.47
				Freight Costs	42259	6400	1.40
				Misc Taxable Purchases	42251	6400	108.00
				Wine Purchases	42251	6400	882.58
				Freight Costs	42259	6400	19.37
				Liquor Purchases	42251	6400	1,764.44
				Freight Costs	42259	6400	17.56
	Check MAIN 139266 Total for Fund 609 Liquor Store						6,647.81
12/19/2025	MAIN	139269	SXSE BREWING	Beer Purchases	42251	6400	205.00
12/19/2025	MAIN	139276	TRUE BRANDS	Freight Costs	42259	6400	10.00
				Misc Taxable Purchases	42251	6400	81.56
	Check MAIN 139276 Total for Fund 609 Liquor Store						91.56
12/19/2025	MAIN	139281	VINOCOPIA	Liquor Purchases	42251	6400	162.00
				Wine Purchases	42251	6400	584.00
				Freight Costs	42259	6400	16.00
				Misc Taxable Purchases	42251	6400	40.00
	Check MAIN 139281 Total for Fund 609 Liquor Store						802.00
12/19/2025	MAIN	139283	WINE COMPANY	Wine Purchases	42251	6400	1,244.67
				Freight Costs	42259	6400	40.90
				Misc Taxable Purchases	42251	6400	128.00
	Check MAIN 139283 Total for Fund 609 Liquor Store						1,413.57
12/19/2025	MAIN	139284	WINE MERCHANTS, INC	Wine Purchases	42251	6400	860.00

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 609 Liquor Store							
Dept: 6400 Liquor Store - Purchases							
				Freight Costs	42259	6400	20.79
				Wine Purchases	42251	6400	1,050.60
				Freight Costs	42259	6400	18.90
		Check MAIN 139284 Total for Fund 609 Liquor Store					1,950.29
Total For Dept: 6400							71,148.81
Dept: 6410 Liquor Store - Operations							
12/19/2025	MAIN	139158*#	AMAZON CAPITAL SERVICES	GIFT BAGS - PROMO	42218	6410	75.14
				COPY PAPER	42218	6410	29.53
				TASTING CUPS - PROMO	42218	6410	10.63
		Check MAIN 139158 Total for Fund 609 Liquor Store					115.30
12/19/2025	MAIN	139178	CITY & LAKES DISPOSAL	Refuse Disposal	43389	6410	240.00
12/19/2025	MAIN	139250	QUALITY REFRIGERATION	PREVENTATIVE MAINT COOLERS PART 2	42222	6410	250.00
12/19/2025	MAIN	139265	SOUTHERN METRO MANAGEMENT INC.	WINDOW CLEANING LIQ DEC 25	42220	6410	42.95
12/19/2025	MAIN	139273	THRYV	YELLOW PAGES NOV 25	43342	6410	25.10
12/19/2025	MAIN	139274*#	TOSHIBA FINANCIAL SERVICES	NOV RENT/OVGS NONE LIQUOR STORE NEW COPI	42222	6410	74.50
12/19/2025	MAIN	139279	VAN PAPER COMPANY	Paper Bags	42218	6410	347.04
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43300	6410	46.43
Total For Dept: 6410							1,141.32
Total For Fund: 609							72,290.13
Fund: 701 Information Tech							
Dept: 4140 Information Technology							
12/19/2025	MAIN	139158*#	AMAZON CAPITAL SERVICES	Fiber red light testers	42218	4140	41.58
				APC RBC43 UPS batteries	42218	4140	213.38
		Check MAIN 139158 Total for Fund 701 Information Tech					254.96
12/19/2025	MAIN	139175*#	CHARTER COMMUNICATIONS	City - backup internet	43320	4140	187.93
				Transit Hub - phones, internet	43320	4140	115.00
		Check MAIN 139175 Total for Fund 701 Information Tech					302.93
12/19/2025	MAIN	139201	GRANICUS LLC	Granicus encoding appliance setup and co	43300	4140	1,457.50
12/19/2025	MAIN	139231*#	METRONET HOLDINGS LLC	City Hall - phone, internet, dark fiber	43320	4140	3,380.75
				Police - phone, internet, long distance	43320	4140	645.44
				Dark fiber	43320	4140	533.34
		Check MAIN 139231 Total for Fund 701 Information Tech					4,559.53
12/19/2025	MAIN	139248	PHONE STATION	Wastewater gate jack termination	43320	4140	119.00
12/19/2025	MAIN	139263	SHI INTERNATIONAL CORP	Adobe licenses for 2025	43300	4140	5,997.38
12/19/2025	MAIN	139280*#	VERIZON WIRELESS	11/08/25 - 12/07/25 CELL PHONES	43320	4140	149.29
Total For Dept: 4140							12,840.59
Total For Fund: 701							12,840.59

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 705 Insurance Fund							
Dept: 7000 Insurance							
12/19/2025	MAIN	139223	LEAGUE OF MN CITIES INS TRUST	INSURANCE DEDUCTIBLE - BABCOCK PARK	43369	7000	100.99
				DEDUCTIBLE BILLING - ISAAC DAHL	41151	7000	416.83
	Check MAIN 139223 Total for Fund 705 Insurance Fund						517.82
Total For Dept: 7000							517.82
Total For Fund: 705							517.82
Report Total:							1,718,902.12

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

File #: 26-004, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk

Subject:
Consider Designation of Official Newspaper.

Action Requested:
The Northfield City Council approves a motion designating the Northfield News as the official newspaper for 2026.

Summary Report:
Northfield City Charter Section 15.1 and City Code Section 2-57 provide that the City Council annually at its first meeting of the year designate the official newspaper for the purpose of publishing ordinances and other matters required by law and of public interest. Minnesota Statutes Chapter 331A governs the determination of and selection of the City's official newspaper.

Alternative Options:
N/A

Financial Impacts:
Funds are budgeted in the 2026 budget for official publications.

Tentative Timelines:
As noted above, this must be done at the first meeting of the year.

File #: 26-005, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: Brenda Angelstad, Finance Director

Consider Designation of Official Depositories for the City of Northfield

Action Requested:
The Northfield City Council designates an Official Depository for the City of Northfield. Merchants Bank is currently the official depository for the City of Northfield. Competitive bidding is not required to choose a depository, however, from time to time a City may go out for bid for depository services. Due to satisfaction with current services with Merchant's bank, and with other work priorities, we are not recommending going out for bid at this time.

The City also uses PTMA Financial Solutions and PFM Asset Management for investments and is satisfied with the services and is not recommending any changes at this time.

The Northfield City Council hereby designates Merchants Bank, PTMA Financial Solutions and PFM Asset Management as the official depositories.

Summary Report:
The Northfield City Code Section 2-57 provides that the designation of the official depository for municipal funds be made at the first Council meeting in January of each year.

Alternative Options:
The Council could request to remove from consent agenda, approve the depositories as listed, and refer for review and further discussion of whether these should be changed in the future or explored for other options.

Financial Impacts:
N/A

Tentative Timelines:
Per Summary above, this designation needs to be completed at the first meeting in January.

File #: Res. 2026-001, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council

From: Lynette Peterson, City Clerk

Consider Amendments to Council Rules of Business and Appendices.

Action Requested:
The Northfield City Council approves a resolution to approve the amendments to the attached Council Rules of Business and related Appendices going into effect January 7, 2026.

Summary Report:
The City Council conducts an annual review of the Council Rules of Business and related Appendices, making amendments as needed. Throughout the year staff notes changes to incorporate at the annual review to bring the Rules of Business up to date. A redline version of the updates is attached. This year the following changes/amendments are proposed:

1. Amending any references to open public comment starting at 6:00 pm and concluding no later than 6:20 pm. Due to HRA meetings occurring before some City Council meetings, wording was left more ambiguous since the length of the HRA meeting may vary and open public comment will not necessarily start at 6:00 pm.
2. Streamlining the description of City Council meetings and work sessions at the beginning of the document.
3. Moving the directions for public comments during the open public comments section of the agenda from the beginning of the document to the *Meeting Agenda* portion of the meeting to better align with the directions for public comment during other portions of the agenda.

Alternative Options:
The Council can choose not to amend the Rules of Business or can propose other changes. If Council chooses to make other changes, the item can be pulled from the consent agenda for discussion on the regular agenda.

Financial Impacts:
Not applicable.

Tentative Timelines:
- January 6, 2026 -Council approves Rules of Business amendments
- January 7, 2026 - Council Rules of Business goes into effect

CITY OF NORTHFIELD, MN
CITY COUNCIL RESOLUTION 2026-001
APPROVING AMENDED 1.05 COUNCIL RULES OF BUSINESS POLICY

WHEREAS, the City Council has established policies in the past; and

WHEREAS, these policies may be amended, terminated or new ones added from time to time as the Council deems appropriate.

WHEREAS, the Council annually reviews 1.05 Council Rules of Business Policy and amends as needed;

WHEREAS, the policy has been amended to reflect minor changes in processes for 2026, specifically related to the City Council taking over membership of the Housing and Redevelopment Authority and those meetings aligning with the City Council meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The City Council approves updates to 1.05 Council Rules of Business Policy.

PASSED by the City Council of the City of Northfield on this 6th day of January 2026.

ATTEST

_____ _____
City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ PETERSON WHITE ___ SOKUP

Table of Contents

City Council Meetings 3
Preparation of City Council Meeting Agendas 7
Meeting Agenda ..... 9~~8~~
City Council Packets ..... 13~~11~~
Public Hearing Procedure ..... 13~~11~~
Assessment Hearing Procedures ..... 15~~13~~
City Council Recognition of Citizens/Groups/Events ..... 15~~13~~
Citizen Participation ..... 15~~13~~
Mic Etiquette for Council and Citizen Participation ..... 16~~14~~
AV Protocol for Breaks ..... 16~~14~~
Capacity of Council Chambers ..... 16~~14~~
Minutes ..... 17~~14~~
Live Stream/Recording ..... 17~~15~~
Role of the City Attorney related to the Mayor or individual City Council Members. ..... 18~~15~~
Role of City Administrator related to City Council and employees ..... 18~~16~~
Seating Assignments ..... 18~~16~~
Boards/Commissions ..... 18~~16~~
Suspension of Rules ..... 18~~16~~

APPENDIX A: Rules of Order ..... 19~~17~~
APPENDIX B: Rules of Decorum ..... 30~~28~~
APPENDIX C: Public Participation Guide ..... 35~~33~~
APPENDIX D: Timelines Chart ..... 41~~39~~
APPENDIX E: Open Public Comment Guidelines ..... 43~~40~~
APPENDIX F: 1.07 Proclamation and Resolution Policy ..... 45~~42~~
APPENDIX G: 1.08 City Attorney Role Policy ..... 45~~42~~
APPENDIX H: 1.09 Council ~~Liaison~~ Representation on Boards and Commissions Policy ..... 45~~42~~
APPENDIX I: 1.10 Ex Parte Communication Policy ..... 45~~42~~

City Council Meetings

The "City Council" is composed of the Mayor and six City Council Members. Meetings of the City Council are where the business of the City is conducted and vital decisions for the City's future are made. The main objective of the City Council in the proper conduct of its meetings is to ensure the public's business is conducted in an efficient manner with full opportunity for the City Council to communicate their thoughts on the agenda items before them. City Council meetings are typically open to the public pursuant to the Minnesota Open Meeting Law.

The City Council meeting schedule is approved annually by resolution and remains in effect until changed. The Northfield City Council typically meets as follows:

- The first and third Tuesday of each month for a regular meeting and the second Tuesday of each month for a work session.
- Meetings typically start at 6:00 pm and conclude by 9:00 PM. If there is a meeting scheduled beforehand, such as a Housing and Redevelopment meeting, the Council meeting will start at the conclusion of the preceding meeting. The Council can extend the meeting beyond the scheduled time with a majority vote.
- As needed for closed meetings and special meetings.
- Council meetings are typically held in the Council Chambers at Northfield City Hall, 801 Washington Street, but may be held elsewhere if necessary.
- All meetings and work sessions, whether open to the public or closed, will be posted and noticed as required by the Minnesota Open Meeting Law.

- ~~The first and third Tuesday of each month (at the beginning of the regular Council meeting) an Open Public Comment period will start at 6:00 pm and continue no later than 6:20 pm in the Council Chambers. Should the Open Public Comment not take the full 20 minutes, or no individuals sign up for Open Public Comment, the meeting will resume to the other agenda items. Open~~

~~Public Comment is for the purpose of addressing items not included on that week's City Council regular agenda. Each speaker will be allowed two minutes to speak. More time may be granted depending upon the number of speakers that have pre-registered for the particular meeting. Persons cannot gift their two (2) minute speaking time to other members of the public. Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.~~

- ~~Open Public Comment will be recorded as a part of the regular meeting. Residents should pre-register to speak by either calling or emailing the City Clerk (phone number: 507.645.3001 or email: lynette.peterson@northfieldmn.gov) stating their name, ,and topic they would like to speak about (for specific rules refer to the Procedures for Open Public Comment (Appendix E). Persons may include their address and contact information on the card if they have a question and wish to be contacted back. Comments may also be made electronically until 12:00 p.m. on the day of the meeting through the eComment (electronic comment) system. These comments are automatically sent to the City Council when they are submitted through the eComment system. The comments are available on the City's website as well as in paper form at the meeting for the public;~~
- ~~The first and third Tuesday of each month in regular session;~~
- ~~The meetings start at 6:00 pm;~~
- ~~The meetings end by 9:00 pm unless a simple majority (4) of the City Council votes to extend the time;~~
- ~~The second Tuesday of the month in a work session;~~
- ~~The work sessions start at 6:00 pm;~~
- ~~The work sessions end by 9:00 pm unless a simple majority (4) of the City Council votes to extend the time;~~
- ~~Meetings are held in the Council Chambers of the Northfield City Hall, 801 Washington Street, Northfield;~~
- ~~On occasion the City Council will call a special meeting or adjust the approved meeting schedule; and~~
- ~~All meetings and work sessions, whether open to the public or closed, will be posted and noticed as required by the Minnesota Open Meeting Law.~~

Per City Charter Section 3.8, the Mayor shall:

- Be the presiding officer of the City Council;
- Have a vote as a member of the City Council;
- Act as chief spokesperson for the City Council;
- Exercise leadership of the City Council in the formulation of policy.

The City Council shall choose a President Pro Tem, who shall serve as Mayor in case of the mayor's absence or temporary disability.(Section 3.9)

The Rules of Order for City Councils attached as Appendix "A" will be used as a simplified guideline for City Council meetings. ~~In the event that~~If further guidance is needed, the most recent edition of *Robert's Rules of Order,* ~~most recent edition,~~ will be used. (City Code Sec. 2-58). It is the intent of the City Council that these rules will be used in a flexible manner with the goal of ensuring that the will of the majority is fulfilled and the rights of the minority are protected.

~~The w~~Work sessions ~~is~~are used by the City Council to discuss various upcoming issues. ~~Decision~~ Action items are forwarded to regular City Council meetings for consideration of approval. Work sessions are for discussion by the City Council and City staff. There is no public comment at work sessions.

Remote attendance by the City Council for a meeting shall be in accordance with the requirements of the Minnesota Open Meeting Law including but not limited to Minnesota Statutes Sections 13D.021 and 13D.02. Remote attendance must be requested to the City Clerk a minimum of six days in advance of the meeting to ensure compliance with proper notice of the meeting as well as preparing for the electronic needs of remote attendance. For example, for a Tuesday Council Meeting, the Mayor or a Council Member would need to notify the City Clerk by the end of the business day on the Wednesday before the meeting. The City is required to post notice of meetings at least 3 days prior to the scheduled meeting. In calculating the number of days for providing notice, the first day the notice is given should not be counted, but the last day should be counted. The Mayor or a Council

Members must arrange for a time to test the connections with the IT Department prior to the meeting. The City's policy is to restrict remote attendance and is limited to up to two members unless it is not practical due to a health pandemic or emergency declared under chapter 12. If the Mayor or a Council Member joins a closed meeting remotely, they must take steps at their remote meeting location to ensure that authorized persons cannot hear or see any portion of the closed meeting. This means, at minimum, be in a location where no other persons can hear or see the closed meeting discussion.

In the event of the City Council not meeting in person due to a health pandemic or other emergency there will be instructions made available related to public participation.
The City Council can appear and participate in a meeting remotely using "interactive technology," defined as "a device, software program, or other application that allows individuals in different physical locations to see and hear one another." Skype, Zoom, WebEx, GoToMeeting, Microsoft Teams and similar programs with an audio and video connection satisfy this requirement.

The City Council must meet the following six requirements to meet using interactive technology:

- At least the Mayor or one Council Member is physically present at the regular meeting location;
- The City Council must be able to hear and see each other and all discussion and testimony presented at any location at which at least the Mayor or one Council member is present;
- All members of the public participating at the regular meeting location must be able to hear and see all discussion, testimony and votes of all of the City Council;
- All votes are conducted by roll call so the Mayor and City Council Member's vote can be identified and recorded; and
- Each location at which the Mayor or a City Council Member is present

must be open and accessible to the public.
- The minutes for the meeting must reflect the names of the City Council appearing by interactive television technology and state the reason or reasons for the appearance by interactive television technology.

A meeting satisfies the requirements of open meeting law even though a member of the public body participates from a location that is not open to the public if the Mayor or City Council Member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:
- The Mayor or City Council Member is serving in the military and is at a required drill, deployed or on active duty; or
- The Mayor or City Council Member has been advised by a health care professional against being in a public place for personal or family medical reasons. This clause only applies when a statewide state of emergency has been declared under section 12.31, and expires 60 days after the removal of the state of emergency.

Preparation of City Council Meeting Agendas

The Administrator, in consultation with the Mayor, shall prepare the preliminary agenda for each City Council meeting. (Charter 7.3 Subd.10). An agenda is prepared with a "proposed consent agenda." The Mayor or City Council Members may request items listed on the consent agenda be moved to the regular agenda for discussion purposes. No formal vote is required for removal of an item from the consent agenda to the regular agenda. Advance notice of removal is requested to the Mayor, City Administrator, and City Clerk by noon on the Monday immediately prior to the meeting date. The requestor should state whether the item is being removed from consent for purposes of a separate vote only or for purposes of discussion and separate vote. The purpose of this advance notice if discussion is sought is to provide City staff sufficient time to prepare a presentation on the item and to allow

City staff to prepare supplemental information and distribute the same where needed. If advance notice is not given, items must be requested to be removed during the approval of the agenda. The Mayor determines placement of the removed item(s) on the regular agenda and will note placement prior to approval of the agenda.

As a general rule, items added to the agenda after ~~12:00 noon~~12:00 p.m. on Monday will not be placed on the consent agenda. Limited exceptions may include routine items. These items are required to be distributed in a supplemental memo no later than noon on Monday immediately before the meeting.

Questions:
If the Mayor or City Council Member would like a written answer from staff in response to their questions, questions should be submitted to staff by noon on the Monday immediately prior to the meeting date. City staff will try to respond to questions by 9 am on the day of the meeting if possible.

Staff will also work to be prepared to answer questions submitted after the deadline or follow-up on questions at the meeting.

Supplemental memo(s) will be distributed no later than 12 noon on the day of the scheduled meeting. Supplemental memos will be posted on the City's website at the same time they are distributed to the City Council. Paper copies of Supplemental Memos and eComments will not be made for City Council unless requested. Requests should be made to the City Clerk.

There are two ways a Mayor or City Council Member can request an item be placed on a future City Council agenda:

1. Submit a request for consideration to the Mayor or City Administrator. (Charter 3.7); or
2. Request by two or more of the City Council that an item be placed on an upcoming City Council agenda.

In either case, the request for an item to be placed on a City Council agenda should be in writing, with some background information provided, and submitted a minimum of 15 calendar days prior to the meeting.

Meeting Agenda

The order of agenda items is as follows:

1. Call to Order/Roll Call/Notification of Quorum
2. Open Public Comment (Starts immediately after the meeting is called to order and concludes no later than 20 minutes later)~~Starts at 6:00 p.m. and continues no later than 6:20 p.m.~~.)
   Public Comment Procedural Instructions for Open Public Comment portion of agenda: Persons that wish to speak at the Open Public Comment portion of the meeting must provide their name by completing & submitting a sign-up card or registering in advance online via the *Request to Speak* option. Persons may include their address and contact information on the card if they have a question and wish to be contacted . 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 pm~~12:00 p.m. on the day of the meeting. Persons attending virtually may also speak and should follow the Rules of Etiquette for Hybrid Meetings listed below. Persons may also provide comments through the eComment (electronic comment) system no later than ~~12:00 noon~~12:00 p.m. on the day of the meeting. These comments are automatically sent to the City Council when they are submitted through the eComment system. The comments are available on the City's website as well as in paper form at the meeting for the public. The Mayor will call up individuals to speak, based on preregistration and cards submitted,~~-~~until all persons wishing to speak have been given the opportunity or 20 minutes have passed, whatever comes first.~~after the staff report on an item~~.
   Please be respectful of the public's and the City Council's time. Members of

the public wishing to speak must adhere to the following guidelines:

- Speak only once for no more than two (2) minutes (not including interpreter's time) on the topic unless the speaker is addressed by the City 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. You may use the back side of the comment cards available in the meeting room.
- Questions will not be responded to during the comment period.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

The virtual option is for those who intend to speak and have preregistered to speak (not for just watching the meeting):

- Rules of Etiquette for hybrid meetings:
- Once you have joined the meeting, please identify yourself once in the meeting (type your name in window).
- Camera must be off and audio must be muted unless speaking.
- Once the Mayor has called upon you to speak, you may unmute and introduce yourself.
- There is a two (2) minute limit for addressing the City Council.
- Rules of business applies for decorum.
- The City of Northfield reserves the right to mute any meeting participant.
- The City of Northfield reserves the right to remove any meeting participant for not following Rules of Business.
- The City of Northfield reserves the right to turn off any meeting participant's camera and/or audio if they are on while not addressing the Council.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

~~2~~3.

~~3.~~4. Approval of Agenda
~~4.~~5. Presentations
~~5.~~6. Consent agenda. The purpose of a consent agenda is to allow for routine motions, resolutions, and ordinances to be passed with one motion when no discussion is needed. The Mayor or City Council Members may ask questions for clarification of an item. If a Mayor or City Council Member wants to discuss an item, it should be removed from the consent agenda by advance notice by noon on the Monday immediately prior to the meeting date to the Mayor, City Administrator, and City Clerk, or without said prior notice, during the approval of the agenda.

- Consent agenda item titles will be posted on the screen and not read during the meeting. Items are approved by one motion unless a Mayor or City Council Member requests separate action. All items approved by majority electronic vote unless noted.

~~6.~~7. Public Hearings. 6:00p.m. or later (procedure listed below).
~~7.~~8. Mayor & City Council Member reports

- The Mayor and Council Members provide updates on board/commission meetings, public comments received, and other items pertinent to City business.

~~8.~~9. Regular agenda.

- Mayor Introduction/Staff Report
- City Council Questions
- Public Comment (See procedural instructions below)
- Mayor Requests Motion/2nd (If action item)
- City Council Discussion
- Vote

~~9.~~10. Public Comment Procedural Instructions for Regular Agenda Items: Persons that wish to speak on a regular agenda item must provide name by completing & submitting a sign up card. Persons may include their address and contact information on the card if they have a question and wish to be contacted back. 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~~12:00 p.m. on the day of the meeting. Persons attending virtually may also speak and should follow the Rules of Etiquette for Hybrid Meetings listed below. Persons may also provide comments through the eComment (electronic comment) system no later than ~~12:00 noon~~12:00 p.m. ~~pm~~ on the day of the meeting. These comments are automatically sent to the City Council when they are submitted through the eComment system. The comments are available on the City's website as well as in paper form at the meeting for the public. 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 City Council's time. Members of the public wishing to speak must adhere to the following guidelines:

- Speak only once for no more than two (2) minutes (not including interpreter's time) on the topic unless the speaker is addressed by the City 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. You may use the back side of the comment cards available in the meeting room.
- Questions will not be responded to during the comment period.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

The virtual option is for those who intend to speak and have preregistered to speak (not for just watching the meeting):

- Rules of Etiquette for hybrid meetings:
- Once you have joined the meeting, please identify yourself once in the meeting (type your name in window).
- Camera must be off and audio must be muted unless speaking.
- Once the Mayor has called upon you to speak, you may unmute and introduce yourself.
- There is a two (2) minute limit for addressing the City Council.
- Rules of business applies for decorum.

- The City of Northfield reserves the right to mute any meeting participant.
- The City of Northfield reserves the right to remove any meeting participant for not following Rules of Business.
- The City of Northfield reserves the right to turn off any meeting participant's camera and/or audio if they are on while not addressing the Council.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their 2 minute speaking time.

~~10.~~11. City Administrator update.

~~11.~~12. Adjourn.

City Council Packets

Packets are available electronically no later than 4:30 p.m. on the Wednesday prior to a City Council meeting.

Supplemental memo information will be available on the City's website as soon as it is distributed to the City Council.

Any supplemental packet materials received and shared with the City Council at the meeting will be available in paper form at the meeting. Supplemental materials will be posted on the City's website within 48 hours after the meeting.

Public Hearing Procedure

A Public Hearing is used by the City Council to solicit the public's comments on various projects or City operation procedures.

A. The Mayor will open the hearing by identifying the subject.
B. Staff Presentation- staff will give a presentation on the subject.
C. Applicant's Presentation- if needed.
D. Public Input- The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree

or disagree with the issue.

1. The Mayor will recognize a speaker at the podium and comments/conversation will be between the Mayor and speaker; and between the Mayor and Council Members.
2. At the podium the speaker must give their name, 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.
3. Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time, if applicable).
4. Persons cannot gift their two (2) minute speaking time to other members of the public.
5. Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time. Speakers who have material to be handed out to the City Council will pass the material to the City Administrator. The City Administrator will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.

E. Questions or Clarifications from City Council – After the public input of the public hearing is completed, the City Council may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held. Questions should be succinct and avoid being rhetorical or leading in nature. Subsequent actions of the City Council provide for opportunities for further questions or clarifications from the City Council.

F. Any material to be entered into the record shall be noted. Any written communication presented to the City Council during a City Council meeting shall be read into the record or summarized for the record or simply delivered to the City Council, as the City Council may determine. They shall then be recorded in the minutes by title and filed with the minutes in the office of the City Clerk.

G. Motion to Close Hearing- The Mayor will state if there is an extension of time for public input into the hearing. If not, the City Council Members will make a

motion, second, and vote of the City Council on closing the public hearing.

Assessment Hearing Procedures
Assessment Hearings are similar to the Public Hearing procedure except written notice of objection pertaining to assessments is required prior to adjournment of the public hearing.

City Council Recognition of Citizens/Groups/Events
Recognition of Citizens/Groups/Events will follow Policy 1.06 Proclamations and Resolution Policy (Appendix F).

Citizen Participation
The Northfield City Council invites the public to express their views and comments on issues with the City Council through the following ways:

- Open Public Comment during regular City Council meetings
- Public Comment times at City Council meetings
- eComment through the City's website on agenda items
- Meetings of various Boards or Commissions
- Phone calls, e-mails, letters and/or visits with the Mayor or City Council Members or City Staff.
- Public comment via electronic video/audio as provided for during hybrid City Council Meetings with interactive technology with prior registration. For this option, members of the public wishing to offer comments during a City Council meeting would be required to preregister by contacting the City Clerk's office by noon the day of the meeting. The individual would be required to provide their name, phone number and/or email. Name isalso required for anyone who currently requests to speak in advance of the meeting or fills out a card prior to or during the meeting. Phone number and/or email would be requested as a way to contact the individual prior to the meeting to provide the virtual link and in case of technical difficulties during the meeting.
- Public comment via electronic video/audio as provided during a health pandemic or other public emergency in accordance with Minnesota Statutes 13D.021 with prior registration. For this option, members of the public wishing to

offer comments during a City Council meeting would be required to preregister by contacting the City Clerk's office by noon the day of the meeting. The individual would be required to provide their name, phone number and/or email. Name is also required for anyone who currently requests to speak in advance of the meeting or fills out a card prior to or during the meeting. Phone number and/or email would be requested as a way to contact the individual prior to the meeting to provide the virtual link and in case of technical difficulties during the meeting.

Mic Etiquette for Council and Citizen Participation

- Mute your microphone when you are not speaking. This is to help keep the background noise to a minimum.
- Be mindful of background noise. Also, be mindful during the meeting if someone else is talking and their microphone is muted, alert them that they are muted and ask them to unmute themselves.
- Position your microphone in a comfortable position (6-12 inches away from your mouth) and remember to speak towards the microphone when speaking.
- When speaking into the microphone, speak at a normal volume.

AV Protocol for Breaks

- When the City Council calls for a break AV will do the following:
- Mute all microphones during the break.
- Project a visual "Council is on Break" image on camera for those watching at home.
- Unmute Mayor's microphone in preparation for calling meeting back to order.

Capacity of Council Chambers

The City Council Chambers will be set up not to exceed the legal occupancy as set by the Building Official. The room set up will take into account all current Minnesota Department of Health and Centers for Disease Control and Prevention guidelines in place. If needed, additional conference room space will be available for seating

showing the live stream of the meeting for the public to view.

Minutes
The minutes of a public body are not a transcription of the proceedings of the meeting, but capture the actions taken during a meeting. Minutes will include:

a) Time and place of the meeting
b) Members present
c) Summary of all decisions made
d) Who moved and seconded each item
e) Who voted for and against each item
f) Names of all persons other than members who spoke at the meeting, and subject on which they spoke

City Council meetings which are informal in nature e.g. strategic planning sessions, retreats, special topic discussion, etc., are not generally recorded. However, minutes including a summary of meeting purpose/items discussed, City Council attendance, time, date, and location will be kept and filed with the City Council.

Live Stream/Recording
Regular meetings, work sessions, and special City Council meetings are live streamed and recorded, if held at City Hall in the Council Chambers. Off-site meetings are not recorded, however may be on an as-needed staff basis.

The following board and commission meetings are recorded based on their duties and responsibilities pursuant to Charter, State law and City Code as applicable: Charter Commission, Economic Development Authority, Heritage Preservation Commission and Housing and Redevelopment Authority, and Planning Commission and Zoning Boards of Appeals. Other meetings of boards and commissions may be recorded.

Role of the City Attorney related to the Mayor or individual City Council Members.
Board/Commission members should follow Policy 1.07 Role of the City Attorney Related to City Council and Board and Commission Members Policy (Appendix G).

Role of City Administrator related to City Council and employees
The City Administrator coordinates activities of all City officials and supervises City department directors/managers (Charter 7.3). To assist the Administrator in these roles, the Mayor and Council Members are asked to copy the City Administrator and City Clerk on all questions related to City Council agenda items. Questions related to City Council agenda items (either e-mail or via telephone) should be directed to the respective staff members named on the report for the item and copied to the Department Director, City Administrator and City Clerk.

Seating Assignments
Mayor and Council seating shall be determined as follows:

- Council members shall occupy the chairs assigned to them by the presiding officer, but two council members may exchange seats by joining in a formal request to the presiding officer (Minnesota Mayors Handbook).

Boards/Commissions
~~Council Liaisons and Ex-Officio members should follow Policy 1.08 Council Liaison and Ex-Officio Member Policy~~ Council members appointed as members to boards and commissions should follow the 1.09 Council Representation on Boards and Commission Policy (Appendix H).

Suspension of Rules
These rules may be suspended or amended at a meeting by a super majority vote (5 of 7) of all elected members.

APPENDIX A: Rules of Order

Preamble

A. Purpose. The purpose of these rules is to foster debate and discussion in an orderly manner, not to suppress honest discussion with excessive formality. Without rules, confusion and disorderly proceedings would hamper all City action, no matter how well intended. Rules allow City business to be conducted as efficiently as possible, protect minority groups by giving every person a chance to be heard, prevent discussion of multiple topics at once, and allow decisions to be made by majority rule.

B. Rights of the City Council and/or Board/Commission members. All City Council Members and/or Board/Commission members are equal and have the same rights to make motions; object to motions in a timely manner; participate in debate; have their votes counted; and speak, when recognized, free of interruption.

C. Obligations of the City Council and/or Board/Commission members.

1. The rights of individual City Council Members and/or Board/Commission members cannot be realized unless all City Council Members and/or Board/Commission members also recognize their obligations as members of their respective body. City Council Members and/or Board/Commission members are obligated to receive the recognition of the chair before speaking, except as otherwise provided by these rules and consistent with applicable ordinances. No one has the right to speak at whim. City Council Members and/or Board/Commission members are obligated to speak directly on the subject being considered and observe time limits for comment. Finally, City Council Members and/or Board/Commission members are obligated to address all remarks to the presiding officer, avoid personal attacks, and refrain from using any insulting or demeaning language or indecent or threatening behavior.

2. Inherent in the duties of holding public office and/or appointment to a Board/Commission is participation in meetings and that includes voting. City Council Members and/or Board/Commission members have a general duty and obligation by virtue of holding public office and/or appointment to vote on business that comes before their respective body, unless a City Council Member and/or Board/Commission member has a disqualifying conflict of interest or other conflict of interest, which either requires abstention or for which the City Council Member and/or Board/Commission member desires to abstain, for example, in order to avoid the appearance of impropriety.
3. While a City Council Member and/or Board/Commission member has a duty to vote on matters before their respective body, a City Council Member and/or Board/Commission member cannot be compelled to vote on such a matter, and a City Council Member and/or Board/Commission member should not vote on a matter upon which the City Council Member and/or Board/Commission member has a disqualifying conflict of interest.
4. City Council Members and/or Board/Commission members who have a disqualifying conflict of interest are generally excluded when counting the number of votes needed to approve an action by a supermajority vote. Although City Council Members and/or Board/Commission members may be tempted to abstain from voting on a controversial matter, they should remember that the abstention will ultimately tend to pass or defeat the matter. The best advice is to avoid the kinds of problems that can arise from abstentions and vote, unless an abstention is required because a City Council Member and/or Board/Commission member has a personal interest in the matter or some other disqualifying conflict of interest.
5. If any City Council Member and/or Board/Commission member, being present, chooses not to vote, the City Council Member and/or Board/Commission member shall verbally state "Present - Not Voting" and the minutes shall reflect this action.

Rule 1. Motions.
All formal actions of City Council and/or Board/Commissions must be by motion. A City Council Member and/or Board/Commission member may make only one motion at a time.

Rule 2. Language for making a motion.
The appropriate language for making a motion shall be substantially similar to "I move to _____."

Rule 3. Procedure for consideration of a motion.
A motion must be seconded. Once a motion has been made and seconded, the presiding officer shall restate the motion and (if applicable) open the motion up for debate, provided that the presiding officer determines that the motion is in order and no objections to the motion have been made pursuant to Rule 4. A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, charter, ordinance, or City policy, including City policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings. Debate shall follow the procedures in Rule 5. Once debate has concluded, the presiding officer shall restate the motion and call for an electronic vote on the issue. A motion shall be considered passed if it receives a majority vote of those present at the meeting, unless otherwise required by law. A resolution or ordinance shall be considered passed if it receives a majority vote of all City Council Members and/or Board/Commission members (4), unless otherwise required by law.

Rule 4. Objections to a motion.

A. Any member of the City Council and/or Board/Commission may make an objection to a motion if the objector believes the motion is not in order. A motion is in order if it is made at a proper time, in the proper format and does not violate any applicable rules of law, charter, ordinance, or City policy, including City policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings.
B. An objection to a motion must be made immediately following the motion and

at no other time. The objector does not need to be recognized by the presiding officer in order to voice their objection. The appropriate language for making an objection shall be substantially similar to "I object to the motion as being out of order, and call for a ruling by the presiding officer."

C. A motion may be objected to as not being made at a proper time if the motion was made by a person not called upon by the presiding officer to speak, or if it does not follow the agreed upon agenda for the meeting.
D. The presiding officer shall determine whether the motion is in order.
E. In determining whether the motion is in order, the presiding officer shall let the objector to the motion speak once explaining the objector's position. Next, the presiding officer shall let the maker of the motion speak once to answer the concerns of the objector. Then the presiding officer shall make a formal ruling as to whether the motion was in order.
F. If the motion is ruled out of order, the motion shall not be considered. If the motion is ruled in order, the presiding officer shall open the motion for debate (if applicable).
G. The presiding officer's ruling may be appealed as provided in Rule 7.

Rule 5. Debate.

A. Generally, only one motion may be considered at a time in debate. Once a motion has been made, the presiding officer shall restate the motion and open the motion for debate, if the motion is debatable. The presiding officer shall conduct the debate in accordance with the following:
B. For initial comments, all comments shall be limited to five (5) minutes. For subsequent comments, all comments shall be limited to two (2) minutes.
C. The maker of the motion shall be permitted to speak first on the issue.
D. Everyone who wishes to speak on the issue must be permitted to speak once, before City Council Members and/or Board/Commission members who have already spoken are permitted to speak again.
E. City Council Members and/or Board/Commission members shall avoid repeating points already made in the debate or other duplicative conduct that may delay the proceedings. Where a point has already been made, City

Council Members and/or Board/Commission members may affirm agreement or disagreement.

F. Generally, only one motion may be considered at a time in debate. Debate may only be interrupted by a motion to:
   1. amend the original motion,
   2. take a brief recess,
   3. withdraw the motion by the motion's maker,
   4. divide a complex question,
   5. defer consideration to a later date,
   6. refer an issue to committee,
   7. motion for the previous question,
   8. limit debate,
   9. for a point of order.
   10. When debate is interrupted by any of these motions, the interrupting motion shall be resolved prior to resuming debate.

Rule 6. Definitions of motions that may interrupt debate (secondary motions).
As explained in Rule 5, only certain motions may interrupt debate on a motion. These are called secondary motions. When a secondary motion is made, the presiding officer must follow the same procedures in Rule 3 to consider the secondary motion. A secondary motion must be resolved, either by being ruled out of order by the presiding officer or debated and voted upon by the City Council and/or Board/Commission members, before debate on the main motion can resume. Secondary motions may also be made outside of debate, where appropriate. For example, a motion to take a brief recess can be made before, during, or after a debate.

A. Motion to amend the original motion. The maker of the motion does not need to consent to a motion to amend. However, the maker of the motion may vote against the amendment or withdraw their motion via a motion to withdraw prior to any amendment being approved.

1. Only two amendments may be made to an original motion to avoid confusion.
2. The amendments should be voted on in reverse order, with the last amendment being voted upon first.
3. To avoid confusion, complex language should be put in writing.
4. A motion may not be amended so substantially as to essentially reject the original motion, though different language may be proposed so as to entirely substitute for the original language.

The appropriate language for making a motion to amend shall be substantially similar to "I move to amend the motion by inserting between . . . . and . . . ." or "I move to amend the motion by adding after . . ." or "I move to amend the motion by striking out . . ." or "I move to amend the motion by striking out . . . and inserting . . ." or "I move to amend by striking out the motion . . . and substituting the following."

B. Motion to take a brief recess is not a motion to adjourn or continue the meeting to another time or place. Instead, it is a motion to take a brief respite no greater than 20 minutes. If a motion to take a brief recess is granted, the presiding officer may set a time for the meeting to resume. In addition, the presiding officer is authorized to call for a brief recess on the presiding officer's own initiative, without a vote, to maintain order in the meeting.

   The appropriate language for making a motion to recess shall be substantially similar to "I move to take a brief recess for ____ minutes."

C. Motion to withdraw a motion is not subject to debate, and it can only be made by the motion's maker before a motion is amended.

   The appropriate language for making a motion to withdraw shall be substantially similar to "I move to withdraw my motion."

D. Motion to divide a complex question may be used for complex items of

business. It allows the City Council to break larger questions into smaller parts, which are considered separately.

The appropriate language for making a motion to divide a complex question shall be substantially similar to "I move to divide the question into ___ parts. Part 1 shall be ____.. Part 2 shall be ____.

E. Motion to table or defer consideration to a later date is not subject to debate. It may be used to defer or delay consideration of a matter.

The appropriate language for making a motion to defer consideration shall be substantially similar to "I move to defer consideration of the main motion/this item until _____."

F. Motion to refer an issue to committee is not subject to debate. It may be used to refer an issue to a City committee, such as the park board or planning commission, for their report. The motion should contain an expected receipt day for the report.

The appropriate language for making a motion to refer an issue shall be substantially similar to "I move to refer the main motion/this issue to the ____ committee for its consideration and recommendation. The committee should report back to the City Council in ____ days/weeks."

G. Motion for call of the previous question is not subject to debate. It may be used only after at all members of the City Council and/or Board/Commission have been permitted to speak at least once on the motion. If approved by a super majority (5 of 7), a vote must be taken on the motion under debate immediately. Vote required –super majority (5 of 7).

The appropriate language for making a motion to call the previous question shall be substantially similar to "I move to call the previous question" or "I move

for an immediate vote on this issue."

H. Motion to limit debate is not subject to debate. It may be used to establish time limits for debate.

The appropriate language for making a motion to limit debate shall be substantially similar to "I move to limit debate on this issue to ___ minutes per person" or "I move to limit City Council and/or Board/Commission debate on this issue to no more than _____ minutes total." Vote required –super majority (5 of 7).

I. Motion for a point of order is not subject to debate. It may be used to signal to the presiding officer that the Council Member and/or Board/Commission member feels the proceedings have gotten disorderly.

The appropriate language for making a motion for a point of order shall be substantially similar to "I move for a point of order by the presiding officer."

NOTE: Most secondary motions should not literally interrupt debate. They may not be made in the midst of the comments of a speaker duly recognized by the presiding officer, or silence the speaker's speech. To make a secondary motion, the maker must be called upon and recognized by the presiding officer. There are two exceptions to this rule—a motion for a call of the previous question and a motion for a point of order. These motions may be made at any time—even in a manner that interrupts a speaker. However, these motions should be made only in the rare instance where a meeting has become out of control, strayed from the agenda, or become disorderly.

Rule 7. Appealing procedural decisions of the presiding officer.

A. Any member of the City Council and/or Board/Commission may appeal to the full City Council a ruling on order or procedure made by the presiding officer.
B. Procedure for appeals. An appeal is made by motion. A second is needed for

the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain the presiding officer's ruling, but no other City Council Member and/or Board/Commission member may participate in the discussion. Note: This procedure matches City Code Sec. 2-58(c) pertaining to City Council.

C. Once both the maker of the motion and the presiding officer have spoken, the matter must be voted upon by the City Council and/or Board/Commission as a whole.
D. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

Rule 8. Other special motions explained.

A. Motion to adjourn is not subject to debate. It may be used to suggest a conclusion to the meeting. The presiding officer may adjourn a meeting on the presiding officer's own initiative, without a vote, if necessary to maintain order.

   The appropriate language for making a motion to adjourn shall be substantially similar to "I move to adjourn the meeting."

B. Motion to go into closed session may be used to close the meeting pursuant to the Minnesota Open Meeting Law. When the motion is made, the basis for closing the meeting and the applicable law must be stated into the record. The presiding officer may also close the meeting on the presiding officer's own initiative, without a City Council and/or Board/Commission vote, if closing the meeting is mandatory under the law or if directed by the City Attorney.

   The appropriate language for making a motion to go into closed session shall be substantially similar to "I move to close the meeting in order to consider _____ pursuant to _____of the Minnesota Open Meeting Law."

C. Motion to leave a closed session may be used to conclude a closed session and return to an open meeting.

The appropriate language for making a motion to leave a closed session shall be substantially similar to "I move to open the meeting."

D. Motion to revive consideration of an issue may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting.

The appropriate language for making a motion to revive shall be substantially similar to "I move to revive consideration of previously tabled/deferred/referred to committee."

E. Motion to reconsider may be made only at the same meeting where the issue was originally considered and voted upon. It may be made only by a person on the prevailing side of an issue. In the event of a tie vote, those voting against the issue shall be considered the prevailing side.

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to reconsider _____."

F. Motion to rescind or repeal may be made at any meeting following the meeting where the issue was originally considered and voted upon. It may be made by any City Council Member and/or Board/Commission member, whether or not the maker was on the prevailing side. It may not be made when prevented by law or where substantial reliance on the City Council's and/or Board/Commission's previous decision has occurred (for example, in the area of contracts or hiring/termination of employees).

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to rescind/repeal the City Council's and/or Board/Commission's previous action related to ____as stated in resolution number ____."

G. Motion to prevent reintroduction of an issue for months is not subject to debate. It may be used to limit discussion of an issue that has been raised and/or moved for reconsideration several previous times.

   The appropriate language for making a motion to prevent reintroduction shall be substantially similar to "I move to prevent reintroduction of this issue for ____ months."

H. Motion to suspend the rules or to consider a motion informally should be used sparingly on issues likely to be uncontroversial. Complex motions and resolutions should still be put in writing. This motion may permit informal discussion of an issue (such as a roundtable discussion, brainstorming session, visioning session, etc.) where appropriate.

   The appropriate language for making a motion to proceed informally shall be substantially similar to "I move that we suspend the rules and proceed informally in discussing the issue of _____." Vote required –super majority (5 of 7).

Rule 9. Robert's Rules.

These model rules are designed specifically for Minnesota City Councils. Further, these rules were drafted to be an appropriate level of regulation and formality for smaller governing bodies typically seen in Minnesota cities. Robert's Rules of Order will be used in the event that further guidance is needed. Where a situation arises that is not addressed by these rules, the intent of these rules, as expressed in the preamble, should be effectuated by the presiding officer, in consultation with the City Attorney.

APPENDIX B: Rules of Decorum

City meetings are for the primary purpose of considering action on matters pertaining to City business, public interest, the operation of the City, and the provision of City services. City meetings on important community issues may at times become contentious. Establishing rules of decorum to govern the conduct of all persons attending and/or participating in such meetings is in the public interest and helps to ensure orderly and respectful meetings as well as the safety of attendees and participants. On occasion, however, members of the City Council, Board/Commission, public and/or staff may not follow the rules. On these occasions, the presiding officer's role is particularly important. The presiding officer shall be responsible for maintaining order and decorum of such meetings. All councilmembers, as well as members of committees, boards and commissions, as applicable, shall assist the presiding officer in preserving order and decorum at meetings and in providing for the efficient and orderly operation of meetings. The following rules of decorum shall apply to all persons attending and/or participating in a meeting, unless otherwise expressly noted. The following rules of decorum shall also apply to all persons attending and/or participating in a meeting of any City Council committee, and/or board or commission established by the City.

1. City Council and/or Board/Commission meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.
2. Participants shall conduct themselves at City Council and/or Board/Commission meetings in a manner consistent with the following:
    a. No person shall engage in conduct which delays or interrupts the proceedings.
    b. No person shall hinder honest, respectful discussion and debate.
    c. No City Council member or Board/Commission Member shall engage in private conversation or pass private messages while in the chamber in

a manner so as to interrupt the proceedings of the City Council or Board/Commission.

d. In keeping with the intent of the Minnesota Open Meeting Law, the City Council and/or Board/Commissions shall not use any form of electronic communications technology, such as sending or receiving text messages or e-mail, to communicate with one another or third parties about the business of the meeting during a public meeting.
e. No person shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.
f. No person shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during a City Council and/or Board/Commission meeting.
g. No person shall use dismissive body language (i.e. eye rolling, gestures, turning back to speaker, etc.)
h. No person shall speak on any subject other than the subject in debate.
i. No person shall ask rhetorical or leading questions during City Council and/or Board/Commission question period. Questions of clarification should be succinct.
j. No person shall speak without being recognized by the chair; nor shall any person interrupt the speech of another person, except where permitted to raise a point of order.
k. No person shall disobey the City Council Rules of Order and Procedure or a decision of the presiding officer on questions of order or practice or upon the interpretation of the rules of council.
l. No person shall engage in disorderly conduct that interferes with the effective orderly conduct of any meeting by failing to comply with these rules of decorum or otherwise disrupting or impeding the meeting, where the interference is solely caused by the conduct of the person and not the content of the person's expression. Prohibited conduct includes, but is not limited to, audible demonstrations of approval or

disapproval; cheering or shouting; vulgar, profane, threatening, obscene, abusive, or disruptive conduct or unprotected speech; whistling, clapping, or stamping of feet.

m. No person shall hold, display, or place banners, signs, objects, or other materials in any way that endangers the safety of others, prevents the free flow of individuals within the meeting room or the ingress or egress from the meeting room or any emergency exits thereto, or otherwise obstructs or prevents the viewing of the meeting by other persons in attendance.

n. All cell phones and other electronic devices shall be silenced during meetings.

o. Persons should be addressed by use of title and/or last name.

Enforcing decorum

When a person, attendee or participant violate the above rules of order and decorum, the presiding officer is authorized to take any one or more of the following actions:

- Not recognize a violating or breaching person's, attendee's or participant's request to speak, or limiting their role in debate or comment, as applicable, until decorum is observed.
- Declare the person's, attendee's or participant's actions out of order.
- Temporarily recess the meeting until order is restored.
- Issue the person, attendee or participant a verbal warning and/or directive that the person, attendee or participant is out of order and shall follow the rules of order and decorum, be silent unless recognized to speak and/or immediately cease such conduct. If the person, attendee or participant has been issued prior verbal warning within the previous six months at any City meeting, the presiding officer is within their right to forgo an additional verbal

warning and immediately order the person, attendee or participant to leave the meeting.

- If after issuance of a verbal warning as provided above, the person, attendee or participant continues to engage in prohibited conduct or otherwise fails to comply with the presiding officer's warning, the presiding officer may further direct or order the person, attendee or participant to immediately leave the meeting.
- If the person, attendee or participant so ordered as provided above does not immediately abide by the presiding officer's order or directive by leaving the meeting, and/or the person, attendee or participant continues such prohibited conduct, the presiding officer may direct any law enforcement officer to remove the person from the meeting

Members of the council and/or Board/Commission may request action by the presiding officer to curb another member's conduct through a motion for a point of order. The motion may request a specific response to conduct by the presiding officer. For example, "I make a motion for the presiding officer to call Councilmember and/or Board/Commission Member ____ to order and to desist from making personal attacks." Any member of the Council and/or Board/Commission may appeal to the full council and/or Board/Commission a ruling on order or procedure made by the presiding officer. The procedure is noted in Rule 7 of the Council Rules of Order.

Members may make a motion for adjournment or for a brief recess, if a participant's actions are so offensive as to disrupt the orderly process of the meeting.

Generally, any councilmember and/or Board/Commission Member (including the mayor and/or chair), may make a motion to censure a City Council member and/or Board/Commission member for conduct that breaches decorum. A censure often takes the form of a resolution adopted by City Council vote noting the member's conduct and expressing disapproval of such conduct.
State law and City Code also prohibits persons, including City Council members

and/or Board/Commission members, from disturbing public meetings, through fighting or threatening words and conduct. Persons or City Council members and/or Board/Commission members who engage in this unlawful conduct may be charged with a misdemeanor.

These rules of decorum shall be available in the City Council Chambers.

APPENDIX C: Public Participation Guide

The Northfield City Council invites the public to express their views and comments on issues with the City Council through the following ways:

- Public comment times at City Council meetings
- eComment through the City's website on agenda items
- Meetings of various Boards or Commissions
- Phone calls, e-mails, letters and/or visits with the City Council and/or City Staff.
- Public comment via electronic video/audio as provided for during hybrid City Council Meetings with interactive technology. (City Council meetings only)
- Public comment via electronic video/audio as provided during a health pandemic or other public emergency in accordance with Minnesota Statutes 13D.021. (City Council meetings only)

City Council Meetings

Meetings of the City Council are where the business of the City is conducted and vital decisions for the City's future are made. The main objective of the City Council in the proper conduct of its meetings is to ensure the public's business is conducted in an efficient manner with full opportunity for the City Council to communicate their thoughts on the agenda items before the City Council. City Council meetings are open to the public pursuant to the Minnesota Open Meeting Law. While City Council meetings are open to the public, opportunities for the public to participate in meetings are limited as provided in the publicly noticed meeting agenda as outlined in summary below.

The City Council has also adopted Rules of Decorum (copy attached) for City Council Meetings. The rules of decorum apply to all persons attending and/or participating in a meeting unless expressly noted. When persons, attendees and/or participants violate the adopted rules of order and decorum, the presiding officer is authorized to:

- Not recognize a violating or breaching person's, attendee's or participant's request to speak, as applicable, until decorum is observed.
- Declare the person's, attendee's or participant's actions out of order.
- Temporarily recess the meeting until order is restored.
- Issue the person, attendee or participant a verbal warning and/or directive that the person, attendee or participant is out of order and shall follow the rules of order and decorum, be silent unless recognized to speak and/or immediately cease such conduct.
- If after issuance of a verbal warning as provided above, the person, attendee or participant continues to engage in prohibited conduct or otherwise fails to comply with the presiding officer's warning, the presiding officer may further direct or order the person, attendee or participant to immediately leave the meeting.
- If the person, attendee or participant so ordered as provided above does not immediately abide by the presiding officer's order or directive by leaving the meeting, and/or the person, attendee or participant continues such prohibited conduct, the presiding officer may direct any law enforcement officer to remove the person from the meeting.

The City Council meets:

- ~~The first and third Tuesday of each month in regular session from 6:00 pm – 9:00 pm to include an Open Public Comment period starting at 6:00 pm continuing no longer than 6:20 pm;~~
- ~~The second Tuesday of the month in a work session 6:00 pm – 9:00 pm;~~
- ~~Council Chambers of the Northfield City Hall, 801 Washington Street, Northfield;~~
- The first and third Tuesday of each month for a regular meeting and the second Tuesday of each month for a work session.
- Meetings typically start at 6:00 pm and conclude by 9:00 PM. If there is a meeting scheduled beforehand, such as a Housing and Redevelopment meeting, the Council meeting will start at the conclusion of the preceding meeting. The Council can extend the meeting beyond the scheduled time with a majority vote.

- As needed for closed meetings and special meetings.
- Council meetings are typically held in the Council Chambers at Northfield City Hall, 801 Washington Street, but may be held elsewhere if necessary.
- All meetings and work sessions, whether open to the public or closed, will be posted and noticed as required by the Minnesota Open Meeting Law.

Citizens requesting items for an agenda may contact their elected representative or city staff to have their request considered.

The use of cameras, video, and other recording devices, is permitted during City Council meetings. However, these devices must be used in an unobtrusive manner that does not disrupt or delay the meeting. Cell phones and other devices must be silenced during meetings.

City Council Meeting Agendas/Opportunities to Speak at a Meeting
The typical order of agenda items is as follows:

1. **Call to Order/Roll Call/Notification of Quorum**
2. **Open Public Comment** (Starting immediately after the meeting is called to order and concluding when all persons wishing to speak have been given the opportunity or 20 minutes have passed, whichever comes first.) ~~Starting at 6:00 p.m. and continuing no later than 6:20 p.m.)~~
3. **Approval of Agenda**
4. **Approval of Minutes**
5. **Presentations**
6. **Consent agenda**
7. **Public Hearings** – 6:00 p.m. or later (procedure listed below).
8. **Mayor & Council reports**
9. **Regular agenda**. Persons that wish to speak on a regular agenda item must provide name by completing & submitting a sign up card. Persons may include

their address and contact information on the card if they have a question and wish to be contacted back. 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~~12:00 p.m. on the day of the meeting. Persons may also provide comments through the eComment (electronic comment) system no later than ~~12:00 noon~~12:00 p.m. on the day of the meeting. These comments are automatically sent to the Council when they are submitted through the eComment system. The comments are available on the City's website as well as in paper form at the meeting for the public. 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 City Council's time. Members of the public wishing to speak must adhere to the following guidelines:

- Speak only once for no more than two (2) minutes (not including interpreter's time) on the topic unless the speaker is addressed by the City Council;
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.
- 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. You may use the back side of the comment cards available in the meeting room.
- Questions will not be responded to during the comment period.

10. **City Administrator update**
11. **Adjourn**.

Public Hearing Procedure:

A Public Hearing is used by the City Council to solicit the public's comments on various projects or city operation procedures.

A. The Chair will open the hearing by identifying the subject.

B. Staff Presentation- staff will give a presentation on the subject.
C. Applicant's Presentation- if needed.
D. Public Input- The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.
    - The Chair will recognize a speaker at the podium and comments/conversation will be between the Chair and speaker; and between the Chair and Council Members.
    - At the podium the speaker 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.
    - Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time, if applicable).
    - Persons cannot gift their two (2) minute speaking time to other members of the public.
    - Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.
    - Speakers who have material to be handed out to the City Council Members will pass the material to the City Administrator. The City Administrator will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.
E. Questions or Clarifications from City Council – After the public input of the public hearing is completed, the City Council may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held.
F. Any material to be entered into the record shall be noted. Any written communication presented to the City Council during a City Council meeting shall be read into the record or summarized for the record or simply delivered to the City Council, as the City Council may determine. They shall then be recorded in the minutes by title and filed with the minutes in the office of the city clerk.

G. Motion to Close Hearing- the Chair will state if there is an extension of time for public input into the hearing. If not, the public hearing will be adjourned.

Assessment Hearing Procedures
Assessment Hearings are similar to the Public Hearing procedure except written notice of objection pertaining to your assessment is required prior to adjournment of the public hearing.

Mic Etiquette for Citizen Participation

- Mute your microphone when you are not speaking. This is to help keep the background noise to a minimum.
- Be mindful of background noise. Also, be mindful during the meeting if someone else is talking and their microphone is muted, alert them that they are muted and ask them to unmute themselves.
- Position your microphone in a comfortable position (6-12 inches away from your mouth) and remember to speak towards the microphone when speaking.
- When speaking into the microphone, speak at a normal volume.

Documents/Recordings
A complete City Council packet is typically available at City Hall and on the City's website www.northfieldmn.gov by noon on the Friday prior to a City Council meeting for the public to review. A complete paper packet is also placed in the Council Chambers prior to a City Council meeting for the public to review. A meeting notice list and agenda are posted on the bulletin board outside the Council Chambers located at City Hall.

Regular meetings, work sessions, and special City Council meetings are live streamed and recorded, if held at City Hall in the Council Chambers. Recordings**,** official records, and documents are available on the City's website www.northfieldmn.gov.

City Council Work Session

The work session is used by the City Council to discuss various upcoming issues. Decision items are forwarded to regular City Council meetings for consideration of approval. Work sessions are for discussion by the Mayor and City Council and City staff. The Mayor or City Administrator may arrange a presentation by an individual or group to the City Council at a work session. There is no public comment at work sessions.

Please watch for publications on the City's Website (www.northfieldmn.gov) for any changes in date and times of meetings and work sessions.

Please contact the City Administration Office if you need special accommodations related to a disability while attending the City Council meeting.

APPENDIX D: Timelines Chart

Item	**Deadline***
Request to add item to an upcoming agenda	15 calendar days prior to meeting
Remote Attendance Notification	6 days prior to meeting
Removal of Items from Consent Agenda**	Monday ~~12:00 Noon~~12:00 p.m.
Council Question Deadline for written responses	Monday ~~12:00 Noon~~12:00 p.m.
Supplemental Memo(s) Distributed***	Monday 4:30 p.m.
Meeting packets available electronically	Wednesday prior to meeting by 4:30 p.m.
eComment Closes	Tuesday ~~12:00 Noon~~12:00 p.m.
Information handed out at meetings uploaded to website	48 hours following meeting

* No later than
** If advance notice is not given, items must be removed during agenda approval.
*** Supplemental Memo information will be posted on the website following distribution to Council.

APPENDIX E: Open Public Comment Guidelines

What

An Open Public Comment period is held at the beginning of each regular City Council meeting for community members to present their ideas, questions or concerns to the City Council.

When

- Open Public Comment ~~starts at 6:00 p.m. continuing no later than 6:20 p.m.,~~ are held during the regular scheduled Council Meeting (1st and 3rd Tuesdays of the month). It is the first item of the agenda after the meeting is called to order and concludes after all persons wishing to speak have been given the opportunity to speak or 20 minutes have passed, whichever comes first.
- ~~Should Open Public Comment not take the full 20 minutes or no individuals sign up or attend, the meeting will resume to the other agenda items.~~

Where

Northfield Council Chambers, 801 Washington Street

Guidelines

- The Mayor shall preserve order and enforce the Rules of Decorum.
- Open Public Comment is intended for topics NOT on the City Council regular agenda that same day. Meeting agendas can be found at: https://northfield.legistar.com/Calendar.aspx
- Open Public Comment is open to the public and will be broadcast on the government access channel and live streamed as a part of the regular Council meeting.
- The Open Public Comment period will be limited in time to 20 minutes.
- Each speaker will be allowed to offer comments up to a total of two (2) minutes, and each speaker may speak only one time per Council Listening Session. More time may be granted depending upon number of speakers that have pre-registered.

- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.
- Should more than 10 speakers sign up for Open Public Comment, those speakers unable to speak due to time constraints will have priority to speak at the next meeting.
- The Open Public Comment period is subject to the Rules of Decorum the Council and Board/Commissions use for their meetings.
- During Open Public Comment, members of the public may provide comments for the City Council's consideration. Public comments must follow the following criteria:
    - The topic must relate to specific matters of City related business and/or which relate to a subject matter under the jurisdiction of the City.
    - Speakers may NOT speak on regular agenda items otherwise addressed at the regular City Council meeting immediately following the Open Public Comment period.
    - Speakers should not repeat a comment, question or concern if they have previously addressed the City Council on the same matter within the prior 90 days.
- Members of the public wishing to speak should pre-register by either calling or emailing the City Clerk (phone number: 507.645.3001 or email: lynette.peterson@northfieldmn.gov) stating their name and topic they would like to speak about. Comments may also be made electronically until 12:00 p.m. on the day of the meeting through the eComment (electronic comment) system. Persons may include their address and contact information on the card if they have a question and wish to be contacted back.
- If unable to pre-register before the meeting, an opportunity to speak after the speakers on the sign-up list are exhausted may be given if time permits.
- The City Council will not consider motions or take any other action during a Open Public Comment and will only ask questions if necessary to clarify a question or comment. Open Public Comment is intended only as a listening

session by the City Council to receive public comments on matters related to City Business.

APPENDIX F: 1.07 Proclamation and Resolution Policy

Refer to 1.07 Proclamation and Resolution Policy at https://www.northfieldmn.gov/DocumentCenter/View/18838/107-Proclamation-and-Resolution-Policy

APPENDIX G: 1.08 City Attorney Role Policy

Refer to 1.08 City Attorney Role Policy at https://www.northfieldmn.gov/DocumentCenter/View/18839/108-City-Attorney-Role-Policy

APPENDIX H: 1.09 Council ~~Liaison~~ Representation on Boards and Commissions Policy

Refer to 1.09 Council ~~Liaison~~ Representation on Boards and Commission ~~Role~~ Policy at https://www.northfieldmn.gov/DocumentCenter/View/18840/109-Council-Liaision-Policy

APPENDIX I: 1.10 Ex Parte Communication Policy

Refer to 1.10 Ex Parte Communication Policy at https://www.northfieldmn.gov/DocumentCenter/View/18841/110-Ex-Parte-Communications-Policy

1.05 COUNCIL RULES OF BUSINESS
COUNCIL
Enabling Legislation: M2014-046
Date Adopted: 03/21/17
Revised: 01/06/26

Table of Contents

City Council Meetings 3
Preparation of City Council Meeting Agendas 6
Meeting Agenda 7
City Council Packets 11
Public Hearing Procedure 11
Assessment Hearing Procedures 13
City Council Recognition of Citizens/Groups/Events 13
Citizen Participation 13
Mic Etiquette for Council and Citizen Participation 14
AV Protocol for Breaks 14
Capacity of Council Chambers 14
Minutes 15
Live Stream/Recording 15
Role of the City Attorney related to the Mayor or individual City Council Members 15
Role of City Administrator related to City Council and employees 16
Seating Assignments 16
Boards/Commissions 16
Suspension of Rules 16

APPENDIX A: Rules of Order 17
APPENDIX B: Rules of Decorum 27
APPENDIX C: Public Participation Guide 31
APPENDIX D: Timelines Chart 37
APPENDIX E: Open Public Comment Guidelines 38
APPENDIX F: 1.07 Proclamation and Resolution Policy 40
APPENDIX G: 1.08 City Attorney Role Policy 40
APPENDIX H: 1.09 Council Representation on Boards and Commissions Policy 40
APPENDIX I: 1.10 Ex Parte Communication Policy 40

City Council Meetings

The "City Council" is composed of the Mayor and six City Council Members. Meetings of the City Council are where the business of the City is conducted and vital decisions for the City's future are made. The main objective of the City Council in the proper conduct of its meetings is to ensure the public's business is conducted in an efficient manner with full opportunity for the City Council to communicate their thoughts on the agenda items before them. City Council meetings are typically open to the public pursuant to the Minnesota Open Meeting Law.

The City Council meeting schedule is approved annually by resolution and remains in effect until changed. The Northfield City Council typically meets as follows:

- The first and third Tuesday of each month for a regular meeting and the second Tuesday of each month for a work session.
- Meetings typically start at 6:00 pm and conclude by 9:00 PM. If there is a meeting scheduled beforehand, such as a Housing and Redevelopment meeting, the Council meeting will start at the conclusion of the preceding meeting. The Council can extend the meeting beyond the scheduled time with a majority vote.
- As needed for closed meetings and special meetings.
- Council meetings are typically held in the Council Chambers at Northfield City Hall, 801 Washington Street, but may be held elsewhere if necessary.
- All meetings and work sessions, whether open to the public or closed, will be posted and noticed as required by the Minnesota Open Meeting Law.

Per City Charter Section 3.8, the Mayor shall:

- Be the presiding officer of the City Council;
- Have a vote as a member of the City Council;
- Act as chief spokesperson for the City Council;
- Exercise leadership of the City Council in the formulation of policy.

The City Council shall choose a President Pro Tem, who shall serve as Mayor in case of the mayor's absence or temporary disability.(Section 3.9)

The Rules of Order for City Councils attached as Appendix "A" will be used as a simplified guideline for City Council meetings. If further guidance is needed, the most recent edition of *Robert's Rules of Order,* will be used. (City Code Sec. 2-58). It is the intent of the City Council that these rules will be used in a flexible manner with the goal of ensuring that the will of the majority is fulfilled and the rights of the minority are protected.

Work sessions are used by the City Council to discuss various upcoming issues. Action items are forwarded to regular City Council meetings for consideration of approval. Work sessions are for discussion by the City Council and City staff. There is no public comment at work sessions.

Remote attendance by the City Council for a meeting shall be in accordance with the requirements of the Minnesota Open Meeting Law including but not limited to Minnesota Statutes Sections 13D.021 and 13D.02. Remote attendance must be requested to the City Clerk a minimum of six days in advance of the meeting to ensure compliance with proper notice of the meeting as well as preparing for the electronic needs of remote attendance. For example, for a Tuesday Council Meeting, the Mayor or a Council Member would need to notify the City Clerk by the end of the business day on the Wednesday before the meeting. The City is required to post notice of meetings at least 3 days prior to the scheduled meeting. In calculating the number of days for providing notice, the first day the notice is given should not be counted, but the last day should be counted. The Mayor or a Council Members must arrange for a time to test the connections with the IT Department prior to the meeting. The City's policy is to restrict remote attendance and is limited to up to two members unless it is not practical due to a health pandemic or emergency declared under chapter 12. If the Mayor or a Council Member joins a closed meeting remotely, they must take steps at their remote meeting location to ensure that authorized persons cannot hear or see any portion of the closed meeting. This means, at minimum, be in a location where no other persons can hear or see the closed meeting discussion.

In the event of the City Council not meeting in person due to a health pandemic or other emergency there will be instructions made available related to public

participation.
The City Council can appear and participate in a meeting remotely using "interactive technology," defined as "a device, software program, or other application that allows individuals in different physical locations to see and hear one another." Skype, Zoom, WebEx, GoToMeeting, Microsoft Teams and similar programs with an audio and video connection satisfy this requirement.

The City Council must meet the following six requirements to meet using interactive technology:

- At least the Mayor or one Council Member is physically present at the regular meeting location;
- The City Council must be able to hear and see each other and all discussion and testimony presented at any location at which at least the Mayor or one Council member is present;
- All members of the public participating at the regular meeting location must be able to hear and see all discussion, testimony and votes of all of the City Council;
- All votes are conducted by roll call so the Mayor and City Council Member's vote can be identified and recorded; and
- Each location at which the Mayor or a City Council Member is present must be open and accessible to the public.
- The minutes for the meeting must reflect the names of the City Council appearing by interactive television technology and state the reason or reasons for the appearance by interactive television technology.

A meeting satisfies the requirements of open meeting law even though a member of the public body participates from a location that is not open to the public if the Mayor or City Council Member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

- The Mayor or City Council Member is serving in the military and is at a required drill, deployed or on active duty; or
- The Mayor or City Council Member has been advised by a health care

professional against being in a public place for personal or family medical reasons. This clause only applies when a statewide state of emergency has been declared under section 12.31, and expires 60 days after the removal of the state of emergency.

Preparation of City Council Meeting Agendas

The Administrator, in consultation with the Mayor, shall prepare the preliminary agenda for each City Council meeting. (Charter 7.3 Subd.10). An agenda is prepared with a "proposed consent agenda." The Mayor or City Council Members may request items listed on the consent agenda be moved to the regular agenda for discussion purposes. No formal vote is required for removal of an item from the consent agenda to the regular agenda. Advance notice of removal is requested to the Mayor, City Administrator, and City Clerk by noon on the Monday immediately prior to the meeting date. The requestor should state whether the item is being removed from consent for purposes of a separate vote only or for purposes of discussion and separate vote. The purpose of this advance notice if discussion is sought is to provide City staff sufficient time to prepare a presentation on the item and to allow City staff to prepare supplemental information and distribute the same where needed. If advance notice is not given, items must be requested to be removed during the approval of the agenda. The Mayor determines placement of the removed item(s) on the regular agenda and will note placement prior to approval of the agenda.

As a general rule, items added to the agenda after 12:00 p.m. on Monday will not be placed on the consent agenda. Limited exceptions may include routine items. These items are required to be distributed in a supplemental memo no later than noon on Monday immediately before the meeting.

Questions:
If the Mayor or City Council Member would like a written answer from staff in response to their questions, questions should be submitted to staff by noon on the Monday immediately prior to the meeting date. City staff will try to respond to questions by 9 am on the day of the meeting if possible.

Staff will also work to be prepared to answer questions submitted after the deadline or follow-up on questions at the meeting.

Supplemental memo(s) will be distributed no later than 12 noon on the day of the scheduled meeting. Supplemental memos will be posted on the City's website at the same time they are distributed to the City Council. Paper copies of Supplemental Memos and eComments will not be made for City Council unless requested. Requests should be made to the City Clerk.

There are two ways a Mayor or City Council Member can request an item be placed on a future City Council agenda:

1. Submit a request for consideration to the Mayor or City Administrator. (Charter 3.7); or
2. Request by two or more of the City Council that an item be placed on an upcoming City Council agenda.

In either case, the request for an item to be placed on a City Council agenda should be in writing, with some background information provided, and submitted a minimum of 15 calendar days prior to the meeting.

Meeting Agenda

The order of agenda items is as follows:

1. Call to Order/Roll Call/Notification of Quorum
2. Open Public Comment (Starts immediately after the meeting is called to order and concludes no later than 20 minutes later).)
   Public Comment Procedural Instructions for Open Public Comment portion of agenda: Persons that wish to speak at the Open Public Comment portion of the meeting must provide their name by completing & submitting a sign-up card or registering in advance online via the *Request to Speak* option. Persons may

include their address and contact information on the card if they have a question and wish to be contacted . 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 p.m. on the day of the meeting. Persons attending virtually may also speak and should follow the Rules of Etiquette for Hybrid Meetings listed below. Persons may also provide comments through the eComment (electronic comment) system no later than 12:00 p.m. on the day of the meeting. These comments are automatically sent to the City Council when they are submitted through the eComment system. The comments are available on the City's website as well as in paper form at the meeting for the public. The Mayor will call up individuals to speak, based on preregistration and cards submitted,until all persons wishing to speak have been given the opportunity or 20 minutes have passed, whatever comes first..

Please be respectful of the public's and the City Council's time. Members of the public wishing to speak must adhere to the following guidelines:

- Speak only once for no more than two (2) minutes (not including interpreter's time) on the topic unless the speaker is addressed by the City 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. You may use the back side of the comment cards available in the meeting room.
- Questions will not be responded to during the comment period.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

The virtual option is for those who intend to speak and have preregistered to speak (not for just watching the meeting):

- Rules of Etiquette for hybrid meetings:
- Once you have joined the meeting, please identify yourself once in the meeting (type your name in window).
- Camera must be off and audio must be muted unless speaking.

- Once the Mayor has called upon you to speak, you may unmute and introduce yourself.
- There is a two (2) minute limit for addressing the City Council.
- Rules of business applies for decorum.
- The City of Northfield reserves the right to mute any meeting participant.
- The City of Northfield reserves the right to remove any meeting participant for not following Rules of Business.
- The City of Northfield reserves the right to turn off any meeting participant's camera and/or audio if they are on while not addressing the Council.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

3. Approval of Agenda
4. Presentations
5. Consent agenda. The purpose of a consent agenda is to allow for routine motions, resolutions, and ordinances to be passed with one motion when no discussion is needed. The Mayor or City Council Members may ask questions for clarification of an item. If a Mayor or City Council Member wants to discuss an item, it should be removed from the consent agenda by advance notice by noon on the Monday immediately prior to the meeting date to the Mayor, City Administrator, and City Clerk, or without said prior notice, during the approval of the agenda.
    - Consent agenda item titles will be posted on the screen and not read during the meeting. Items are approved by one motion unless a Mayor or City Council Member requests separate action. All items approved by majority electronic vote unless noted.
6. Public Hearings. 6:00p.m. or later (procedure listed below).
7. Mayor & City Council Member reports
    - The Mayor and Council Members provide updates on board/commission meetings, public comments received, and other items pertinent to City business.
8. Regular agenda.
    - Mayor Introduction/Staff Report
    - City Council Questions
    - Public Comment (See procedural instructions below)

- Mayor Requests Motion/2nd (If action item)
- City Council Discussion
- Vote

9. Public Comment Procedural Instructions for Regular Agenda Items: Persons that wish to speak on a regular agenda item must provide name by completing & submitting a sign up card. Persons may include their address and contact information on the card if they have a question and wish to be contacted back. 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 p.m. on the day of the meeting. Persons attending virtually may also speak and should follow the Rules of Etiquette for Hybrid Meetings listed below. Persons may also provide comments through the eComment (electronic comment) system no later than 12:00 p.m.on the day of the meeting. These comments are automatically sent to the City Council when they are submitted through the eComment system. The comments are available on the City's website as well as in paper form at the meeting for the public. 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 City Council's time. Members of the public wishing to speak must adhere to the following guidelines:
   - Speak only once for no more than two (2) minutes (not including interpreter's time) on the topic unless the speaker is addressed by the City 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. You may use the back side of the comment cards available in the meeting room.
   - Questions will not be responded to during the comment period.
   - Persons cannot gift their two (2) minute speaking time to other members of the public.
   - Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

   The virtual option is for those who intend to speak and have preregistered to speak

(not for just watching the meeting):

- Rules of Etiquette for hybrid meetings:
- Once you have joined the meeting, please identify yourself once in the meeting (type your name in window).
- Camera must be off and audio must be muted unless speaking.
- Once the Mayor has called upon you to speak, you may unmute and introduce yourself.
- There is a two (2) minute limit for addressing the City Council.
- Rules of business applies for decorum.
- The City of Northfield reserves the right to mute any meeting participant.
- The City of Northfield reserves the right to remove any meeting participant for not following Rules of Business.
- The City of Northfield reserves the right to turn off any meeting participant's camera and/or audio if they are on while not addressing the Council.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their 2 minute speaking time.

10. City Administrator update.
11. Adjourn.

City Council Packets

Packets are available electronically no later than 4:30 p.m. on the Wednesday prior to a City Council meeting.

Supplemental memo information will be available on the City's website as soon as it is distributed to the City Council.

Any supplemental packet materials received and shared with the City Council at the meeting will be available in paper form at the meeting. Supplemental materials will be posted on the City's website within 48 hours after the meeting.

Public Hearing Procedure

A Public Hearing is used by the City Council to solicit the public's comments on various projects or City operation procedures.

A. The Mayor will open the hearing by identifying the subject.
B. Staff Presentation- staff will give a presentation on the subject.
C. Applicant's Presentation- if needed.
D. Public Input- The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.
    1. The Mayor will recognize a speaker at the podium and comments/conversation will be between the Mayor and speaker; and between the Mayor and Council Members.
    2. At the podium the speaker must give their name, 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.
    3. Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time, if applicable).
    4. Persons cannot gift their two (2) minute speaking time to other members of the public.
    5. Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time. Speakers who have material to be handed out to the City Council will pass the material to the City Administrator. The City Administrator will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.
E. Questions or Clarifications from City Council – After the public input of the public hearing is completed, the City Council may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held. Questions should be succinct and avoid being rhetorical or leading in nature. Subsequent actions of the City Council provide for opportunities for further questions or clarifications from the City Council.
F. Any material to be entered into the record shall be noted. Any written communication presented to the City Council during a City Council meeting shall be read into the record or summarized for the record or simply delivered to the

City Council, as the City Council may determine. They shall then be recorded in the minutes by title and filed with the minutes in the office of the City Clerk.

G. Motion to Close Hearing- The Mayor will state if there is an extension of time for public input into the hearing. If not, the City Council Members will make a motion, second, and vote of the City Council on closing the public hearing.

Assessment Hearing Procedures

Assessment Hearings are similar to the Public Hearing procedure except written notice of objection pertaining to assessments is required prior to adjournment of the public hearing.

City Council Recognition of Citizens/Groups/Events

Recognition of Citizens/Groups/Events will follow Policy 1.06 Proclamations and Resolution Policy (Appendix F).

Citizen Participation

The Northfield City Council invites the public to express their views and comments on issues with the City Council through the following ways:

- Open Public Comment during regular City Council meetings
- Public Comment times at City Council meetings
- eComment through the City's website on agenda items
- Meetings of various Boards or Commissions
- Phone calls, e-mails, letters and/or visits with the Mayor or City Council Members or City Staff.
- Public comment via electronic video/audio as provided for during hybrid City Council Meetings with interactive technology with prior registration. For this option, members of the public wishing to offer comments during a City Council meeting would be required to preregister by contacting the City Clerk's office by noon the day of the meeting. The individual would be required to provide their name, phone number and/or email. Name isalso required for anyone who currently requests to speak in advance of the meeting or fills out a card prior to or during the meeting. Phone number and/or email would be requested as a way to contact the individual prior to the meeting to provide the virtual link and in case of technical difficulties during the meeting.

- Public comment via electronic video/audio as provided during a health pandemic or other public emergency in accordance with Minnesota Statutes 13D.021 with prior registration. For this option, members of the public wishing to offer comments during a City Council meeting would be required to preregister by contacting the City Clerk's office by noon the day of the meeting. The individual would be required to provide their name, phone number and/or email. Name is also required for anyone who currently requests to speak in advance of the meeting or fills out a card prior to or during the meeting. Phone number and/or email would be requested as a way to contact the individual prior to the meeting to provide the virtual link and in case of technical difficulties during the meeting.

Mic Etiquette for Council and Citizen Participation

- Mute your microphone when you are not speaking. This is to help keep the background noise to a minimum.
- Be mindful of background noise. Also, be mindful during the meeting if someone else is talking and their microphone is muted, alert them that they are muted and ask them to unmute themselves.
- Position your microphone in a comfortable position (6-12 inches away from your mouth) and remember to speak towards the microphone when speaking.
- When speaking into the microphone, speak at a normal volume.

AV Protocol for Breaks

- When the City Council calls for a break AV will do the following:
- Mute all microphones during the break.
- Project a visual "Council is on Break" image on camera for those watching at home.
- Unmute Mayor's microphone in preparation for calling meeting back to order.

Capacity of Council Chambers

The City Council Chambers will be set up not to exceed the legal occupancy as set by the Building Official. The room set up will take into account all current Minnesota Department of Health and Centers for Disease Control and Prevention guidelines in place. If needed, additional conference room space will be available for seating showing the live stream of the meeting for the public to view.

Minutes
The minutes of a public body are not a transcription of the proceedings of the meeting, but capture the actions taken during a meeting. Minutes will include:

a) Time and place of the meeting
b) Members present
c) Summary of all decisions made
d) Who moved and seconded each item
e) Who voted for and against each item
f) Names of all persons other than members who spoke at the meeting, and subject on which they spoke

City Council meetings which are informal in nature e.g. strategic planning sessions, retreats, special topic discussion, etc., are not generally recorded. However, minutes including a summary of meeting purpose/items discussed, City Council attendance, time, date, and location will be kept and filed with the City Council.

Live Stream/Recording
Regular meetings, work sessions, and special City Council meetings are live streamed and recorded, if held at City Hall in the Council Chambers. Off-site meetings are not recorded, however may be on an as-needed staff basis.

The following board and commission meetings are recorded based on their duties and responsibilities pursuant to Charter, State law and City Code as applicable: Charter Commission, Economic Development Authority, Heritage Preservation Commission and Housing and Redevelopment Authority, and Planning Commission and Zoning Boards of Appeals. Other meetings of boards and commissions may be recorded.

Role of the City Attorney related to the Mayor or individual City Council Members.
Board/Commission members should follow Policy 1.07 Role of the City Attorney Related to City Council and Board and Commission Members Policy (Appendix G).

Role of City Administrator related to City Council and employees

The City Administrator coordinates activities of all City officials and supervises City department directors/managers (Charter 7.3). To assist the Administrator in these roles, the Mayor and Council Members are asked to copy the City Administrator and City Clerk on all questions related to City Council agenda items. Questions related to City Council agenda items (either e-mail or via telephone) should be directed to the respective staff members named on the report for the item and copied to the Department Director, City Administrator and City Clerk.

Seating Assignments

Mayor and Council seating shall be determined as follows:

- Council members shall occupy the chairs assigned to them by the presiding officer, but two council members may exchange seats by joining in a formal request to the presiding officer (Minnesota Mayors Handbook).

Boards/Commissions

Council members appointed as members to boards and commissions should follow the 1.09 Council Representation on Boards and Commission Policy (Appendix H).

Suspension of Rules

These rules may be suspended or amended at a meeting by a super majority vote (5 of 7) of all elected members.

APPENDIX A: Rules of Order

Preamble

A. Purpose. The purpose of these rules is to foster debate and discussion in an orderly manner, not to suppress honest discussion with excessive formality. Without rules, confusion and disorderly proceedings would hamper all City action, no matter how well intended. Rules allow City business to be conducted as efficiently as possible, protect minority groups by giving every person a chance to be heard, prevent discussion of multiple topics at once, and allow decisions to be made by majority rule.

B. Rights of the City Council and/or Board/Commission members. All City Council Members and/or Board/Commission members are equal and have the same rights to make motions; object to motions in a timely manner; participate in debate; have their votes counted; and speak, when recognized, free of interruption.

C. Obligations of the City Council and/or Board/Commission members.

1. The rights of individual City Council Members and/or Board/Commission members cannot be realized unless all City Council Members and/or Board/Commission members also recognize their obligations as members of their respective body. City Council Members and/or Board/Commission members are obligated to receive the recognition of the chair before speaking, except as otherwise provided by these rules and consistent with applicable ordinances. No one has the right to speak at whim. City Council Members and/or Board/Commission members are obligated to speak directly on the subject being considered and observe time limits for comment. Finally, City Council Members and/or Board/Commission members are obligated to address all remarks to the presiding officer, avoid personal attacks, and refrain from using any insulting or demeaning language or indecent or threatening behavior.

2. Inherent in the duties of holding public office and/or appointment to a Board/Commission is participation in meetings and that includes voting. City Council Members and/or Board/Commission members have a general duty and obligation by virtue of holding public office and/or appointment to vote on

business that comes before their respective body, unless a City Council Member and/or Board/Commission member has a disqualifying conflict of interest or other conflict of interest, which either requires abstention or for which the City Council Member and/or Board/Commission member desires to abstain, for example, in order to avoid the appearance of impropriety.

3. While a City Council Member and/or Board/Commission member has a duty to vote on matters before their respective body, a City Council Member and/or Board/Commission member cannot be compelled to vote on such a matter, and a City Council Member and/or Board/Commission member should not vote on a matter upon which the City Council Member and/or Board/Commission member has a disqualifying conflict of interest.
4. City Council Members and/or Board/Commission members who have a disqualifying conflict of interest are generally excluded when counting the number of votes needed to approve an action by a supermajority vote. Although City Council Members and/or Board/Commission members may be tempted to abstain from voting on a controversial matter, they should remember that the abstention will ultimately tend to pass or defeat the matter. The best advice is to avoid the kinds of problems that can arise from abstentions and vote, unless an abstention is required because a City Council Member and/or Board/Commission member has a personal interest in the matter or some other disqualifying conflict of interest.
5. If any City Council Member and/or Board/Commission member, being present, chooses not to vote, the City Council Member and/or Board/Commission member shall verbally state "Present - Not Voting" and the minutes shall reflect this action.

Rule 1. Motions.
All formal actions of City Council and/or Board/Commissions must be by motion. A City Council Member and/or Board/Commission member may make only one motion at a time.

Rule 2. Language for making a motion.
The appropriate language for making a motion shall be substantially similar to “I move to _____.”

Rule 3. Procedure for consideration of a motion.
A motion must be seconded. Once a motion has been made and seconded, the presiding officer shall restate the motion and (if applicable) open the motion up for debate, provided that the presiding officer determines that the motion is in order and no objections to the motion have been made pursuant to Rule 4. A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, charter, ordinance, or City policy, including City policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings. Debate shall follow the procedures in Rule 5. Once debate has concluded, the presiding officer shall restate the motion and call for an electronic vote on the issue. A motion shall be considered passed if it receives a majority vote of those present at the meeting, unless otherwise required by law. A resolution or ordinance shall be considered passed if it receives a majority vote of all City Council Members and/or Board/Commission members (4), unless otherwise required by law.

Rule 4. Objections to a motion.

A. Any member of the City Council and/or Board/Commission may make an objection to a motion if the objector believes the motion is not in order. A motion is in order if it is made at a proper time, in the proper format and does not violate any applicable rules of law, charter, ordinance, or City policy, including City policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings.
B. An objection to a motion must be made immediately following the motion and at no other time. The objector does not need to be recognized by the presiding officer in order to voice their objection. The appropriate language for making an objection shall be substantially similar to "I object to the motion as being out of order, and call for a ruling by the presiding officer."
C. A motion may be objected to as not being made at a proper time if the motion was made by a person not called upon by the presiding officer to speak, or if it does not follow the agreed upon agenda for the meeting.
D. The presiding officer shall determine whether the motion is in order.
E. In determining whether the motion is in order, the presiding officer shall let the objector to the motion speak once explaining the objector's position. Next, the presiding officer shall let the maker of the motion speak once to answer the

concerns of the objector. Then the presiding officer shall make a formal ruling as to whether the motion was in order.

F. If the motion is ruled out of order, the motion shall not be considered. If the motion is ruled in order, the presiding officer shall open the motion for debate (if applicable).
G. The presiding officer's ruling may be appealed as provided in Rule 7.

Rule 5. Debate.

A. Generally, only one motion may be considered at a time in debate. Once a motion has been made, the presiding officer shall restate the motion and open the motion for debate, if the motion is debatable. The presiding officer shall conduct the debate in accordance with the following:
B. For initial comments, all comments shall be limited to five (5) minutes. For subsequent comments, all comments shall be limited to two (2) minutes.
C. The maker of the motion shall be permitted to speak first on the issue.
D. Everyone who wishes to speak on the issue must be permitted to speak once, before City Council Members and/or Board/Commission members who have already spoken are permitted to speak again.
E. City Council Members and/or Board/Commission members shall avoid repeating points already made in the debate or other duplicative conduct that may delay the proceedings. Where a point has already been made, City Council Members and/or Board/Commission members may affirm agreement or disagreement.
F. Generally, only one motion may be considered at a time in debate. Debate may only be interrupted by a motion to:
    1. amend the original motion,
    2. take a brief recess,
    3. withdraw the motion by the motion's maker,
    4. divide a complex question,
    5. defer consideration to a later date,
    6. refer an issue to committee,
    7. motion for the previous question,
    8. limit debate,
    9. for a point of order.

10. When debate is interrupted by any of these motions, the interrupting motion shall be resolved prior to resuming debate.

Rule 6. Definitions of motions that may interrupt debate (secondary motions).
As explained in Rule 5, only certain motions may interrupt debate on a motion. These are called secondary motions. When a secondary motion is made, the presiding officer must follow the same procedures in Rule 3 to consider the secondary motion. A secondary motion must be resolved, either by being ruled out of order by the presiding officer or debated and voted upon by the City Council and/or Board/Commission members, before debate on the main motion can resume. Secondary motions may also be made outside of debate, where appropriate. For example, a motion to take a brief recess can be made before, during, or after a debate.

A. Motion to amend the original motion. The maker of the motion does not need to consent to a motion to amend. However, the maker of the motion may vote against the amendment or withdraw their motion via a motion to withdraw prior to any amendment being approved.
    1. Only two amendments may be made to an original motion to avoid confusion.
    2. The amendments should be voted on in reverse order, with the last amendment being voted upon first.
    3. To avoid confusion, complex language should be put in writing.
    4. A motion may not be amended so substantially as to essentially reject the original motion, though different language may be proposed so as to entirely substitute for the original language.

    The appropriate language for making a motion to amend shall be substantially similar to "I move to amend the motion by inserting between . . . . and . . . ." or "I move to amend the motion by adding after . . ." or "I move to amend the motion by striking out . . ." or "I move to amend the motion by striking out . . . and inserting . . ." or "I move to amend by striking out the motion . . . and substituting the following."

B. Motion to take a brief recess is not a motion to adjourn or continue the meeting to another time or place. Instead, it is a motion to take a brief respite no greater than

20 minutes. If a motion to take a brief recess is granted, the presiding officer may set a time for the meeting to resume. In addition, the presiding officer is authorized to call for a brief recess on the presiding officer's own initiative, without a vote, to maintain order in the meeting.

The appropriate language for making a motion to recess shall be substantially similar to "I move to take a brief recess for ____ minutes."

C. Motion to withdraw a motion is not subject to debate, and it can only be made by the motion's maker before a motion is amended.

The appropriate language for making a motion to withdraw shall be substantially similar to "I move to withdraw my motion."

D. Motion to divide a complex question may be used for complex items of business. It allows the City Council to break larger questions into smaller parts, which are considered separately.

The appropriate language for making a motion to divide a complex question shall be substantially similar to "I move to divide the question into ___ parts. Part 1 shall be ____.. Part 2 shall be ____.

E. Motion to table or defer consideration to a later date is not subject to debate. It may be used to defer or delay consideration of a matter.

The appropriate language for making a motion to defer consideration shall be substantially similar to "I move to defer consideration of the main motion/this item until _____."

F. Motion to refer an issue to committee is not subject to debate. It may be used to refer an issue to a City committee, such as the park board or planning commission, for their report. The motion should contain an expected receipt day for the report.

The appropriate language for making a motion to refer an issue shall be substantially similar to "I move to refer the main motion/this issue to the ____ committee for its consideration and recommendation. The committee should report back to the City Council in ____ days/weeks."

G. Motion for call of the previous question is not subject to debate. It may be used only after at all members of the City Council and/or Board/Commission have been permitted to speak at least once on the motion. If approved by a super majority (5 of 7), a vote must be taken on the motion under debate immediately. Vote required –super majority (5 of 7).

The appropriate language for making a motion to call the previous question shall be substantially similar to "I move to call the previous question" or "I move for an immediate vote on this issue."

H. Motion to limit debate is not subject to debate. It may be used to establish time limits for debate.

The appropriate language for making a motion to limit debate shall be substantially similar to "I move to limit debate on this issue to ___ minutes per person" or "I move to limit City Council and/or Board/Commission debate on this issue to no more than _____ minutes total." Vote required –super majority (5 of 7).

I. Motion for a point of order is not subject to debate. It may be used to signal to the presiding officer that the Council Member and/or Board/Commission member feels the proceedings have gotten disorderly.

The appropriate language for making a motion for a point of order shall be substantially similar to "I move for a point of order by the presiding officer."

NOTE: Most secondary motions should not literally interrupt debate. They may not be made in the midst of the comments of a speaker duly recognized by the presiding officer, or silence the speaker's speech. To make a secondary motion, the maker

must be called upon and recognized by the presiding officer. There are two exceptions to this rule—a motion for a call of the previous question and a motion for a point of order. These motions may be made at any time—even in a manner that interrupts a speaker. However, these motions should be made only in the rare instance where a meeting has become out of control, strayed from the agenda, or become disorderly.

Rule 7. Appealing procedural decisions of the presiding officer.

A. Any member of the City Council and/or Board/Commission may appeal to the full City Council a ruling on order or procedure made by the presiding officer.
B. Procedure for appeals. An appeal is made by motion. A second is needed for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain the presiding officer's ruling, but no other City Council Member and/or Board/Commission member may participate in the discussion. Note: This procedure matches City Code Sec. 2-58(c) pertaining to City Council.
C. Once both the maker of the motion and the presiding officer have spoken, the matter must be voted upon by the City Council and/or Board/Commission as a whole.
D. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

Rule 8. Other special motions explained.

A. Motion to adjourn is not subject to debate. It may be used to suggest a conclusion to the meeting. The presiding officer may adjourn a meeting on the presiding officer's own initiative, without a vote, if necessary to maintain order.

   The appropriate language for making a motion to adjourn shall be substantially similar to "I move to adjourn the meeting."

B. Motion to go into closed session may be used to close the meeting pursuant to the Minnesota Open Meeting Law. When the motion is made, the basis for closing the meeting and the applicable law must be stated into the record. The presiding officer

may also close the meeting on the presiding officer's own initiative, without a City Council and/or Board/Commission vote, if closing the meeting is mandatory under the law or if directed by the City Attorney.

The appropriate language for making a motion to go into closed session shall be substantially similar to "I move to close the meeting in order to consider _____ pursuant to _____ of the Minnesota Open Meeting Law."

C. Motion to leave a closed session may be used to conclude a closed session and return to an open meeting.

The appropriate language for making a motion to leave a closed session shall be substantially similar to "I move to open the meeting."

D. Motion to revive consideration of an issue may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting.

The appropriate language for making a motion to revive shall be substantially similar to "I move to revive consideration of previously tabled/deferred/referred to committee."

E. Motion to reconsider may be made only at the same meeting where the issue was originally considered and voted upon. It may be made only by a person on the prevailing side of an issue. In the event of a tie vote, those voting against the issue shall be considered the prevailing side.

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to reconsider _____."

F. Motion to rescind or repeal may be made at any meeting following the meeting where the issue was originally considered and voted upon. It may be made by any City Council Member and/or Board/Commission member, whether or not the maker was on the prevailing side. It may not be made when prevented by law or where

substantial reliance on the City Council's and/or Board/Commission's previous decision has occurred (for example, in the area of contracts or hiring/termination of employees).

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to rescind/repeal the City Council's and/or Board/Commission's previous action related to ____ as stated in resolution number ____."

G. Motion to prevent reintroduction of an issue for months is not subject to debate. It may be used to limit discussion of an issue that has been raised and/or moved for reconsideration several previous times.

The appropriate language for making a motion to prevent reintroduction shall be substantially similar to "I move to prevent reintroduction of this issue for ____ months."

H. Motion to suspend the rules or to consider a motion informally should be used sparingly on issues likely to be uncontroversial. Complex motions and resolutions should still be put in writing. This motion may permit informal discussion of an issue (such as a roundtable discussion, brainstorming session, visioning session, etc.) where appropriate.

The appropriate language for making a motion to proceed informally shall be substantially similar to "I move that we suspend the rules and proceed informally in discussing the issue of _____." Vote required –super majority (5 of 7).

Rule 9. Robert's Rules.

These model rules are designed specifically for Minnesota City Councils. Further, these rules were drafted to be an appropriate level of regulation and formality for smaller governing bodies typically seen in Minnesota cities. Robert's Rules of Order will be used in the event that further guidance is needed. Where a situation arises that is not addressed by these rules, the intent of these rules, as expressed in the preamble, should be effectuated by the presiding officer, in consultation with the City Attorney.

APPENDIX B: Rules of Decorum

City meetings are for the primary purpose of considering action on matters pertaining to City business, public interest, the operation of the City, and the provision of City services. City meetings on important community issues may at times become contentious. Establishing rules of decorum to govern the conduct of all persons attending and/or participating in such meetings is in the public interest and helps to ensure orderly and respectful meetings as well as the safety of attendees and participants. On occasion, however, members of the City Council, Board/Commission, public and/or staff may not follow the rules. On these occasions, the presiding officer's role is particularly important. The presiding officer shall be responsible for maintaining order and decorum of such meetings. All councilmembers, as well as members of committees, boards and commissions, as applicable, shall assist the presiding officer in preserving order and decorum at meetings and in providing for the efficient and orderly operation of meetings. The following rules of decorum shall apply to all persons attending and/or participating in a meeting, unless otherwise expressly noted. The following rules of decorum shall also apply to all persons attending and/or participating in a meeting of any City Council committee, and/or board or commission established by the City.

1. City Council and/or Board/Commission meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.
2. Participants shall conduct themselves at City Council and/or Board/Commission meetings in a manner consistent with the following:
    a. No person shall engage in conduct which delays or interrupts the proceedings.
    b. No person shall hinder honest, respectful discussion and debate.
    c. No City Council member or Board/Commission Member shall engage in private conversation or pass private messages while in the chamber in a manner so as to interrupt the proceedings of the City Council or Board/Commission.

d. In keeping with the intent of the Minnesota Open Meeting Law, the City Council and/or Board/Commissions shall not use any form of electronic communications technology, such as sending or receiving text messages or e-mail, to communicate with one another or third parties about the business of the meeting during a public meeting.
e. No person shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.
f. No person shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during a City Council and/or Board/Commission meeting.
g. No person shall use dismissive body language (i.e. eye rolling, gestures, turning back to speaker, etc.)
h. No person shall speak on any subject other than the subject in debate.
i. No person shall ask rhetorical or leading questions during City Council and/or Board/Commission question period. Questions of clarification should be succinct.
j. No person shall speak without being recognized by the chair; nor shall any person interrupt the speech of another person, except where permitted to raise a point of order.
k. No person shall disobey the City Council Rules of Order and Procedure or a decision of the presiding officer on questions of order or practice or upon the interpretation of the rules of council.
l. No person shall engage in disorderly conduct that interferes with the effective orderly conduct of any meeting by failing to comply with these rules of decorum or otherwise disrupting or impeding the meeting, where the interference is solely caused by the conduct of the person and not the content of the person's expression. Prohibited conduct includes, but is not limited to, audible demonstrations of approval or disapproval; cheering or shouting; vulgar, profane, threatening, obscene, abusive, or disruptive conduct or unprotected speech; whistling, clapping, or stamping of feet.

m. No person shall hold, display, or place banners, signs, objects, or other materials in any way that endangers the safety of others, prevents the free flow of individuals within the meeting room or the ingress or egress from the meeting room or any emergency exits thereto, or otherwise obstructs or prevents the viewing of the meeting by other persons in attendance.

n. All cell phones and other electronic devices shall be silenced during meetings.

o. Persons should be addressed by use of title and/or last name.

Enforcing decorum

When a person, attendee or participant violate the above rules of order and decorum, the presiding officer is authorized to take any one or more of the following actions:

- Not recognize a violating or breaching person's, attendee's or participant's request to speak, or limiting their role in debate or comment, as applicable, until decorum is observed.
- Declare the person's, attendee's or participant's actions out of order.
- Temporarily recess the meeting until order is restored.
- Issue the person, attendee or participant a verbal warning and/or directive that the person, attendee or participant is out of order and shall follow the rules of order and decorum, be silent unless recognized to speak and/or immediately cease such conduct. If the person, attendee or participant has been issued prior verbal warning within the previous six months at any City meeting, the presiding officer is within their right to forgo an additional verbal warning and immediately order the person, attendee or participant to leave the meeting.
- If after issuance of a verbal warning as provided above, the person, attendee or participant continues to engage in prohibited conduct or otherwise fails to comply with the presiding officer's warning, the presiding officer may further direct or order the person, attendee or participant to immediately leave the meeting.

- If the person, attendee or participant so ordered as provided above does not immediately abide by the presiding officer's order or directive by leaving the meeting, and/or the person, attendee or participant continues such prohibited conduct, the presiding officer may direct any law enforcement officer to remove the person from the meeting

Members of the council and/or Board/Commission may request action by the presiding officer to curb another member's conduct through a motion for a point of order. The motion may request a specific response to conduct by the presiding officer. For example, "I make a motion for the presiding officer to call Councilmember and/or Board/Commission Member ____ to order and to desist from making personal attacks." Any member of the Council and/or Board/Commission may appeal to the full council and/or Board/Commission a ruling on order or procedure made by the presiding officer. The procedure is noted in Rule 7 of the Council Rules of Order.

Members may make a motion for adjournment or for a brief recess, if a participant's actions are so offensive as to disrupt the orderly process of the meeting.

Generally, any councilmember and/or Board/Commission Member (including the mayor and/or chair), may make a motion to censure a City Council member and/or Board/Commission member for conduct that breaches decorum. A censure often takes the form of a resolution adopted by City Council vote noting the member's conduct and expressing disapproval of such conduct.
State law and City Code also prohibits persons, including City Council members and/or Board/Commission members, from disturbing public meetings, through fighting or threatening words and conduct. Persons or City Council members and/or Board/Commission members who engage in this unlawful conduct may be charged with a misdemeanor.

These rules of decorum shall be available in the City Council Chambers.

APPENDIX C: Public Participation Guide

The Northfield City Council invites the public to express their views and comments on issues with the City Council through the following ways:

- Public comment times at City Council meetings
- eComment through the City's website on agenda items
- Meetings of various Boards or Commissions
- Phone calls, e-mails, letters and/or visits with the City Council and/or City Staff.
- Public comment via electronic video/audio as provided for during hybrid City Council Meetings with interactive technology. (City Council meetings only)
- Public comment via electronic video/audio as provided during a health pandemic or other public emergency in accordance with Minnesota Statutes 13D.021. (City Council meetings only)

City Council Meetings

Meetings of the City Council are where the business of the City is conducted and vital decisions for the City's future are made. The main objective of the City Council in the proper conduct of its meetings is to ensure the public's business is conducted in an efficient manner with full opportunity for the City Council to communicate their thoughts on the agenda items before the City Council. City Council meetings are open to the public pursuant to the Minnesota Open Meeting Law. While City Council meetings are open to the public, opportunities for the public to participate in meetings are limited as provided in the publicly noticed meeting agenda as outlined in summary below.

The City Council has also adopted Rules of Decorum (copy attached) for City Council Meetings. The rules of decorum apply to all persons attending and/or participating in a meeting unless expressly noted. When persons, attendees and/or participants violate the adopted rules of order and decorum, the presiding officer is authorized to:

- Not recognize a violating or breaching person's, attendee's or participant's request to speak, as applicable, until decorum is observed.
- Declare the person's, attendee's or participant's actions out of order.

- Temporarily recess the meeting until order is restored.
- Issue the person, attendee or participant a verbal warning and/or directive that the person, attendee or participant is out of order and shall follow the rules of order and decorum, be silent unless recognized to speak and/or immediately cease such conduct.
- If after issuance of a verbal warning as provided above, the person, attendee or participant continues to engage in prohibited conduct or otherwise fails to comply with the presiding officer's warning, the presiding officer may further direct or order the person, attendee or participant to immediately leave the meeting.
- If the person, attendee or participant so ordered as provided above does not immediately abide by the presiding officer's order or directive by leaving the meeting, and/or the person, attendee or participant continues such prohibited conduct, the presiding officer may direct any law enforcement officer to remove the person from the meeting.

The City Council meets:

- The first and third Tuesday of each month for a regular meeting and the second Tuesday of each month for a work session.
- Meetings typically start at 6:00 pm and conclude by 9:00 PM. If there is a meeting scheduled beforehand, such as a Housing and Redevelopment meeting, the Council meeting will start at the conclusion of the preceding meeting. The Council can extend the meeting beyond the scheduled time with a majority vote.
- As needed for closed meetings and special meetings.
- Council meetings are typically held in the Council Chambers at Northfield City Hall, 801 Washington Street, but may be held elsewhere if necessary.
- All meetings and work sessions, whether open to the public or closed, will be posted and noticed as required by the Minnesota Open Meeting Law.

Citizens requesting items for an agenda may contact their elected representative or city staff to have their request considered.

The use of cameras, video, and other recording devices, is permitted during City Council meetings. However, these devices must be used in an unobtrusive manner that does not

disrupt or delay the meeting. Cell phones and other devices must be silenced during meetings.

City Council Meeting Agendas/Opportunities to Speak at a Meeting
The typical order of agenda items is as follows:

1. **Call to Order/Roll Call/Notification of Quorum**
2. **Open Public Comment** (Starting immediately after the meeting is called to order and concluding when all persons wishing to speak have been given the opportunity or 20 minutes have passed, whichever comes first.)
3. **Approval of Agenda**
4. **Approval of Minutes**
5. **Presentations**
6. **Consent agenda**
7. **Public Hearings** – 6:00 p.m. or later (procedure listed below).
8. **Mayor & Council reports**
9. **Regular agenda**. Persons that wish to speak on a regular agenda item must provide name by completing & submitting a sign up card. Persons may include their address and contact information on the card if they have a question and wish to be contacted back. 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 p.m. on the day of the meeting. Persons may also provide comments through the eComment (electronic comment) system no later than 12:00 p.m. on the day of the meeting. These comments are automatically sent to the Council when they are submitted through the eComment system. The comments are available on the City's website as well as in paper form at the meeting for the public. 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 City Council's time. Members of the public wishing to speak must adhere to the following guidelines:
   - Speak only once for no more than two (2) minutes (not including interpreter's time) on the topic unless the speaker is addressed by the City Council;
   - Persons cannot gift their two (2) minute speaking time to other members of the public.

- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.
- 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. You may use the back side of the comment cards available in the meeting room.
- Questions will not be responded to during the comment period.

10. **City Administrator update**
11. **Adjourn**.

Public Hearing Procedure:

A Public Hearing is used by the City Council to solicit the public's comments on various projects or city operation procedures.

A. The Chair will open the hearing by identifying the subject.
B. Staff Presentation- staff will give a presentation on the subject.
C. Applicant's Presentation- if needed.
D. Public Input- The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.
    - The Chair will recognize a speaker at the podium and comments/conversation will be between the Chair and speaker; and between the Chair and Council Members.
    - At the podium the speaker 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.
    - Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time, if applicable).
    - Persons cannot gift their two (2) minute speaking time to other members of the public.
    - Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.
    - Speakers who have material to be handed out to the City Council Members

will pass the material to the City Administrator. The City Administrator will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.

E. Questions or Clarifications from City Council – After the public input of the public hearing is completed, the City Council may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held.
F. Any material to be entered into the record shall be noted. Any written communication presented to the City Council during a City Council meeting shall be read into the record or summarized for the record or simply delivered to the City Council, as the City Council may determine. They shall then be recorded in the minutes by title and filed with the minutes in the office of the city clerk.
G. Motion to Close Hearing- the Chair will state if there is an extension of time for public input into the hearing. If not, the public hearing will be adjourned.

Assessment Hearing Procedures
Assessment Hearings are similar to the Public Hearing procedure except written notice of objection pertaining to your assessment is required prior to adjournment of the public hearing.

Mic Etiquette for Citizen Participation

- Mute your microphone when you are not speaking. This is to help keep the background noise to a minimum.
- Be mindful of background noise. Also, be mindful during the meeting if someone else is talking and their microphone is muted, alert them that they are muted and ask them to unmute themselves.
- Position your microphone in a comfortable position (6-12 inches away from your mouth) and remember to speak towards the microphone when speaking.
- When speaking into the microphone, speak at a normal volume.

Documents/Recordings
A complete City Council packet is typically available at City Hall and on the City's website www.northfieldmn.gov by noon on the Friday prior to a City Council meeting for the public

to review. A complete paper packet is also placed in the Council Chambers prior to a City Council meeting for the public to review. A meeting notice list and agenda are posted on the bulletin board outside the Council Chambers located at City Hall.

Regular meetings, work sessions, and special City Council meetings are live streamed and recorded, if held at City Hall in the Council Chambers. Recordings**,** official records, and documents are available on the City's website www.northfieldmn.gov.

City Council Work Session
The work session is used by the City Council to discuss various upcoming issues. Decision items are forwarded to regular City Council meetings for consideration of approval. Work sessions are for discussion by the Mayor and City Council and City staff. The Mayor or City Administrator may arrange a presentation by an individual or group to the City Council at a work session. There is no public comment at work sessions.

Please watch for publications on the City's Website (www.northfieldmn.gov) for any changes in date and times of meetings and work sessions.

Please contact the City Administration Office if you need special accommodations related to a disability while attending the City Council meeting.

APPENDIX D: Timelines Chart

Item	**Deadline***
Request to add item to an upcoming agenda	15 calendar days prior to meeting
Remote Attendance Notification	6 days prior to meeting
Removal of Items from Consent Agenda**	Monday 12:00 p.m.
Council Question Deadline for written responses	Monday 12:00 p.m.
Supplemental Memo(s) Distributed***	Monday 4:30 p.m.
Meeting packets available electronically	Wednesday prior to meeting by 4:30 p.m.
eComment Closes	Tuesday 12:00 p.m.
Information handed out at meetings uploaded to website	48 hours following meeting

* No later than
** If advance notice is not given, items must be removed during agenda approval.
*** Supplemental Memo information will be posted on the website following distribution to Council.

APPENDIX E: Open Public Comment Guidelines

What
An Open Public Comment period is held at the beginning of each regular City Council meeting for community members to present their ideas, questions or concerns to the City Council.

When
- Open Public Comment sare held during the regular scheduled Council Meeting (1st and 3rd Tuesdays of the month). It is the first item of the agenda after the meeting is called to order and concludes after all persons wishing to speak have been given the opportunity to speak or 20 minutes have passed, whichever comes first.

Where
Northfield Council Chambers, 801 Washington Street

Guidelines
- The Mayor shall preserve order and enforce the Rules of Decorum.
- Open Public Comment is intended for topics NOT on the City Council regular agenda that same day. Meeting agendas can be found at: https://northfield.legistar.com/Calendar.aspx
- Open Public Comment is open to the public and will be broadcast on the government access channel and live streamed as a part of the regular Council meeting.
- The Open Public Comment period will be limited in time to 20 minutes.
- Each speaker will be allowed to offer comments up to a total of two (2) minutes, and each speaker may speak only one time per Council Listening Session. More time may be granted depending upon number of speakers that have pre-registered.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

- Should more than 10 speakers sign up for Open Public Comment, those speakers unable to speak due to time constraints will have priority to speak at the next meeting.
- The Open Public Comment period is subject to the Rules of Decorum the Council and Board/Commissions use for their meetings.
- During Open Public Comment, members of the public may provide comments for the City Council's consideration. Public comments must follow the following criteria:
    - The topic must relate to specific matters of City related business and/or which relate to a subject matter under the jurisdiction of the City.
    - Speakers may NOT speak on regular agenda items otherwise addressed at the regular City Council meeting immediately following the Open Public Comment period.
    - Speakers should not repeat a comment, question or concern if they have previously addressed the City Council on the same matter within the prior 90 days.
- Members of the public wishing to speak should pre-register by either calling or emailing the City Clerk (phone number: 507.645.3001 or email: lynette.peterson@northfieldmn.gov) stating their name and topic they would like to speak about. Comments may also be made electronically until 12:00 p.m. on the day of the meeting through the eComment (electronic comment) system. Persons may include their address and contact information on the card if they have a question and wish to be contacted back.
- If unable to pre-register before the meeting, an opportunity to speak after the speakers on the sign-up list are exhausted may be given if time permits.
- The City Council will not consider motions or take any other action during a Open Public Comment and will only ask questions if necessary to clarify a question or comment. Open Public Comment is intended only as a listening session by the City Council to receive public comments on matters related to City Business.

APPENDIX F: 1.07 Proclamation and Resolution Policy

Refer to 1.07 Proclamation and Resolution Policy at https://www.northfieldmn.gov/DocumentCenter/View/18838/107-Proclamation-and-Resolution-Policy

APPENDIX G: 1.08 City Attorney Role Policy

Refer to 1.08 City Attorney Role Policy at https://www.northfieldmn.gov/DocumentCenter/View/18839/108-City-Attorney-Role-Policy

APPENDIX H: 1.09 Council Representation on Boards and Commissions Policy

Refer to 1.09 Council Representation on Boards and Commission Policy at https://www.northfieldmn.gov/DocumentCenter/View/18840/109-Council-Liaision-Policy

APPENDIX I: 1.10 Ex Parte Communication Policy

Refer to 1.10 Ex Parte Communication Policy at https://www.northfieldmn.gov/DocumentCenter/View/18841/110-Ex-Parte-Communications-Policy

File #: Res. 2026-002, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council

From: Lynette Peterson, City Clerk

Consider Amendments to Board and Commission Rules of Business and Appendices.

Action Requested:
The Northfield City Council approves a resolution to approve the amendments to the attached Board and Commission Rules of Business and related Appendices going into effect May 7, 2025.

Summary Report:
The City Council conducts an annual review of the Board and Commission Rules of Business and related Appendices, making amendments as needed. This is aligned with review of the Council Rules of Business. Throughout the year staff notes changes to incorporate at the annual review to bring the Rules of Business up to date. A redline version of the updates is attached. This year the following changes/amendments are proposed:

1. Minor edits to reflect current ways of working.
2. Updates to appendices related to changes made to the Council Rules of Business.

Alternative Options:
The Council can choose not to amend the Board and Commission Rules of Business or can propose other changes. If Council chooses to make other changes, the item can be pulled from the consent agenda for discussion on the regular agenda.

Financial Impacts:
Not applicable.

Tentative Timelines:
- January 6, 2026 - Council approves Board and Commission Rules of Business amendments
- January 7, 2026 - Board and Commission Rules of Business goes into effect

CITY OF NORTHFIELD, MN
CITY COUNCIL RESOLUTION 2026-002
APPROVING UPDATED BOARD AND COMMISSION RULES OF BUSINESS POLICY

WHEREAS, the City Council has established policies in the past; and

WHEREAS, these policies may be amended, terminated or new ones added from time to time as the Council deems appropriate.

WHEREAS, the Council annually reviews 1.06 Board and Commission Rules of Business Policy and amends as needed;

WHEREAS, the policy has been amended to reflect minor changes in processes for 2026 and to align with changes made to 1.05 Council Rules of Business;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The City Council approves updates to 1.06 Board and Commission Rules of Business Policy.

PASSED by the City Council of the City of Northfield on this 6th day of January 2026.

ATTEST

_____ _____
City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ PETERSON WHITE ___ SOKUP

1.06 BOARD AND COMMISSION RULES OF BUSINESS COUNCIL
Enabling Legislation: Motion 2023-055
Date Adopted: 04/04/23
Revised: ~~09/09/25~~01/06/26

Table of Contents

Meetings 3
Preparation of board/commission Meeting Agendas 5
Questions: 6
Meeting Agenda 7
Board/Commission Packets 9
Public Hearing Procedure 10
Board/Commission Recognition of Citizens/Groups/Events 11
Citizen Participation 11
Mic Etiquette for Board/Commission members and Citizen Participation 12
AV Protocol for Breaks 12
Capacity of Council Chambers 12
Minutes 12
Live Stream/Recording 13
Role of the city Attorney related to boards/commissions. 13
Role of staff liaison related to board/commission members 13
Seating Assignments 14
Boards/Commissions – Council Representation 14
Governing Law 15
Updates to Rules 15

APPENDIX A: Rules of Order 16
APPENDIX B: Rules of Decorum 26
APPENDIX C: Public Participation Guide 30
APPENDIX D: Timelines Chart 36
APPENDIX E: Open Public Comment Guidelines 37
APPENDIX F: 1.07 Proclamation and Resolution Policy 37
APPENDIX G: 1.08 city Attorney Role Policy 37
APPENDIX H: 1.09 Council Liaison Policy 37
APPENDIX I: 1.10 Ex Parte Communication Policy 37

Meetings

Meetings of boards and commissions are where important business of the city is conducted and where recommendations for the city's future are made. The main objective of boards and commissions in the proper conduct of their meetings is to ensure their designated responsibilities and duties related to their public role is conducted in an efficient manner with full opportunity for board and commission members to participate in and communicate their thoughts on agenda items before the board and commission. board and commission meetings are open to the public pursuant to the Minnesota Open Meeting Law, with only limited exceptions allowed by the Open Meeting Law.

This policy shall apply to all advisory boards and commissions, with the exception to the Charter commission and Hospital board. Additionally, the following boards and commissions have existing bylaws which unique procedural provisions shall supersede this policy: Economic Development Authority, Environmental Quality commission, Heritage Preservation commission, Housing and Redevelopment Authority, Human Rights commission, Planning commission, and Library board, ~~Park and Recreation board, and the Northfield Alliance for Substance Abuse Prevention.~~

The board and commission meeting schedule is set ~~by staff (in case meetings need to be moved due to holidays)~~annually using the predetermined schedule and adjusted for holidays and other conflicts. The final meeting schedule is ~~and~~ approved ~~annually~~ by the ~~board and commission~~City Council. The schedule may be adjusted throughout the year as determined by staff with consultation with the ~~board~~board/~~commission~~commission chair. ~~and remains in effect until changed. Meeting schedules should be adopted by the board/commission by December of the preceding year. The majority of the~~Most ~~B~~boards and commissions meet at 6 p.m. in the Council Chambers of the Northfield city Hall, 801 Washington Street, Northfield as per the ~~attached~~ approved schedule~~calendar~~. There may be exceptions to the time and place of board/commission meetings ~~and~~ which~~this~~ will be indicated on the calendar at www.northfieldmn.gov. The board/commissions typically meet as follows:

- ~~A majority of~~Most of the meetings start at 6:00 pm;
- The meetings end by 7:30 pm unless a simple majority (4) of the

board/commission votes to extend the time (exception: Planning commission limit is 2.5 hours (8:30 pm) prior to motion to extend);

- ~~A majority of~~Most of the meetings are held in the Council Chambers of the Northfield city Hall, 801 Washington Street, Northfield;
- All board/commission meeting dates/times are posted on the calendar at www.northfieldmn.gov.

On occasion a board or commission may call a special meeting or adjust the approved meeting schedule. All meetings, whether open to the public or closed, will be posted and noticed as required by the Minnesota Open Meeting Law.

The Rules of Order attached as Appendix "A" will be used as a simplified guideline for board and commission meetings. ~~In the event that~~If further guidance is needed, *Robert's Rules of Order*, most recent edition, will be used. (city Code, Sec. 2-58). The boards and commissions shall use these rules in a reasonable and flexible manner with the goal of ensuring that the will of the majority is fulfilled and the rights of the minority are protected.

Work sessions can be used by the board/commission to discuss various upcoming issues. Decision items are forwarded to regular board and commission meetings for consideration of approval. Work sessions are for discussion by the board and commission members and staff. The chair or staff liaison may arrange a presentation by an individual or group to the board or commission at a work session. There is no public comment at work sessions. Work sessions should only be scheduled by the staff liaison with input from the board/commission chair. Remote attendance is allowed for members of the Economic Development Authority (EDA), Heritage Preservation commission (HPC), Housing and Redevelopment Authority (HRA), and Planning commission/Zoning board of Appeals (PC/ZBA) due to the powers granted to them and the timeline they may have to meet. M~~m~~embers of all other city boards and commissions are not allowed to attend meetings virtually.

Remote attendance by members of the EDA, HPC, HRA, and PC/ZBA for a meeting shall be in accordance with the requirements of the Minnesota Open Meeting Law including but not limited to Minnesota Statutes Sections 13D.021 and 13D.02. Remote

attendance must be requested to the city Clerk and board/commission staff liaison a minimum of six days in advance of the meeting to ensure compliance with proper notice of the meeting as well as preparing for the electronic needs of remote attendance. For example, for a Wednesday meeting, the member would need to notify the city Clerk by the end of the business day on the Thursday before the meeting. The city is required to post notice of meetings at least 3 days prior to the scheduled meeting. In calculating the number of days for providing notice, the first day the notice is given should not be counted, but the last day should be counted. The board or commission member must arrange for a time to test the connections with the staff liaison prior to the meeting. The city's policy is to restrict remote attendance and is limited to up to two members unless it is not practical due to a health pandemic or emergency declared under chapter 12. M~~m~~embers are also limited to remote attendance at two meetings in a calendar year, if the board/commission meets every month or once per calendar year if the board/commission meets every other month. If the member joins a closed meeting remotely, they must take steps at their remote meeting location to ensure that authorized persons cannot hear or see any portion of the closed meeting. This means, at minimum, -be in a location where no other persons can hear or see the closed meeting discussion.

Preparation of board/commission Meeting Agendas

The staff liaison, in consultation with the board/commission chair, shall prepare the preliminary agenda for each board/commission meeting. An agenda may include a "proposed consent agenda." board and commission members may request items listed on the consent agenda be moved to the regular agenda for discussion purposes. No formal vote is required for removal of an item from the consent agenda to the regular agenda. Advance notice of removal is requested to the board chair and staff liaison by noon on the day immediately prior to the meeting date. The requestor should state whether the item is being removed from consent for purposes of a separate vote only or for purposes of discussion and separate vote. The purpose of this advance notice if discussion is sought is to provide staff sufficient time to prepare a presentation on the item and to allow city staff to prepare supplemental information and distribute the same where needed. If advance notice is not given, items must be requested to be removed during the

approval of the agenda. The chair determines placement of the removed item(s) on the regular agenda and will note placement prior to approval of the agenda.

As a general rule, items added to the agenda after ~~12:00 noon~~12:00 p.m. ~~p.m.~~ on the day prior will not be placed on the consent agenda. Limited exceptions may include routine items. These items are required to be distributed in a supplemental memo no later than ~~noon~~ 12:00 p.m. on the day of the meeting and immediately before the meeting.

Questions:

If the board or commission members would like a written answer from city staff in response to their questions, questions should be submitted to staff by noon on the day immediately prior to the meeting date. C~~c~~ity staff will try to respond to questions by 9 a.m. on the day of the meeting if possible.

C~~c~~ity staff will also work to be prepared to answer questions submitted after the deadline or follow-up on questions at the meeting.

Supplemental memo(s) will be distributed no later than ~~12 noon~~12:00 p.m. ~~p.m.~~ on the day of the scheduled meeting. Supplemental memos will be posted on the board or commission ~~materials~~ webpage ~~page~~ at the same time they are distributed to the board or commission members. Paper copies of supplemental memos and eComments, if applicable to the board or commission, will not be made for board or commission members unless requested. Requests should be made to the staff liaison.

There are two ways a board/commission member can request an item be placed on a future agenda:

1. Submit a request for consideration to the chair and staff liaison ; or
2. Request by two or more board/commission members that an item be placed on an upcoming agenda.

In either case, the board/commission member's request for an item to be placed

on a board/commission agenda should be in writing, with some background information provided, and submitted a minimum of 15 calendar days prior to the meeting.

Meeting Agenda

The order of agenda items is as follows:

1. Call to Order
2. Roll Call/Notification of Quorum
3. Approval of Agenda
4. Approval of Minutes
5. Presentations
6. Consent agenda. The purpose of a consent agenda is to allow for routine motions, resolutions (if applicable), and ordinances (if applicable) to be passed with one motion when no discussion is needed. B~~b~~oard or commission members may ask questions for clarification of an item. If a board or commission member wants to discuss an item, it should be removed from the consent agenda by advance notice by 12 p.m.~~noon~~ on the day immediately prior to the meeting date to the chair and staff liaison, or without said prior notice, during the approval of the agenda.
    - Consent agenda item titles will not be read during the meeting.
    - Items are approved by one motion unless a board or commission member requests separate action. All items approved by majority vote unless noted.
7. Open Public Comment. Persons may take one opportunity to address the board or commission 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 chair is required. However, speakers are asked to complete a sign~~-~~-up card providing their name. 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. You may use the back side of the comment cards available in the meeting room. Persons cannot gift their two (2) minute speaking time to other members of the public. Persons cannot observe

silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

Questions will not be responded to during the comment period but will rather be followed up by staff at a future time. Staff will determine appropriate responses based on whether there is a need for a formal data request, is a policy debate versus a question or simply a question that can be responded to.

For some boards or commissions, comments may also be made electronically, if applicable, until ~~12:00 noon~~12:00 p.m. on the day of the meeting through the eComment (electronic comment) system. The comments are available on the city's website as well as in paper form at the meeting for the public.

8. Public Hearings. 6:00 p.m. or at meeting start time as applicable or later (procedure listed below).
9. Board Member and Commissioner Reports
   The board members and commissioners provide updates on board/commission meetings, public comments received, and other items pertinent to board/commission business.
10. Regular agenda.
    - chair Intro/Staff Report
    - board/commission Questions
    - Public Comment (See procedural instructions below)
    - chair Requests Motion/2nd (If action item)
    - board/commission Discussion
    - Vote
11. Public Comment Procedural Instructions for Regular Agenda Items: Persons that wish to speak on a regular agenda item must provide name by completing & submitting a ~~sign up~~sign-up card. Persons may include their address and contact information on the card if they have a question and wish to be contacted back. For certain boards or commissions, persons may also use the electronic register to speak option on the city's website or contact the staff liaison no later than ~~12:00 noon~~12:00 p.m. on the day of the meeting. For certain boards/commissions, persons may also provide comments through the eComment (electronic comment) system no later

than ~~12:00 noon~~12:00 p.m. on the day of the meeting. These comments are sent to the staff liaison when they are submitted through the eComment system. The comments are available on the city's website as well as in paper form at the meeting for the public. The chair 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 board or commission's time. M~~m~~embers of the public wishing to speak must adhere to the following guidelines:

- Speak only once for no more than two (2) minutes (not including interpreter's time, if applicable) on the topic unless the speaker is addressed by the board or commission;
- Identify your relationship to the topic;
- Have a spokesperson or two (2) for your group to present your comments;
- Persons wanting a response to a question must submit the question in writing to the staff liaison, including name and how you would like to be contacted. You may use the back side of the comment cards available in the meeting room.
- Questions will not be responded to during the comment period.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

12. Staff updates
13. Adjourn.

Board/Commission Packets
Packets are available electronically at least 3 days prior to the meeting at www.northfieldmn.gov.

Supplemental memo information will be available on the city's website as soon as it is distributed to the board or commission.

Any supplemental packet materials received and shared with the board or

commission at the meeting will be available in paper form at the meeting. Supplemental materials will be posted on the city's website within 48 hours after the meeting.

Public Hearing Procedure

A Public Hearing is used by certain boards/commissions to solicit the public's comments on various projects or issues as authorized for the board or commission by their enabling authority provided in charter, state law, city code or City Council enabling resolution.

A. The chair will open the hearing by identifying the subject.
B. Staff Presentation - staff will give a presentation on the subject.
C. Applicant's Presentation - if needed.
D. Public Input - The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.
    1. The chair will recognize a speaker at the podium and comments/conversation will be between the chair and speaker; and between the chair and board/commission members.
    2. At the podium the speaker must give their name and if representing a business, must give the name of the business or corporation. If an Attorney or consultant ~~is representing~~represents a client, the client must be identified for the record.
    3. Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time, if applicable).
    4. Speakers who have material to be handed out to the board/commission members will pass the material to the staff liaison. The staff liaison will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.
    5. Persons cannot gift their two (2) minute speaking time to other members of the public.
    6. Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.
E. Questions or Clarifications from board/commission – After the public input of the public hearing is completed, the board/commission may request

questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held. Questions should be succinct and avoid being rhetorical or leading in nature. Subsequent actions of the board/commission provide for opportunities for further questions or clarifications from the board/commission.

F. Any material to be entered into the record shall be noted. Any written communication presented to the board/commission during a meeting shall be simply delivered to the board/commission and not publicly read at the meeting. They shall then be recorded in the minutes by title and filed with the minutes in the office of the board/commission liaison.

G. Motion to Close Hearing- The chair will state if there is an extension of time for public input into the hearing. If not, the board/commission will make a motion, second, and vote on closing the public hearing. Following the public hearing, the board/commission members shall deliberate and vote on the matter.

Board/Commission Recognition of Citizens/Groups/Events

Recognition of Citizens/Groups/Events will follow Policy 1.06 Proclamations and Resolution Policy (Appendix E).

Citizen Participation

Board/commissions invite the public to express their views and comments on issues with the board/commission agenda items through the following ways:

- Open public comment at board and commission meetings eComment through the city's website on agenda items, if applicable for board/commission
- Meetings of various boards or commissions
- Phone calls, e-mails, letters and/or visits with board and commission members or city Staff.
- Public comment via electronic video/audio as provided during a health pandemic or other public emergency in accordance with Minnesota Statutes, section 13D.021, as applicable.

Mic Etiquette for Board/Commission members and Citizen Participation

- Mute your microphone when you are not speaking. This is to help keep the background noise to a minimum.
- Be mindful of background noise. Also, be mindful during the meeting if someone else is talking and their microphone is muted, alert then that they are muted and ask them to unmute themselves.
- Position your microphone in a comfortable position (6-12 inches away from your mouth) and remember to speak towards the microphone when speaking.
- When speaking into the microphone, speak at a normal volume.

AV Protocol for Breaks

When the board/commission calls for a break Meeting Associate will do the following:

- Mute all microphones during the break.
- Unmute chair's microphone in preparation for calling meeting back to order.

Capacity of Council Chambers

The Council Chambers will be set up not to exceed the legal occupancy as set by the Building Official. The room set up will take into account all current Minnesota Department of Health and Centers for Disease Control and Prevention guidelines in place. If needed, additional conference room space will be available for seating showing the live stream of the meeting for the public to view.

Minutes

The minutes of a board/commission are not a transcription of the proceedings of the meeting, but capture the actions taken during a meeting. The C~~c~~ity of Northfield has a data practices policy that requires permanent retention of all recorded public meetings as of January 1, 2023 that are made that can serve as additional reference of the full board/commission meeting.

Minutes will include:

a. Time and place of the meeting
b. M~~m~~embers present

c. Summary of all decisions made
d. Who moved and seconded each item
e. Who voted for and against each item
f. Names of all persons other than members who spoke at the meeting, and subject on which they spoke

Board/commission meetings which are informal in nature e.g. strategic planning sessions, retreats, special topic discussion, etc., are not generally recorded. However, minutes including a summary of meeting purpose/items discussed, board/commission attendance, time, date, and location will be kept and filed with the staff liaison.

Live Stream/Recording
Regular meetings, work sessions, and special board/commission meetings are intended to be live streamed as practical and recorded, if held at C~~c~~ity Hall in the Council Chambers. Off-site meetings are not recorded, however may be on an as-needed staff basis.

Role of the city Attorney related to boards/commissions.
B~~b~~oard/commission members should follow Policy 1.07 Role of the C~~c~~ity Attorney Related to City Council and board and commission members Policy (Appendix F).

Role of staff liaison related to board/commission members
A city staff member(s) will be assigned by the C~~c~~ity Administrator to assist boards and commissions with their work as a staff liaison. B~~b~~oard/commission members may not direct the tasks of the staff liaisons but can request assistance to complete initiatives. The duties of the staff liaison include, but are not limited to:

- Setting the meeting agenda with input from the chair.
- Preparing for meetings by reserving meeting rooms, setting up meeting rooms as needed, and coordinating with Communication/IT regarding A/V needs.
- Advising board and commission officers and members of proper parliamentary procedures.
- Recording and preparing meeting minutes (or delegate the responsibility to another city staff member).

- Editing meeting videos, if applicable (or delegating the responsibility to another city staff member).
- Providing technical expertise and/or ensuring other staff members are brought in when needed.
- Preparing staff reports/background memos for agenda items.
- Drafting resolutions and ordinances and ensuring review and approval by the city attorney.
- Present staff reports at meetings and provide background information for other agenda items.
- Serving as a bridge between the City Council and the board/commission by communicating information and directives.
- Responding to board or commission inquiries or constituent concerns in a timely manner or forward on as necessary.
- Providing orientation material to newly appointed members.

Board/commission staff liaisons shall cause notice of meetings, agendas, minutes and related materials to be posted on the city's website and preserved according to city procedures.

Questions related to board/commission agenda items (either e-mail or via telephone) should be directed to the staff liaison.

Seating Assignments
Board/commission seating shall be determined as follows:

- The chair of the board/commission should be seated in the center of the dais. The chair and staff liaison will determine the remainder of the seating chart. This arrangement will remain throughout the year. Only voting members, including youth voting members, are seated at the dais. All other non-voting members should be seated on the staff side of the dias as room allows.

Boards/Commissions – ~~Council Liaisons or Ex-Officio members~~Council Representation
Council ~~Liaisons and Ex-Officio members~~Members appointed to boards and

commissions should follow Policy 1.0~~8~~9 ~~Council Liaison and Ex- Officio member Policy~~Council Representation on Boards and Commission Policy (Appendix G).

Governing Law

Boards and commissions shall operate and exercise their respective duties in accordance with Northfield Code, Chapter 2 – Administration, Article VI. – boards and commissions, Division 1 and their governing authority as contained in charter, state law, city code or City Council enabling resolution, as applicable.

Updates to Rules

These rules will be reviewed periodically by the City Council and may only be updated by the City Council.

APPENDIX A: Rules of Order

Preamble

A. Purpose. The purpose of these rules is to foster debate and discussion in an orderly manner, not to suppress honest discussion with excessive formality. Without rules, confusion and disorderly proceedings would hamper all city action, no matter how well intended. Rules allow city business to be conducted as efficiently as possible, protect minority groups by giving every person a chance to be heard, prevent discussion of multiple topics at once, and allow decisions to be made by majority rule.

B. Rights of the City Council and/or board/commission members. All City Council members and/or board/commission members are equal and have the same rights to make motions; object to motions in a timely manner; participate in debate; have their votes counted; and speak, when recognized, free of interruption.

C. Obligations of the City Council and/or board/commission members.

1. The rights of individual City Council members and/or board/commission members cannot be realized unless all City Council members and/or board/commission members also recognize their obligations as members of their respective body. City Council members and/or board/commission members are obligated to receive the recognition of the chair before speaking, except as otherwise provided by these rules and consistent with applicable ordinances. No one has the right to speak at whim. City Council members and/or board/commission members are obligated to speak directly on the subject being considered and observe time limits for comment. Finally, City Council members and/or board/commission members are obligated to address all remarks to the presiding officer, avoid personal attacks, and refrain from using any insulting or demeaning language or indecent or threatening behavior.

1. Inherent in the duties of holding public office and/or appointment to a board/commission is participation in meetings and that includes voting. City Council members and/or board/commission members have a general duty and obligation by virtue of holding public office and/or appointment to vote on

business that comes before their respective body, unless a City Council member and/or board/commission member has a disqualifying conflict of interest or other conflict of interest, which either requires abstention or for which the City Council member and/or board/commission member desires to abstain, for example, in order to avoid the appearance of impropriety.

2. While a City Council member and/or board/commission member has a duty to vote on matters before their respective body, a City Council member and/or board/commission member cannot be compelled to vote on such a matter, and a City Council member and/or board/commission member should not vote on a matter upon which the City Council member and/or board/commission member has a disqualifying conflict of interest.
3. City Council members and/or board/commission members who have a disqualifying conflict of interest are generally excluded when counting the number of votes needed to approve an action by a supermajority vote. Although City Council members and/or board/commission members may be tempted to abstain from voting on a controversial matter, they should remember that the abstention will ultimately tend to pass or defeat the matter. The best advice is to avoid the kinds of problems that can arise from abstentions and vote, unless an abstention is required because a City Council member and/or board/commission member has a personal interest in the matter or some other disqualifying conflict of interest.
4. If any City Council member and/or board/commission member, being present, chooses not to vote, the City Council member and/or board/commission member shall verbally state "Present - Not Voting" and the minutes shall reflect this action.

Rule 1. Motions.
All formal actions of City Council and/or board/commissions must be by motion. A City Council member and/or board/commission member may make only one motion at a time.

Rule 2. Language for making a motion.
The appropriate language for making a motion shall be substantially similar to "I move to _____."

Rule 3. Procedure for consideration of a motion.
A motion must be seconded. Once a motion has been made and seconded, the presiding officer shall restate the motion and (if applicable) open the motion up for debate, provided that the presiding officer determines that the motion is in order and no objections to the motion have been made pursuant to Rule 4. A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, charter, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings. Debate shall follow the procedures in Rule 5. Once debate has concluded, the presiding officer shall restate the motion and call for a vote on the issue. A motion shall be considered passed if it receives a majority vote of those present at the meeting, unless otherwise required by law. A resolution or ordinance shall be considered passed if it receives a majority vote of all City Council members and/or board/commission members (4), unless otherwise required by law.

Rule 4. Objections to a motion.

A. Any member of the City Council and/or board/commission may make an objection to a motion if the objector believes the motion is not in order. A motion is in order if it is made at a proper time, in the proper format and does not violate any applicable rules of law, charter, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings.

B. An objection to a motion must be made immediately following the motion and at no other time. The objector does not need to be recognized by the presiding officer in order to voice their objection. The appropriate language for making an objection shall be substantially similar to "I object to the motion as being out of order, and call for a ruling by the presiding officer."
C. A motion may be objected to as not being made at a proper time if the motion was made by a person not called upon by the presiding officer to speak, or if it does not follow the agreed upon agenda for the meeting.
D. The presiding officer shall determine whether the motion is in order.
E. In determining whether the motion is in order, the presiding officer shall let the objector to the motion speak once explaining the objector's position. Next, the presiding officer shall let the maker of the motion speak once to answer the

concerns of the objector. Then the presiding officer shall make a formal ruling as to whether the motion was in order.

F. If the motion is ruled out of order, the motion shall not be considered. If the motion is ruled in order, the presiding officer shall open the motion for debate (if applicable).
G. The presiding officer's ruling may be appealed as provided in Rule 7.

Rule 5. Debate.

A. Generally only one motion may be considered at a time in debate. Once a motion has been made, the presiding officer shall restate the motion and open the motion for debate, if the motion is debatable. The presiding officer shall conduct the debate in accordance with the following:
B. For initial comments, all comments shall be limited to five (5) minutes. For subsequent comments, all comments shall be limited to two (2) minutes.
C. The maker of the motion shall be permitted to speak first on the issue.
D. Everyone who wishes to speak on the issue must be permitted to speak once, before City Council members and/or board/commission members who have already spoken are permitted to speak again.
E. City Council members and/or board/commission members shall avoid repeating points already made in the debate or other duplicative conduct that may delay the proceedings. Where a point has already been made, City Council members and/or board/commission members may affirm agreement or disagreement.
F. Generally only one motion may be considered at a time in debate. Debate may only be interrupted by a motion to:
    1. amend the original motion,
    2. take a brief recess,
    3. withdraw the motion by the motion's maker,
    4. divide a complex question,
    5. defer consideration to a later date,
    6. refer an issue to committee,
    7. motion for the previous question,
    8. limit debate,
    9. for a point of order.

10. When debate is interrupted by any of these motions, the interrupting motion shall be resolved prior to resuming debate.

Rule 6. Definitions of motions that may interrupt debate (secondary motions).
As explained in Rule 5, only certain motions may interrupt debate on a motion. These are called secondary motions. When a secondary motion is made, the presiding officer must follow the same procedures in Rule 3 to consider the secondary motion. A secondary motion must be resolved, either by being ruled out of order by the presiding officer or debated and voted upon by the City Council and/or board/commission members, before debate on the main motion can resume. Secondary motions may also be made outside of debate, where appropriate. For example, a motion to take a brief recess can be made before, during, or after a debate.

A. Motion to amend the original motion. The maker of the motion does not need to consent to a motion to amend. However, the maker of the motion may vote against the amendment or withdraw their motion via a motion to withdraw prior to any amendment being approved.
    1. Only two amendments may be made to an original motion to avoid confusion.
    2. The amendments should be voted on in reverse order, with the last amendment being voted upon first.
    3. To avoid confusion, complex language should be put in writing.
    4. A motion may not be amended so substantially as to essentially reject the original motion, though different language may be proposed so as to entirely substitute for the original language.

    The appropriate language for making a motion to amend shall be substantially similar to "I move to amend the motion by inserting between . . . . and . . . ." or "I move to amend the motion by adding after . . ." or "I move to amend the motion by striking out . . ." or "I move to amend the motion by striking out . . . and inserting . . ." or "I move to amend by striking out the motion . . . and substituting the following."

B. Motion to take a brief recess is not a motion to adjourn or continue the meeting to another time or place. Instead, it is a motion to take a brief respite

no greater than 20 minutes. If a motion to take a brief recess is granted, the presiding officer may set a time for the meeting to resume. In addition, the presiding officer is authorized to call for a brief recess on the presiding officer's own initiative, without a vote, to maintain order in the meeting.

The appropriate language for making a motion to recess shall be substantially similar to "I move to take a brief recess for ____ minutes."

C. Motion to withdraw a motion is not subject to debate, and it can only be made by the motion's maker before a motion is amended.

The appropriate language for making a motion to withdraw shall be substantially similar to "I move to withdraw my motion."

D. Motion to divide a complex question may be used for complex items of business. It allows the City Council to break larger questions into smaller parts, which are considered separately.

The appropriate language for making a motion to divide a complex question shall be substantially similar to "I move to divide the question into ___ parts. Part 1 shall be ____.. Part 2 shall be ____.

E. Motion to table or defer consideration to a later date is not subject to debate. It may be used to defer or delay consideration of a matter.

The appropriate language for making a motion to defer consideration shall be substantially similar to "I move to defer consideration of the main motion/this item until _____."

F. Motion to refer an issue to committee is not subject to debate. It may be used to refer an issue to a city committee, such as the park board or planning commission, for their report. The motion should contain an expected receipt day for the report.

The appropriate language for making a motion to refer an issue shall be substantially similar to "I move to refer the main motion/this issue to the ____ committee for its consideration and recommendation. The committee should report back to the City Council in ____ days/weeks."

G. Motion for call of the previous question is not subject to debate. It may be used only after at all members of the City Council and/or board/commission have been permitted to speak at least once on the motion. If approved by a super majority (5 of 7), a vote must be taken on the motion under debate immediately. Vote required –super majority (5 of 7).

The appropriate language for making a motion to call the previous question shall be substantially similar to "I move to call the previous question" or "I move for an immediate vote on this issue."

H. Motion to limit debate is not subject to debate. It may be used to establish time limits for debate.

The appropriate language for making a motion to limit debate shall be substantially similar to "I move to limit debate on this issue to ___ minutes per person" or "I move to limit City Council and/or board/commission debate on this issue to no more than _____ minutes total." Vote required –super majority (5 of 7).

I. Motion for a point of order is not subject to debate. It may be used to signal to the presiding officer that the Council member and/or board/commission member feels the proceedings have gotten disorderly.

The appropriate language for making a motion for a point of order shall be substantially similar to "I move for a point of order by the presiding officer."

NOTE: Most secondary motions should not literally interrupt debate. They may not be made in the midst of the comments of a speaker duly recognized by the presiding officer, or silence the speaker's speech. To make a secondary motion, the maker must be called upon and recognized by the presiding

officer. There are two exceptions to this rule—a motion for a call of the previous question and a motion for a point of order. These motions may be made at any time—even in a manner that interrupts a speaker. However, these motions should be made only in the rare instance where a meeting has become out of control, strayed from the agenda, or become disorderly.

Rule 7. Appealing procedural decisions of the presiding officer.

A. Any member of the City Council and/or board/commission may appeal to the full City Council a ruling on order or procedure made by the presiding officer.
B. Procedure for appeals. An appeal is made by motion. A second is needed for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain the presiding officer's ruling, but no other City Council member and/or board/commission member may participate in the discussion. Note: This procedure matches city Code Sec. 2-58(c) pertaining to City Council.
C. Once both the maker of the motion and the presiding officer have spoken, the matter must be voted upon by the City Council and/or board/commission as a whole.
D. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

Rule 8. Other special motions explained.

A. Motion to adjourn is not subject to debate. It may be used to suggest a conclusion to the meeting. The presiding officer may adjourn a meeting on the presiding officer's own initiative, without a vote, if necessary to maintain order.

   The appropriate language for making a motion to adjourn shall be substantially similar to "I move to adjourn the meeting."

B. Motion to go into closed session may be used to close the meeting pursuant to the Minnesota Open Meeting Law. When the motion is made, the basis for closing the meeting and the applicable law must be stated into the record. The presiding officer may also close the meeting on the presiding officer's own initiative, without a City Council and/or board/commission vote, if closing the meeting is mandatory under the law or if directed by the city Attorney.

The appropriate language for making a motion to go into closed session shall be substantially similar to "I move to close the meeting in order to consider _____ pursuant to _____of the Minnesota Open Meeting Law."

C. Motion to leave a closed session may be used to conclude a closed session and return to an open meeting.

The appropriate language for making a motion to leave a closed session shall be substantially similar to "I move to open the meeting."

D. Motion to revive consideration of an issue may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting.

The appropriate language for making a motion to revive shall be substantially similar to "I move to revive consideration of previously tabled/deferred/referred to committee."

E. Motion to reconsider may be made only at the same meeting where the issue was originally considered and voted upon. It may be made only by a person on the prevailing side of an issue. In the event of a tie vote, those voting against the issue shall be considered the prevailing side.

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to reconsider _____."

F. Motion to rescind or repeal may be made at any meeting following the meeting where the issue was originally considered and voted upon. It may be made by any City Council member and/or board/commission member, whether or not the maker was on the prevailing side. It may not be made when prevented by law or where substantial reliance on the City Council's and/or board/commission's previous decision has occurred (for example, in the area of contracts or hiring/termination of employees).

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to rescind/repeal the City Council's and/or board/commission's previous action related to ____ as stated in resolution number ____."

G. Motion to prevent reintroduction of an issue for months is not subject to debate. It may be used to limit discussion of an issue that has been raised and/or moved for reconsideration several previous times.

The appropriate language for making a motion to prevent reintroduction shall be substantially similar to "I move to prevent reintroduction of this issue for ____ months."

H. Motion to suspend the rules or to consider a motion informally should be used sparingly on issues likely to be uncontroversial. Complex motions and resolutions should still be put in writing. This motion may permit informal discussion of an issue (such as a roundtable discussion, brainstorming session, visioning session, etc.) where appropriate.

The appropriate language for making a motion to proceed informally shall be substantially similar to "I move that we suspend the rules and proceed informally in discussing the issue of _____. " Vote required –super majority (5 of 7).

Rule 9. Robert's Rules.

These model rules are designed specifically for Minnesota City Councils. Further, these rules were drafted to be an appropriate level of regulation and formality for smaller governing bodies typically seen in Minnesota cities. Robert's Rules of Order will be used in the event that further guidance is needed. Where a situation arises that is not addressed by these rules, the intent of these rules, as expressed in the preamble, should be effectuated by the presiding officer, in consultation with the city Attorney.

APPENDIX B: Rules of Decorum

C~~e~~ity meetings are for the primary purpose of considering action on matters pertaining to city business, public interest, the operation of the city, and the provision of city services. city meetings on important community issues may at times become contentious. Establishing rules of decorum to govern the conduct of all persons attending and/or participating in such meetings is in the public interest and helps to ensure orderly and respectful meetings as well as the safety of attendees and participants. On occasion, however, members of the City Council, board/commission, public and/or staff may not follow the rules. On these occasions, the presiding officer's role is particularly important. The presiding officer shall be responsible for maintaining order and decorum of such meetings. All councilmembers, as well as members of committees, boards and commissions, as applicable, shall assist the presiding officer in preserving order and decorum at meetings and in providing for the efficient and orderly operation of meetings. The following rules of decorum shall apply to all persons attending and/or participating in a meeting, unless otherwise expressly noted. The following rules of decorum shall also apply to all persons attending and/or participating in a meeting of any City Council committee, and/or board or commission established by the city.

1. City Council and/or board/commission meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.
2. Participants shall conduct themselves at City Council and/or board/commission meetings in a manner consistent with the following:
    a. No person shall engage in conduct which delays or interrupts the proceedings.
    b. No person shall hinder honest, respectful discussion and debate.
    c. No City Council member or board/commission member shall engage in private conversation or pass private messages while in the chamber in a manner so as to interrupt the proceedings of the City Council or board/commission.
    d. In keeping with the intent of the Minnesota Open Meeting Law, the City

Council and/or board/commissions shall not use any form of electronic communications technology, such as sending or receiving text messages or e-mail, to communicate with one another or third parties about the business of the meeting during a public meeting.

e. No person shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.

f. No person shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during a City Council and/or board/commission meeting.

g. No person shall use dismissive body language (i.e. eye rolling, gestures, turning back to speaker, etc.)

h. No person shall speak on any subject other than the subject in debate.

i. No person shall ask rhetorical or leading questions during City Council and/or board/commission question period. Questions of clarification should be succinct.

j. No person shall speak without being recognized by the chair; nor shall any person interrupt the speech of another person, except where permitted to raise a point of order.

k. No person shall disobey the City Council Rules of Order and Procedure or a decision of the presiding officer on questions of order or practice or upon the interpretation of the rules of council.

l. No person shall engage in disorderly conduct that interferes with the effective orderly conduct of any meeting by failing to comply with these rules of decorum or otherwise disrupting or impeding the meeting, where the interference is solely caused by the conduct of the person and not the content of the person's expression. Prohibited conduct includes, but is not limited to, audible demonstrations of approval or disapproval; cheering or shouting; vulgar, profane, threatening, obscene, abusive, or disruptive conduct or unprotected speech; whistling, clapping, or stamping of feet.

m. No person shall hold, display, or place banners, signs, objects, or other materials in any way that endangers the safety of others, prevents the free flow of individuals within the meeting room or the ingress or egress

from the meeting room or any emergency exits thereto, or otherwise obstructs or prevents the viewing of the meeting by other persons in attendance.

n. All cell phones and other electronic devices shall be silenced during meetings.

o. Persons should be addressed by use of title and/or last name.

Enforcing decorum

When a person, attendee or participant violate the above rules of order and decorum, the presiding officer is authorized to take any one or more of the following actions:

- Not recognize a violating or breaching person's, attendee's or participant's request to speak, or limiting their role in debate or comment, as applicable, until decorum is observed.
- Declare the person's, attendee's or participant's actions out of order.
- Temporarily recess the meeting until order is restored.
- Issue the person, attendee or participant a verbal warning and/or directive that the person, attendee or participant is out of order and shall follow the rules of order and decorum, be silent unless recognized to speak and/or immediately cease such conduct. . If the person, attendee or participant has been issued prior verbal warning within the previous six months at any city meeting, the presiding officer is within their right to forgo an additional verbal warning and immediately order the person, attendee or participant to leave the meeting.
- If after issuance of a verbal warning as provided above, the person, attendee or participant continues to engage in prohibited conduct or otherwise fails to comply with the presiding officer's warning, the presiding officer may further direct or order the person, attendee or participant to immediately leave the meeting.

- If the person, attendee or participant so ordered as provided above does not immediately abide by the presiding officer's order or directive by leaving the meeting, and/or the person, attendee or participant continues such prohibited conduct, the presiding officer may direct any law enforcement officer to remove the person from the meeting

M~~m~~embers of the council and/or board/commission may request action by the presiding officer to curb another member's conduct through a motion for a point of order. The motion may request a specific response to conduct by the presiding officer. For example, "I make a motion for the presiding officer to call Councilmember and/or board/commission member ____ to order and to desist from making personal attacks." Any member of the Council and/or board/commission may appeal to the full council and/or board/commission a ruling on order or procedure made by the presiding officer. The procedure is noted in Rule 7 of the Council Rules of Order.

M~~m~~embers may make a motion for adjournment or for a brief recess, if a participant's actions are so offensive as to disrupt the orderly process of the meeting.

Generally any councilmember and/or board/commission member (including the mayor and/or chair), may make a motion to censure a City Council member and/or board/commission member for conduct that breaches decorum. A censure often takes the form of a resolution adopted by City Council vote noting the member's conduct and expressing disapproval of such conduct.
State law and city Code also prohibits persons, including City Council members and/or board/commission members, from disturbing public meetings, through fighting or threatening words and conduct. Persons or City Council members and/or board/commission members who engage in this unlawful conduct may be charged with a misdemeanor.

These rules of decorum shall be available in the City Council Chambers.

APPENDIX C: Public Participation Guide

The Northfield City Council invites the public to express their views and comments on issues with the City Council through the following ways:

- Public comment times at City Council meetings
- eComment through the city's website on agenda items
- Meetings of various boards or commissions
- Phone calls, e-mails, letters and/or visits with the City Council and/or city Staff.
- Public comment via electronic video/audio as provided for during hybrid City Council Meetings with interactive technology. (City Council meetings only)
- Public comment via electronic video/audio as provided during a health pandemic or other public emergency in accordance with Minnesota Statutes 13D.021. (City Council meetings only)

City Council Meetings

Meetings of the City Council are where the business of the city is conducted and vital decisions for the city's future are made. The main objective of the City Council in the proper conduct of its meetings is to ensure the public's business is conducted in an efficient manner with full opportunity for the City Council to communicate their thoughts on the agenda items before the City Council. City Council meetings are open to the public pursuant to the Minnesota Open Meeting Law. While City Council meetings are open to the public, opportunities for the public to participate in meetings are limited as provided in the publicly noticed meeting agenda as outlined in summary below.

The City Council has also adopted Rules of Decorum (copy attached) for City Council Meetings. The rules of decorum apply to all persons attending and/or participating in a meeting unless expressly noted. When persons, attendees and/or participants violate the adopted rules of order and decorum, the presiding officer is authorized to:

- Not recognize a violating or breaching person's, attendee's or participant's request to speak, as applicable, until decorum is observed.
- Declare the person's, attendee's or participant's actions out of order.
- Temporarily recess the meeting until order is restored.

- Issue the person, attendee or participant a verbal warning and/or directive that the person, attendee or participant is out of order and shall follow the rules of order and decorum, be silent unless recognized to speak and/or immediately cease such conduct.
- If after issuance of a verbal warning as provided above, the person, attendee or participant continues to engage in prohibited conduct or otherwise fails to comply with the presiding officer's warning, the presiding officer may further direct or order the person, attendee or participant to immediately leave the meeting.
- If the person, attendee or participant so ordered as provided above does not immediately abide by the presiding officer's order or directive by leaving the meeting, and/or the person, attendee or participant continues such prohibited conduct, the presiding officer may direct any law enforcement officer to remove the person from the meeting.

The City Council meets:

- ~~The first and third Tuesday of each month in regular session from 6:00 pm – 9:00 pm to include a Council Listening Session from 6:00 pm – 6:20 pm;~~
- ~~The second Tuesday of the month in a work session 6:00 pm – 9:00 pm;~~
- ~~Council Chambers of the Northfield city Hall, 801 Washington Street, Northfield;~~
- The first and third Tuesday of each month for a regular meeting and the second Tuesday of each month for a work session.
- Meetings typically start at 6:00 pm and conclude by 9:00 PM. If there is a meeting scheduled beforehand, such as a Housing and Redevelopment meeting, the Council meeting will start at the conclusion of the preceding meeting. The Council can extend the meeting beyond the scheduled time with a majority vote.
- As needed for closed meetings and special meetings.
- Council meetings are typically held in the Council Chambers at Northfield City Hall, 801 Washington Street, but may be held elsewhere if necessary.
- All meetings and work sessions, whether open to the public or closed, will be posted and noticed as required by the Minnesota Open Meeting Law.

Citizens requesting items for an agenda may contact their elected representative or city staff to have their request considered.

The use of cameras, video, and other recording devices, is permitted during City Council meetings. However, these devices must be used in an unobtrusive manner that does not disrupt or delay the meeting. Cell phones and other devices must be silenced during meetings.

City Council Meeting Agendas/Opportunities to Speak at a Meeting
The typical order of agenda items is as follows:

1. **Call to Order/Roll Call/Notification of Quorum**
2. **Open Public Comment** (~~6:00 p.m. – 6:20 p.m~~ Starting immediately after the meeting is called to order and concluding when all persons wishing to speak have been given the opportunity or 20 minutes have passed, whichever comes first.~~).~~)
3. **Approval of Agenda**
4. **Approval of Minutes**
5. **Presentations**
6. **Consent agenda**
7. **Public Hearings** – 6:00 p.m. or later (procedure listed below).
8. **Mayor & Council reports**
9. **Regular agenda**. Persons that wish to speak on a regular agenda item must provide name by completing & submitting a sign up card. Persons may include their address and contact information on the card if they have a question and wish to be contacted back. 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~~12:00 p.m. on the day of the meeting. Persons may also provide comments through the eComment (electronic comment) system no later than ~~12:00 noon~~12:00 p.m. on the day of the meeting. These comments are automatically sent to the Council when they are submitted through the eComment system. The comments are available on the city's website as well as in paper form at the meeting for the public. 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 City Council's time. members of the public wishing to speak must adhere to the following guidelines:

- Speak only once for no more than two (2) minutes (not including interpreter's time) on the topic unless the speaker is addressed by the City 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 Ce~~e~~ity Clerk, including name and how you would like to be contacted. . You may use the back side of the comment cards available in the meeting room.
- Questions will not be responded to during the comment period.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

10. **Ce~~e~~ity Administrator update**
11. **Adjourn**.

Public Hearing Procedure:

A Public Hearing is used by the City Council to solicit the public's comments on various projects or city operation procedures.

A. The chair will open the hearing by identifying the subject.
B. Staff Presentation- staff will give a presentation on the subject.
C. Applicant's Presentation- if needed.
D. Public Input- The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.
    - The chair will recognize a speaker at the podium and comments/conversation will be between the chair and speaker; and between the chair and Council members.
    - At the podium the speaker 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.
    - Speakers will be allowed to speak a maximum of two (2) minutes per

item (not including interpreter's time, if applicable).

- Speakers who have material to be handed out to the City Council members will pass the material to the city Administrator. The city Administrator will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

E. Questions or Clarifications from City Council – After the public input of the public hearing is completed, the City Council may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held.

F. Any material to be entered into the record shall be noted. Any written communication presented to the City Council during a City Council meeting shall be read into the record or summarized for the record or simply delivered to the City Council, as the City Council may determine. They shall then be recorded in the minutes by title and filed with the minutes in the office of the city clerk.

G. Motion to Close Hearing- the chair will state if there is an extension of time for public input into the hearing. If not, the public hearing will be adjourned.

Assessment Hearing Procedures

Assessment Hearings are similar to the Public Hearing procedure except written notice of objection pertaining to your assessment is required prior to adjournment of the public hearing.

Mic Etiquette for Citizen Participation

- Mute your microphone when you are not speaking. This is to help keep the background noise to a minimum.
- Be mindful of background noise. Also, be mindful during the meeting if someone else is talking and their microphone is muted, alert them that they are muted and ask them to unmute themselves.

- Position your microphone in a comfortable position (6-12 inches away from your mouth) and remember to speak towards the microphone when speaking.
- When speaking into the microphone, speak at a normal volume.

Documents/Recordings
A complete City Council packet is typically available at city Hall and on the city's website www.northfieldmn.gov by noon on the Friday prior to a City Council meeting for the public to review. A complete paper packet is also placed in the Council Chambers prior to a City Council meeting for the public to review. A meeting notice list and agenda are posted on the bulletin board outside the Council Chambers located at city Hall.

Regular meetings, work sessions, and special City Council meetings are live streamed and recorded, if held at city Hall in the Council Chambers. Recordings**,** official records, and documents are available on the city's website www.northfieldmn.gov.

City Council Work Session
The work session is used by the City Council to discuss various upcoming issues. Decision items are forwarded to regular City Council meetings for consideration of approval. Work sessions are for discussion by the Mayor and City Council and city staff. The Mayor or city Administrator may arrange a presentation by an individual or group to the City Council at a work session. There is no public comment at work sessions.

Please watch for publications on the city's Website (www.northfieldmn.gov) for any changes in date and times of meetings and work sessions.

Please contact the city Administration Office if you need special accommodations related to a disability while attending the City Council meeting.

APPENDIX D: Timelines Chart

Item	Deadline*
Request to add item to an upcoming agenda	15 calendar days prior to meeting
Remote Attendance Notification	6 days prior to meeting
Removal of Items from Consent Agenda**	One day prior to meeting 12:00 ~~Noon~~p.m.
board/commission Question Deadline for written responses	One day prior to meeting 12:00 ~~Noon~~p.m.
Supplemental Memo(s) Distributed***	Day of meeting by 12:00 ~~Noon~~p.m.
Meeting packets available electronically	At least three (3) days prior to the meeting
eComment Closes (if applicable)	12:00 ~~Noon~~ p.m. on day of meeting
Information handed out at meetings uploaded to website	48 hours following meeting

* No later than
** If advance notice is not given, items must be removed during agenda approval.
*** Supplemental Memo information will be posted on the website following distribution to Council.

APPENDIX E: Open Public Comment Guidelines

Not applicable for board and commission Rules of Business.

APPENDIX F: 1.07 Proclamation and Resolution Policy

Refer to 1.07 Proclamation and Resolution Policy at https://www.northfieldmn.gov/DocumentCenter/View/18838/107-Proclamation-and-Resolution-Policy

APPENDIX G: 1.08 city Attorney Role Policy

Refer to 1.08 city Attorney Role Policy at https://www.northfieldmn.gov/DocumentCenter/View/18839/108-city-Attorney-Role-Policy

APPENDIX H: 1.09 Council Representation on Boards and Policy

Refer to 1.09 Council Representation on Boards and Policy at https://www.northfieldmn.gov/DocumentCenter/View/18840/109-Council-Liaision-Policy

APPENDIX I: 1.10 Ex Parte Communication Policy

Refer to 1.10 Ex Parte Communication Policy at https://www.northfieldmn.gov/DocumentCenter/View/18841/110-Ex-Parte-Communications-Policy

1.06 BOARD AND COMMISSION RULES OF BUSINESS COUNCIL
Enabling Legislation: Motion 2023-055
Date Adopted: 04/04/23
Revised: 01/06/26

Table of Contents

Meetings 3
Preparation of board/commission Meeting Agendas 5
Questions: 6
Meeting Agenda 6
Board/Commission Packets 9
Public Hearing Procedure 9
Board/Commission Recognition of Citizens/Groups/Events 11
Citizen Participation 11
Mic Etiquette for Board/Commission members and Citizen Participation 11
AV Protocol for Breaks 12
Capacity of Council Chambers 12
Minutes 12
Live Stream/Recording 13
Role of the city Attorney related to boards/commissions. 13
Role of staff liaison related to board/commission members 13
Seating Assignments 14
Boards/Commissions – Council Representation 14
Governing Law 14
Updates to Rules 15

APPENDIX A: Rules of Order 16
APPENDIX B: Rules of Decorum 26
APPENDIX C: Public Participation Guide 30
APPENDIX D: Timelines Chart 36
APPENDIX E: Open Public Comment Guidelines 37
APPENDIX F: 1.07 Proclamation and Resolution Policy 37
APPENDIX G: 1.08 city Attorney Role Policy 37
APPENDIX H: 1.09 Council Liaison Policy 37
APPENDIX I: 1.10 Ex Parte Communication Policy 37

Meetings

Meetings of boards and commissions are where important business of the city is conducted and where recommendations for the city's future are made. The main objective of boards and commissions in the proper conduct of their meetings is to ensure their designated responsibilities and duties related to their public role is conducted in an efficient manner with full opportunity for board and commission members to participate in and communicate their thoughts on agenda items before the board and commission. board and commission meetings are open to the public pursuant to the Minnesota Open Meeting Law, with only limited exceptions allowed by the Open Meeting Law.

This policy shall apply to all advisory boards and commissions, with the exception to the Charter commission and Hospital board. Additionally, the following boards and commissions have existing bylaws which unique procedural provisions shall supersede this policy: Economic Development Authority, Environmental Quality commission, Heritage Preservation commission, Housing and Redevelopment Authority, Human Rights commission, Planning commission, and Library board,

The board and commission meeting schedule is set annually using the predetermined schedule and adjusted for holidays and other conflicts. The final meeting schedule is approved by the City Council. The schedule may be adjusted throughout the year as determined by staff with consultation with the board/commission chair.Most boards and commissions meet at 6 p.m. in the Council Chambers of the Northfield city Hall, 801 Washington Street, Northfield as per the approved schedule. There may be exceptions to the time and place of board/commission meetings which will be indicated on the calendar at www.northfieldmn.gov. The board/commissions typically meet as follows:

- Most of the meetings start at 6:00 pm;
- The meetings end by 7:30 pm unless a simple majority (4) of the board/commission votes to extend the time (exception: Planning commission limit is 2.5 hours (8:30 pm) prior to motion to extend);
- Most of the meetings are held in the Council Chambers of the Northfield city Hall, 801 Washington Street, Northfield;

- All board/commission meeting dates/times are posted on the calendar at www.northfieldmn.gov.

On occasion a board or commission may call a special meeting or adjust the approved meeting schedule. All meetings, whether open to the public or closed, will be posted and noticed as required by the Minnesota Open Meeting Law.

The Rules of Order attached as Appendix "A" will be used as a simplified guideline for board and commission meetings. If further guidance is needed, *Robert's Rules of Order*, most recent edition, will be used. (city Code, Sec. 2-58). The boards and commissions shall use these rules in a reasonable and flexible manner with the goal of ensuring that the will of the majority is fulfilled and the rights of the minority are protected.

Work sessions can be used by the board/commission to discuss various upcoming issues. Decision items are forwarded to regular board and commission meetings for consideration of approval. Work sessions are for discussion by the board and commission members and staff. The chair or staff liaison may arrange a presentation by an individual or group to the board or commission at a work session. There is no public comment at work sessions. Work sessions should only be scheduled by the staff liaison with input from the board/commission chair. Remote attendance is allowed for members of the Economic Development Authority (EDA), Heritage Preservation commission (HPC), Housing and Redevelopment Authority (HRA), and Planning commission/Zoning board of Appeals (PC/ZBA) due to the powers granted to them and the timeline they may have to meet. Members of all other city boards and commissions are not allowed to attend meetings virtually.

Remote attendance by members of the EDA, HPC, HRA, and PC/ZBA for a meeting shall be in accordance with the requirements of the Minnesota Open Meeting Law including but not limited to Minnesota Statutes Sections 13D.021 and 13D.02. Remote attendance must be requested to the city Clerk and board/commission staff liaison a minimum of six days in advance of the meeting to ensure compliance with proper notice of the meeting as well as preparing for the electronic needs of remote attendance. For example, for a Wednesday meeting, the member would need to notify the city Clerk by the end of the business day on the Thursday before the

meeting. The city is required to post notice of meetings at least 3 days prior to the scheduled meeting. In calculating the number of days for providing notice, the first day the notice is given should not be counted, but the last day should be counted. The board or commission member must arrange for a time to test the connections with the staff liaison prior to the meeting. The city's policy is to restrict remote attendance and is limited to up to two members unless it is not practical due to a health pandemic or emergency declared under chapter 12. Members are also limited to remote attendance at two meetings in a calendar year, if the board/commission meets every month or once per calendar year if the board/commission meets every other month. If the member joins a closed meeting remotely, they must take steps at their remote meeting location to ensure that authorized persons cannot hear or see any portion of the closed meeting. This means, at minimum, be in a location where no other persons can hear or see the closed meeting discussion.

Preparation of board/commission Meeting Agendas

The staff liaison, in consultation with the board/commission chair, shall prepare the preliminary agenda for each board/commission meeting. An agenda may include a "proposed consent agenda." board and commission members may request items listed on the consent agenda be moved to the regular agenda for discussion purposes. No formal vote is required for removal of an item from the consent agenda to the regular agenda. Advance notice of removal is requested to the board chair and staff liaison by noon on the day immediately prior to the meeting date. The requestor should state whether the item is being removed from consent for purposes of a separate vote only or for purposes of discussion and separate vote. The purpose of this advance notice if discussion is sought is to provide staff sufficient time to prepare a presentation on the item and to allow city staff to prepare supplemental information and distribute the same where needed. If advance notice is not given, items must be requested to be removed during the approval of the agenda. The chair determines placement of the removed item(s) on the regular agenda and will note placement prior to approval of the agenda.

As a general rule, items added to the agenda after 12:00 p.m. on the day prior will not be placed on the consent agenda. Limited exceptions may include routine

items. These items are required to be distributed in a supplemental memo no later than 12:00 p.m. on the day of the meeting and immediately before the meeting.

Questions:

If the board or commission members would like a written answer from city staff in response to their questions, questions should be submitted to staff by noon on the day immediately prior to the meeting date. City staff will try to respond to questions by 9 a.m. on the day of the meeting if possible.

City staff will also work to be prepared to answer questions submitted after the deadline or follow-up on questions at the meeting.

Supplemental memo(s) will be distributed no later than 12:00 p.m. on the day of the scheduled meeting. Supplemental memos will be posted on the board or commission webpage at the same time they are distributed to the board or commission members. Paper copies of supplemental memos and eComments, if applicable to the board or commission, will not be made for board or commission members unless requested. Requests should be made to the staff liaison.

There are two ways a board/commission member can request an item be placed on a future agenda:

1. Submit a request for consideration to the chair and staff liaison ; or
2. Request by two or more board/commission members that an item be placed on an upcoming agenda.

In either case, the board/commission member's request for an item to be placed on a board/commission agenda should be in writing, with some background information provided, and submitted a minimum of 15 calendar days prior to the meeting.

Meeting Agenda

The order of agenda items is as follows:

1. Call to Order
2. Roll Call/Notification of Quorum
3. Approval of Agenda
4. Approval of Minutes
5. Presentations
6. Consent agenda. The purpose of a consent agenda is to allow for routine motions, resolutions (if applicable), and ordinances (if applicable) to be passed with one motion when no discussion is needed. Board or commission members may ask questions for clarification of an item. If a board or commission member wants to discuss an item, it should be removed from the consent agenda by advance notice by 12 p.m. on the day immediately prior to the meeting date to the chair and staff liaison, or without said prior notice, during the approval of the agenda.
    - Consent agenda item titles will not be read during the meeting.
    - Items are approved by one motion unless a board or commission member requests separate action. All items approved by majority vote unless noted.
7. Open Public Comment. Persons may take one opportunity to address the board or commission 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 chair is required. However, speakers are asked to complete a sign-up card providing their name. 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. You may use the back side of the comment cards available in the meeting room. Persons cannot gift their two (2) minute speaking time to other members of the public. Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

   Questions will not be responded to during the comment period but will rather be followed up by staff at a future time. Staff will determine appropriate responses based on whether there is a need for a formal data request, is a

policy debate versus a question or simply a question that can be responded to.

For some boards or commissions, comments may also be made electronically, if applicable, until 12:00 p.m. on the day of the meeting through the eComment (electronic comment) system. The comments are available on the city's website as well as in paper form at the meeting for the public.

8. Public Hearings. 6:00 p.m. or at meeting start time as applicable or later (procedure listed below).
9. Board Member and Commissioner Reports
   The board members and commissioners provide updates on board/commission meetings, public comments received, and other items pertinent to board/commission business.
10. Regular agenda.
    - chair Intro/Staff Report
    - board/commission Questions
    - Public Comment (See procedural instructions below)
    - chair Requests Motion/2nd (If action item)
    - board/commission Discussion
    - Vote
11. Public Comment Procedural Instructions for Regular Agenda Items: Persons that wish to speak on a regular agenda item must provide name by completing & submitting a sign-up card. Persons may include their address and contact information on the card if they have a question and wish to be contacted back. For certain boards or commissions, persons may also use the electronic register to speak option on the city's website or contact the staff liaison no later than 12:00 p.m. on the day of the meeting. For certain boards/commissions, persons may also provide comments through the eComment (electronic comment) system no later than 12:00 p.m. on the day of the meeting. These comments are sent to the staff liaison when they are submitted through the eComment system. The comments are available on the city's website as well as in paper form at the meeting for the public. The chair 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 board or commission's time. Members of the public wishing to speak must adhere to the following guidelines:

- Speak only once for no more than two (2) minutes (not including interpreter's time, if applicable) on the topic unless the speaker is addressed by the board or commission;
- Identify your relationship to the topic;
- Have a spokesperson or two (2) for your group to present your comments;
- Persons wanting a response to a question must submit the question in writing to the staff liaison, including name and how you would like to be contacted. You may use the back side of the comment cards available in the meeting room.
- Questions will not be responded to during the comment period.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

12. Staff updates
13. Adjourn.

Board/Commission Packets
Packets are available electronically at least 3 days prior to the meeting at www.northfieldmn.gov.

Supplemental memo information will be available on the city's website as soon as it is distributed to the board or commission.

Any supplemental packet materials received and shared with the board or commission at the meeting will be available in paper form at the meeting. Supplemental materials will be posted on the city's website within 48 hours after the meeting.

Public Hearing Procedure
A Public Hearing is used by certain boards/commissions to solicit the public's

comments on various projects or issues as authorized for the board or commission by their enabling authority provided in charter, state law, city code or City Council enabling resolution.

A. The chair will open the hearing by identifying the subject.
B. Staff Presentation - staff will give a presentation on the subject.
C. Applicant's Presentation - if needed.
D. Public Input - The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.
    1. The chair will recognize a speaker at the podium and comments/conversation will be between the chair and speaker; and between the chair and board/commission members.
    2. At the podium the speaker must give their name and if representing a business, must give the name of the business or corporation. If an Attorney or consultant represents a client, the client must be identified for the record.
    3. Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time, if applicable).
    4. Speakers who have material to be handed out to the board/commission members will pass the material to the staff liaison. The staff liaison will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.
    5. Persons cannot gift their two (2) minute speaking time to other members of the public.
    6. Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.
E. Questions or Clarifications from board/commission – After the public input of the public hearing is completed, the board/commission may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held. Questions should be succinct and avoid being rhetorical or leading in nature. Subsequent actions of the board/commission provide for opportunities for further questions or clarifications from the board/commission.

F. Any material to be entered into the record shall be noted. Any written communication presented to the board/commission during a meeting shall be simply delivered to the board/commission and not publicly read at the meeting. They shall then be recorded in the minutes by title and filed with the minutes in the office of the board/commission liaison.
G. Motion to Close Hearing- The chair will state if there is an extension of time for public input into the hearing. If not, the board/commission will make a motion, second, and vote on closing the public hearing. Following the public hearing, the board/commission members shall deliberate and vote on the matter.

Board/Commission Recognition of Citizens/Groups/Events
Recognition of Citizens/Groups/Events will follow Policy 1.06 Proclamations and Resolution Policy (Appendix E).

Citizen Participation
Board/commissions invite the public to express their views and comments on issues with the board/commission agenda items through the following ways:

- Open public comment at board and commission meetings eComment through the city's website on agenda items, if applicable for board/commission
- Meetings of various boards or commissions
- Phone calls, e-mails, letters and/or visits with board and commission members or city Staff.
- Public comment via electronic video/audio as provided during a health pandemic or other public emergency in accordance with Minnesota Statutes, section 13D.021, as applicable.

Mic Etiquette for Board/Commission members and Citizen Participation

- Mute your microphone when you are not speaking. This is to help keep the background noise to a minimum.
- Be mindful of background noise. Also, be mindful during the meeting if someone else is talking and their microphone is muted, alert then that they are muted and ask them to unmute themselves.
- Position your microphone in a comfortable position (6-12 inches away from

your mouth) and remember to speak towards the microphone when speaking.
- When speaking into the microphone, speak at a normal volume.

AV Protocol for Breaks
When the board/commission calls for a break Meeting Associate will do the following:
- Mute all microphones during the break.
- Unmute chair's microphone in preparation for calling meeting back to order.

Capacity of Council Chambers
The Council Chambers will be set up not to exceed the legal occupancy as set by the Building Official. The room set up will take into account all current Minnesota Department of Health and Centers for Disease Control and Prevention guidelines in place. If needed, additional conference room space will be available for seating showing the live stream of the meeting for the public to view.

Minutes
The minutes of a board/commission are not a transcription of the proceedings of the meeting, but capture the actions taken during a meeting. The City of Northfield has a data practices policy that requires permanent retention of all recorded public meetings as of January 1, 2023 that are made that can serve as additional reference of the full board/commission meeting.

Minutes will include:

a. Time and place of the meeting
b. Members present
c. Summary of all decisions made
d. Who moved and seconded each item
e. Who voted for and against each item
f. Names of all persons other than members who spoke at the meeting, and subject on which they spoke

Board/commission meetings which are informal in nature e.g. strategic planning sessions, retreats, special topic discussion, etc., are not generally recorded.

However, minutes including a summary of meeting purpose/items discussed, board/commission attendance, time, date, and location will be kept and filed with the staff liaison.

Live Stream/Recording
Regular meetings, work sessions, and special board/commission meetings are intended to be live streamed as practical and recorded, if held at City Hall in the Council Chambers. Off-site meetings are not recorded, however may be on an as-needed staff basis.

Role of the city Attorney related to boards/commissions.
Board/commission members should follow Policy 1.07 Role of the City Attorney Related to City Council and board and commission members Policy (Appendix F).

Role of staff liaison related to board/commission members
A city staff member(s) will be assigned by the City Administrator to assist boards and commissions with their work as a staff liaison. Board/commission members may not direct the tasks of the staff liaisons but can request assistance to complete initiatives. The duties of the staff liaison include, but are not limited to:

- Setting the meeting agenda with input from the chair.
- Preparing for meetings by reserving meeting rooms, setting up meeting rooms as needed, and coordinating with Communication/IT regarding A/V needs.
- Advising board and commission officers and members of proper parliamentary procedures.
- Recording and preparing meeting minutes (or delegate the responsibility to another city staff member).
- Editing meeting videos, if applicable (or delegating the responsibility to another city staff member).
- Providing technical expertise and/or ensuring other staff members are brought in when needed.
- Preparing staff reports/background memos for agenda items.
- Drafting resolutions and ordinances and ensuring review and approval by the city attorney.

- Present staff reports at meetings and provide background information for other agenda items.
- Serving as a bridge between the City Council and the board/commission by communicating information and directives.
- Responding to board or commission inquiries or constituent concerns in a timely manner or forward on as necessary.
- Providing orientation material to newly appointed members.

Board/commission staff liaisons shall cause notice of meetings, agendas, minutes and related materials to be posted on the city's website and preserved according to city procedures.

Questions related to board/commission agenda items (either e-mail or via telephone) should be directed to the staff liaison.

Seating Assignments
Board/commission seating shall be determined as follows:

- The chair of the board/commission should be seated in the center of the dais. The chair and staff liaison will determine the remainder of the seating chart. This arrangement will remain throughout the year. Only voting members, including youth voting members, are seated at the dais. All other non-voting members should be seated on the staff side of the dias as room allows.

Boards/Commissions – Council Representation
Council Members appointed to boards and commissions should follow Policy 1.09 Council Representation on Boards and Commission Policy (Appendix G).

Governing Law
Boards and commissions shall operate and exercise their respective duties in accordance with Northfield Code, Chapter 2 – Administration, Article VI. – boards and commissions, Division 1 and their governing authority as contained in charter, state law, city code or City Council enabling resolution, as applicable.

Updates to Rules

These rules will be reviewed periodically by the City Council and may only be updated by the City Council.

APPENDIX A: Rules of Order

Preamble

A. Purpose. The purpose of these rules is to foster debate and discussion in an orderly manner, not to suppress honest discussion with excessive formality. Without rules, confusion and disorderly proceedings would hamper all city action, no matter how well intended. Rules allow city business to be conducted as efficiently as possible, protect minority groups by giving every person a chance to be heard, prevent discussion of multiple topics at once, and allow decisions to be made by majority rule.

B. Rights of the City Council and/or board/commission members. All City Council members and/or board/commission members are equal and have the same rights to make motions; object to motions in a timely manner; participate in debate; have their votes counted; and speak, when recognized, free of interruption.

C. Obligations of the City Council and/or board/commission members.

1. The rights of individual City Council members and/or board/commission members cannot be realized unless all City Council members and/or board/commission members also recognize their obligations as members of their respective body. City Council members and/or board/commission members are obligated to receive the recognition of the chair before speaking, except as otherwise provided by these rules and consistent with applicable ordinances. No one has the right to speak at whim. City Council members and/or board/commission members are obligated to speak directly on the subject being considered and observe time limits for comment. Finally, City Council members and/or board/commission members are obligated to address all remarks to the presiding officer, avoid personal attacks, and refrain from using any insulting or demeaning language or indecent or threatening behavior.

1. Inherent in the duties of holding public office and/or appointment to a board/commission is participation in meetings and that includes voting. City Council members and/or board/commission members have a general duty and obligation by virtue of holding public office and/or appointment to vote on

business that comes before their respective body, unless a City Council member and/or board/commission member has a disqualifying conflict of interest or other conflict of interest, which either requires abstention or for which the City Council member and/or board/commission member desires to abstain, for example, in order to avoid the appearance of impropriety.

2. While a City Council member and/or board/commission member has a duty to vote on matters before their respective body, a City Council member and/or board/commission member cannot be compelled to vote on such a matter, and a City Council member and/or board/commission member should not vote on a matter upon which the City Council member and/or board/commission member has a disqualifying conflict of interest.
3. City Council members and/or board/commission members who have a disqualifying conflict of interest are generally excluded when counting the number of votes needed to approve an action by a supermajority vote. Although City Council members and/or board/commission members may be tempted to abstain from voting on a controversial matter, they should remember that the abstention will ultimately tend to pass or defeat the matter. The best advice is to avoid the kinds of problems that can arise from abstentions and vote, unless an abstention is required because a City Council member and/or board/commission member has a personal interest in the matter or some other disqualifying conflict of interest.
4. If any City Council member and/or board/commission member, being present, chooses not to vote, the City Council member and/or board/commission member shall verbally state "Present - Not Voting" and the minutes shall reflect this action.

Rule 1. Motions.
All formal actions of City Council and/or board/commissions must be by motion. A City Council member and/or board/commission member may make only one motion at a time.

Rule 2. Language for making a motion.
The appropriate language for making a motion shall be substantially similar to “I move to _____.”

Rule 3. Procedure for consideration of a motion.
A motion must be seconded. Once a motion has been made and seconded, the presiding officer shall restate the motion and (if applicable) open the motion up for debate, provided that the presiding officer determines that the motion is in order and no objections to the motion have been made pursuant to Rule 4. A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, charter, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings. Debate shall follow the procedures in Rule 5. Once debate has concluded, the presiding officer shall restate the motion and call for a vote on the issue. A motion shall be considered passed if it receives a majority vote of those present at the meeting, unless otherwise required by law. A resolution or ordinance shall be considered passed if it receives a majority vote of all City Council members and/or board/commission members (4), unless otherwise required by law.

Rule 4. Objections to a motion.

A. Any member of the City Council and/or board/commission may make an objection to a motion if the objector believes the motion is not in order. A motion is in order if it is made at a proper time, in the proper format and does not violate any applicable rules of law, charter, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings.

B. An objection to a motion must be made immediately following the motion and at no other time. The objector does not need to be recognized by the presiding officer in order to voice their objection. The appropriate language for making an objection shall be substantially similar to "I object to the motion as being out of order, and call for a ruling by the presiding officer."
C. A motion may be objected to as not being made at a proper time if the motion was made by a person not called upon by the presiding officer to speak, or if it does not follow the agreed upon agenda for the meeting.
D. The presiding officer shall determine whether the motion is in order.
E. In determining whether the motion is in order, the presiding officer shall let the objector to the motion speak once explaining the objector's position. Next, the presiding officer shall let the maker of the motion speak once to answer the

concerns of the objector. Then the presiding officer shall make a formal ruling as to whether the motion was in order.

F. If the motion is ruled out of order, the motion shall not be considered. If the motion is ruled in order, the presiding officer shall open the motion for debate (if applicable).
G. The presiding officer's ruling may be appealed as provided in Rule 7.

Rule 5. Debate.

A. Generally only one motion may be considered at a time in debate. Once a motion has been made, the presiding officer shall restate the motion and open the motion for debate, if the motion is debatable. The presiding officer shall conduct the debate in accordance with the following:
B. For initial comments, all comments shall be limited to five (5) minutes. For subsequent comments, all comments shall be limited to two (2) minutes.
C. The maker of the motion shall be permitted to speak first on the issue.
D. Everyone who wishes to speak on the issue must be permitted to speak once, before City Council members and/or board/commission members who have already spoken are permitted to speak again.
E. City Council members and/or board/commission members shall avoid repeating points already made in the debate or other duplicative conduct that may delay the proceedings. Where a point has already been made, City Council members and/or board/commission members may affirm agreement or disagreement.
F. Generally only one motion may be considered at a time in debate. Debate may only be interrupted by a motion to:
    1. amend the original motion,
    2. take a brief recess,
    3. withdraw the motion by the motion's maker,
    4. divide a complex question,
    5. defer consideration to a later date,
    6. refer an issue to committee,
    7. motion for the previous question,
    8. limit debate,
    9. for a point of order.

10. When debate is interrupted by any of these motions, the interrupting motion shall be resolved prior to resuming debate.

Rule 6. Definitions of motions that may interrupt debate (secondary motions).
As explained in Rule 5, only certain motions may interrupt debate on a motion. These are called secondary motions. When a secondary motion is made, the presiding officer must follow the same procedures in Rule 3 to consider the secondary motion. A secondary motion must be resolved, either by being ruled out of order by the presiding officer or debated and voted upon by the City Council and/or board/commission members, before debate on the main motion can resume. Secondary motions may also be made outside of debate, where appropriate. For example, a motion to take a brief recess can be made before, during, or after a debate.

A. Motion to amend the original motion. The maker of the motion does not need to consent to a motion to amend. However, the maker of the motion may vote against the amendment or withdraw their motion via a motion to withdraw prior to any amendment being approved.
    1. Only two amendments may be made to an original motion to avoid confusion.
    2. The amendments should be voted on in reverse order, with the last amendment being voted upon first.
    3. To avoid confusion, complex language should be put in writing.
    4. A motion may not be amended so substantially as to essentially reject the original motion, though different language may be proposed so as to entirely substitute for the original language.

    The appropriate language for making a motion to amend shall be substantially similar to "I move to amend the motion by inserting between . . . . and . . . ." or "I move to amend the motion by adding after . . ." or "I move to amend the motion by striking out . . ." or "I move to amend the motion by striking out . . . and inserting . . ." or "I move to amend by striking out the motion . . . and substituting the following."

B. Motion to take a brief recess is not a motion to adjourn or continue the meeting to another time or place. Instead, it is a motion to take a brief respite

no greater than 20 minutes. If a motion to take a brief recess is granted, the presiding officer may set a time for the meeting to resume. In addition, the presiding officer is authorized to call for a brief recess on the presiding officer's own initiative, without a vote, to maintain order in the meeting.

The appropriate language for making a motion to recess shall be substantially similar to "I move to take a brief recess for ____ minutes."

C. Motion to withdraw a motion is not subject to debate, and it can only be made by the motion's maker before a motion is amended.

The appropriate language for making a motion to withdraw shall be substantially similar to "I move to withdraw my motion."

D. Motion to divide a complex question may be used for complex items of business. It allows the City Council to break larger questions into smaller parts, which are considered separately.

The appropriate language for making a motion to divide a complex question shall be substantially similar to "I move to divide the question into ___ parts. Part 1 shall be ____.. Part 2 shall be ____.

E. Motion to table or defer consideration to a later date is not subject to debate. It may be used to defer or delay consideration of a matter.

The appropriate language for making a motion to defer consideration shall be substantially similar to "I move to defer consideration of the main motion/this item until _____."

F. Motion to refer an issue to committee is not subject to debate. It may be used to refer an issue to a city committee, such as the park board or planning commission, for their report. The motion should contain an expected receipt day for the report.

The appropriate language for making a motion to refer an issue shall be substantially similar to "I move to refer the main motion/this issue to the ____ committee for its consideration and recommendation. The committee should report back to the City Council in ____ days/weeks."

G. Motion for call of the previous question is not subject to debate. It may be used only after at all members of the City Council and/or board/commission have been permitted to speak at least once on the motion. If approved by a super majority (5 of 7), a vote must be taken on the motion under debate immediately. Vote required –super majority (5 of 7).

The appropriate language for making a motion to call the previous question shall be substantially similar to "I move to call the previous question" or "I move for an immediate vote on this issue."

H. Motion to limit debate is not subject to debate. It may be used to establish time limits for debate.

The appropriate language for making a motion to limit debate shall be substantially similar to "I move to limit debate on this issue to ___ minutes per person" or "I move to limit City Council and/or board/commission debate on this issue to no more than _____ minutes total." Vote required –super majority (5 of 7).

I. Motion for a point of order is not subject to debate. It may be used to signal to the presiding officer that the Council member and/or board/commission member feels the proceedings have gotten disorderly.

The appropriate language for making a motion for a point of order shall be substantially similar to "I move for a point of order by the presiding officer."

NOTE: Most secondary motions should not literally interrupt debate. They may not be made in the midst of the comments of a speaker duly recognized by the presiding officer, or silence the speaker's speech. To make a secondary motion, the maker must be called upon and recognized by the presiding

officer. There are two exceptions to this rule—a motion for a call of the previous question and a motion for a point of order. These motions may be made at any time—even in a manner that interrupts a speaker. However, these motions should be made only in the rare instance where a meeting has become out of control, strayed from the agenda, or become disorderly.

Rule 7. Appealing procedural decisions of the presiding officer.

A. Any member of the City Council and/or board/commission may appeal to the full City Council a ruling on order or procedure made by the presiding officer.
B. Procedure for appeals. An appeal is made by motion. A second is needed for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain the presiding officer's ruling, but no other City Council member and/or board/commission member may participate in the discussion. Note: This procedure matches city Code Sec. 2-58(c) pertaining to City Council.
C. Once both the maker of the motion and the presiding officer have spoken, the matter must be voted upon by the City Council and/or board/commission as a whole.
D. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

Rule 8. Other special motions explained.

A. Motion to adjourn is not subject to debate. It may be used to suggest a conclusion to the meeting. The presiding officer may adjourn a meeting on the presiding officer's own initiative, without a vote, if necessary to maintain order.

   The appropriate language for making a motion to adjourn shall be substantially similar to "I move to adjourn the meeting."

B. Motion to go into closed session may be used to close the meeting pursuant to the Minnesota Open Meeting Law. When the motion is made, the basis for closing the meeting and the applicable law must be stated into the record. The presiding officer may also close the meeting on the presiding officer's own initiative, without a City Council and/or board/commission vote, if closing the meeting is mandatory under the law or if directed by the city Attorney.

The appropriate language for making a motion to go into closed session shall be substantially similar to "I move to close the meeting in order to consider _____ pursuant to _____of the Minnesota Open Meeting Law."

C. Motion to leave a closed session may be used to conclude a closed session and return to an open meeting.

The appropriate language for making a motion to leave a closed session shall be substantially similar to "I move to open the meeting."

D. Motion to revive consideration of an issue may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting.

The appropriate language for making a motion to revive shall be substantially similar to "I move to revive consideration of previously tabled/deferred/referred to committee."

E. Motion to reconsider may be made only at the same meeting where the issue was originally considered and voted upon. It may be made only by a person on the prevailing side of an issue. In the event of a tie vote, those voting against the issue shall be considered the prevailing side.

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to reconsider _____."

F. Motion to rescind or repeal may be made at any meeting following the meeting where the issue was originally considered and voted upon. It may be made by any City Council member and/or board/commission member, whether or not the maker was on the prevailing side. It may not be made when prevented by law or where substantial reliance on the City Council's and/or board/commission's previous decision has occurred (for example, in the area of contracts or hiring/termination of employees).

The appropriate language for making a motion to reconsider shall be substantially similar to "I move to rescind/repeal the City Council's and/or board/commission's previous action related to ____ as stated in resolution number ____."

G. Motion to prevent reintroduction of an issue for months is not subject to debate. It may be used to limit discussion of an issue that has been raised and/or moved for reconsideration several previous times.

   The appropriate language for making a motion to prevent reintroduction shall be substantially similar to "I move to prevent reintroduction of this issue for ____ months."

H. Motion to suspend the rules or to consider a motion informally should be used sparingly on issues likely to be uncontroversial. Complex motions and resolutions should still be put in writing. This motion may permit informal discussion of an issue (such as a roundtable discussion, brainstorming session, visioning session, etc.) where appropriate.

   The appropriate language for making a motion to proceed informally shall be substantially similar to "I move that we suspend the rules and proceed informally in discussing the issue of _____. " Vote required –super majority (5 of 7).

Rule 9. Robert's Rules.

These model rules are designed specifically for Minnesota City Councils. Further, these rules were drafted to be an appropriate level of regulation and formality for smaller governing bodies typically seen in Minnesota cities. Robert's Rules of Order will be used in the event that further guidance is needed. Where a situation arises that is not addressed by these rules, the intent of these rules, as expressed in the preamble, should be effectuated by the presiding officer, in consultation with the city Attorney.

APPENDIX B: Rules of Decorum

City meetings are for the primary purpose of considering action on matters pertaining to city business, public interest, the operation of the city, and the provision of city services. city meetings on important community issues may at times become contentious. Establishing rules of decorum to govern the conduct of all persons attending and/or participating in such meetings is in the public interest and helps to ensure orderly and respectful meetings as well as the safety of attendees and participants. On occasion, however, members of the City Council, board/commission, public and/or staff may not follow the rules. On these occasions, the presiding officer's role is particularly important. The presiding officer shall be responsible for maintaining order and decorum of such meetings. All councilmembers, as well as members of committees, boards and commissions, as applicable, shall assist the presiding officer in preserving order and decorum at meetings and in providing for the efficient and orderly operation of meetings. The following rules of decorum shall apply to all persons attending and/or participating in a meeting, unless otherwise expressly noted. The following rules of decorum shall also apply to all persons attending and/or participating in a meeting of any City Council committee, and/or board or commission established by the city.

1. City Council and/or board/commission meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.
2. Participants shall conduct themselves at City Council and/or board/commission meetings in a manner consistent with the following:
    a. No person shall engage in conduct which delays or interrupts the proceedings.
    b. No person shall hinder honest, respectful discussion and debate.
    c. No City Council member or board/commission member shall engage in private conversation or pass private messages while in the chamber in a manner so as to interrupt the proceedings of the City Council or board/commission.
    d. In keeping with the intent of the Minnesota Open Meeting Law, the City

Council and/or board/commissions shall not use any form of electronic communications technology, such as sending or receiving text messages or e-mail, to communicate with one another or third parties about the business of the meeting during a public meeting.

e. No person shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.

f. No person shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during a City Council and/or board/commission meeting.

g. No person shall use dismissive body language (i.e. eye rolling, gestures, turning back to speaker, etc.)

h. No person shall speak on any subject other than the subject in debate.

i. No person shall ask rhetorical or leading questions during City Council and/or board/commission question period. Questions of clarification should be succinct.

j. No person shall speak without being recognized by the chair; nor shall any person interrupt the speech of another person, except where permitted to raise a point of order.

k. No person shall disobey the City Council Rules of Order and Procedure or a decision of the presiding officer on questions of order or practice or upon the interpretation of the rules of council.

l. No person shall engage in disorderly conduct that interferes with the effective orderly conduct of any meeting by failing to comply with these rules of decorum or otherwise disrupting or impeding the meeting, where the interference is solely caused by the conduct of the person and not the content of the person's expression. Prohibited conduct includes, but is not limited to, audible demonstrations of approval or disapproval; cheering or shouting; vulgar, profane, threatening, obscene, abusive, or disruptive conduct or unprotected speech; whistling, clapping, or stamping of feet.

m. No person shall hold, display, or place banners, signs, objects, or other materials in any way that endangers the safety of others, prevents the free flow of individuals within the meeting room or the ingress or egress

from the meeting room or any emergency exits thereto, or otherwise obstructs or prevents the viewing of the meeting by other persons in attendance.

n. All cell phones and other electronic devices shall be silenced during meetings.

o. Persons should be addressed by use of title and/or last name.

Enforcing decorum

When a person, attendee or participant violate the above rules of order and decorum, the presiding officer is authorized to take any one or more of the following actions:

- Not recognize a violating or breaching person's, attendee's or participant's request to speak, or limiting their role in debate or comment, as applicable, until decorum is observed.
- Declare the person's, attendee's or participant's actions out of order.
- Temporarily recess the meeting until order is restored.
- Issue the person, attendee or participant a verbal warning and/or directive that the person, attendee or participant is out of order and shall follow the rules of order and decorum, be silent unless recognized to speak and/or immediately cease such conduct. . If the person, attendee or participant has been issued prior verbal warning within the previous six months at any city meeting, the presiding officer is within their right to forgo an additional verbal warning and immediately order the person, attendee or participant to leave the meeting.
- If after issuance of a verbal warning as provided above, the person, attendee or participant continues to engage in prohibited conduct or otherwise fails to comply with the presiding officer's warning, the presiding officer may further direct or order the person, attendee or participant to immediately leave the meeting.

- If the person, attendee or participant so ordered as provided above does not immediately abide by the presiding officer's order or directive by leaving the meeting, and/or the person, attendee or participant continues such prohibited conduct, the presiding officer may direct any law enforcement officer to remove the person from the meeting

Members of the council and/or board/commission may request action by the presiding officer to curb another member's conduct through a motion for a point of order. The motion may request a specific response to conduct by the presiding officer. For example, "I make a motion for the presiding officer to call Councilmember and/or board/commission member ____ to order and to desist from making personal attacks." Any member of the Council and/or board/commission may appeal to the full council and/or board/commission a ruling on order or procedure made by the presiding officer. The procedure is noted in Rule 7 of the Council Rules of Order.

Members may make a motion for adjournment or for a brief recess, if a participant's actions are so offensive as to disrupt the orderly process of the meeting.

Generally any councilmember and/or board/commission member (including the mayor and/or chair), may make a motion to censure a City Council member and/or board/commission member for conduct that breaches decorum. A censure often takes the form of a resolution adopted by City Council vote noting the member's conduct and expressing disapproval of such conduct.
State law and city Code also prohibits persons, including City Council members and/or board/commission members, from disturbing public meetings, through fighting or threatening words and conduct. Persons or City Council members and/or board/commission members who engage in this unlawful conduct may be charged with a misdemeanor.

These rules of decorum shall be available in the City Council Chambers.

APPENDIX C: Public Participation Guide

The Northfield City Council invites the public to express their views and comments on issues with the City Council through the following ways:

- Public comment times at City Council meetings
- eComment through the city's website on agenda items
- Meetings of various boards or commissions
- Phone calls, e-mails, letters and/or visits with the City Council and/or city Staff.
- Public comment via electronic video/audio as provided for during hybrid City Council Meetings with interactive technology. (City Council meetings only)
- Public comment via electronic video/audio as provided during a health pandemic or other public emergency in accordance with Minnesota Statutes 13D.021. (City Council meetings only)

City Council Meetings

Meetings of the City Council are where the business of the city is conducted and vital decisions for the city's future are made. The main objective of the City Council in the proper conduct of its meetings is to ensure the public's business is conducted in an efficient manner with full opportunity for the City Council to communicate their thoughts on the agenda items before the City Council. City Council meetings are open to the public pursuant to the Minnesota Open Meeting Law. While City Council meetings are open to the public, opportunities for the public to participate in meetings are limited as provided in the publicly noticed meeting agenda as outlined in summary below.

The City Council has also adopted Rules of Decorum (copy attached) for City Council Meetings. The rules of decorum apply to all persons attending and/or participating in a meeting unless expressly noted. When persons, attendees and/or participants violate the adopted rules of order and decorum, the presiding officer is authorized to:

- Not recognize a violating or breaching person's, attendee's or participant's request to speak, as applicable, until decorum is observed.
- Declare the person's, attendee's or participant's actions out of order.
- Temporarily recess the meeting until order is restored.

- Issue the person, attendee or participant a verbal warning and/or directive that the person, attendee or participant is out of order and shall follow the rules of order and decorum, be silent unless recognized to speak and/or immediately cease such conduct.
- If after issuance of a verbal warning as provided above, the person, attendee or participant continues to engage in prohibited conduct or otherwise fails to comply with the presiding officer's warning, the presiding officer may further direct or order the person, attendee or participant to immediately leave the meeting.
- If the person, attendee or participant so ordered as provided above does not immediately abide by the presiding officer's order or directive by leaving the meeting, and/or the person, attendee or participant continues such prohibited conduct, the presiding officer may direct any law_enforcement officer to remove the person from the meeting.

The City Council meets:

- The first and third Tuesday of each month for a regular meeting and the second Tuesday of each month for a work session.
- Meetings typically start at 6:00 pm and conclude by 9:00 PM. If there is a meeting scheduled beforehand, such as a Housing and Redevelopment meeting, the Council meeting will start at the conclusion of the preceding meeting. The Council can extend the meeting beyond the scheduled time with a majority vote.
- As needed for closed meetings and special meetings.
- Council meetings are typically held in the Council Chambers at Northfield City Hall, 801 Washington Street, but may be held elsewhere if necessary.
- All meetings and work sessions, whether open to the public or closed, will be posted and noticed as required by the Minnesota Open Meeting Law.

Citizens requesting items for an agenda may contact their elected representative or city staff to have their request considered.

The use of cameras, video, and other recording devices, is permitted during City Council meetings. However, these devices must be used in an unobtrusive manner

that does not disrupt or delay the meeting. Cell phones and other devices must be silenced during meetings.

City Council Meeting Agendas/Opportunities to Speak at a Meeting
The typical order of agenda items is as follows:

1. **Call to Order/Roll Call/Notification of Quorum**
2. **Open Public Comment** (Starting immediately after the meeting is called to order and concluding when all persons wishing to speak have been given the opportunity or 20 minutes have passed, whichever comes first.))
3. **Approval of Agenda**
4. **Approval of Minutes**
5. **Presentations**
6. **Consent agenda**
7. **Public Hearings** – 6:00 p.m. or later (procedure listed below).
8. **Mayor & Council reports**
9. **Regular agenda**. Persons that wish to speak on a regular agenda item must provide name by completing & submitting a sign up card. Persons may include their address and contact information on the card if they have a question and wish to be contacted back. 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 p.m. on the day of the meeting. Persons may also provide comments through the eComment (electronic comment) system no later than 12:00 p.m. on the day of the meeting. These comments are automatically sent to the Council when they are submitted through the eComment system. The comments are available on the city's website as well as in paper form at the meeting for the public. 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 City Council's time. members of the public wishing to speak must adhere to the following guidelines:
   - Speak only once for no more than two (2) minutes (not including interpreter's time) on the topic unless the speaker is addressed by the City 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. . You may use the back side of the comment cards available in the meeting room.
- Questions will not be responded to during the comment period.
- Persons cannot gift their two (2) minute speaking time to other members of the public.
- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

10. **City Administrator update**
11. **Adjourn**.

Public Hearing Procedure:

A Public Hearing is used by the City Council to solicit the public's comments on various projects or city operation procedures.

A. The chair will open the hearing by identifying the subject.
B. Staff Presentation- staff will give a presentation on the subject.
C. Applicant's Presentation- if needed.
D. Public Input- The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.
    - The chair will recognize a speaker at the podium and comments/conversation will be between the chair and speaker; and between the chair and Council members.
    - At the podium the speaker must give their name, 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.
    - Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time, if applicable).
    - Speakers who have material to be handed out to the City Council members will pass the material to the city Administrator. The city Administrator will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.
    - Persons cannot gift their two (2) minute speaking time to other members of the public.

- Persons cannot observe silence for the entire two (2) minutes or any part of their two (2) minute speaking time.

E. Questions or Clarifications from City Council – After the public input of the public hearing is completed, the City Council may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held.

F. Any material to be entered into the record shall be noted. Any written communication presented to the City Council during a City Council meeting shall be read into the record or summarized for the record or simply delivered to the City Council, as the City Council may determine. They shall then be recorded in the minutes by title and filed with the minutes in the office of the city clerk.

G. Motion to Close Hearing- the chair will state if there is an extension of time for public input into the hearing. If not, the public hearing will be adjourned.

Assessment Hearing Procedures

Assessment Hearings are similar to the Public Hearing procedure except written notice of objection pertaining to your assessment is required prior to adjournment of the public hearing.

Mic Etiquette for Citizen Participation

- Mute your microphone when you are not speaking. This is to help keep the background noise to a minimum.
- Be mindful of background noise. Also, be mindful during the meeting if someone else is talking and their microphone is muted, alert them that they are muted and ask them to unmute themselves.
- Position your microphone in a comfortable position (6-12 inches away from your mouth) and remember to speak towards the microphone when speaking.
- When speaking into the microphone, speak at a normal volume.

Documents/Recordings

A complete City Council packet is typically available at city Hall and on the city's website www.northfieldmn.gov by noon on the Friday prior to a City Council meeting

for the public to review. A complete paper packet is also placed in the Council Chambers prior to a City Council meeting for the public to review. A meeting notice list and agenda are posted on the bulletin board outside the Council Chambers located at city Hall.

Regular meetings, work sessions, and special City Council meetings are live streamed and recorded, if held at city Hall in the Council Chambers. Recordings**,** official records, and documents are available on the city's website www.northfieldmn.gov.

City Council Work Session
The work session is used by the City Council to discuss various upcoming issues. Decision items are forwarded to regular City Council meetings for consideration of approval. Work sessions are for discussion by the Mayor and City Council and city staff. The Mayor or city Administrator may arrange a presentation by an individual or group to the City Council at a work session. There is no public comment at work sessions.

Please watch for publications on the city's Website (www.northfieldmn.gov) for any changes in date and times of meetings and work sessions.

Please contact the city Administration Office if you need special accommodations related to a disability while attending the City Council meeting.

APPENDIX D: Timelines Chart

Item	**Deadline***
Request to add item to an upcoming agenda	15 calendar days prior to meeting
Remote Attendance Notification	6 days prior to meeting
Removal of Items from Consent Agenda**	One day prior to meeting 12:00 p.m.
board/commission Question Deadline for written responses	One day prior to meeting 12:00 p.m.
Supplemental Memo(s) Distributed***	Day of meeting by 12:00 p.m.
Meeting packets available electronically	At least three (3) days prior to the meeting
eComment Closes (if applicable)	12:00 p.m. on day of meeting
Information handed out at meetings uploaded to website	48 hours following meeting

* No later than
** If advance notice is not given, items must be removed during agenda approval.
*** Supplemental Memo information will be posted on the website following distribution to Council.

APPENDIX E: Open Public Comment Guidelines

Not applicable for board and commission Rules of Business.

APPENDIX F: 1.07 Proclamation and Resolution Policy

Refer to 1.07 Proclamation and Resolution Policy at https://www.northfieldmn.gov/DocumentCenter/View/18838/107-Proclamation-and-Resolution-Policy

APPENDIX G: 1.08 City Attorney Role Policy

Refer to 1.08 city Attorney Role Policy at https://www.northfieldmn.gov/DocumentCenter/View/18839/108-city-Attorney-Role-Policy

APPENDIX H: 1.09 Council Representation on Boards and Policy

Refer to 1.09 Council Representation on Boards and Policy at https://www.northfieldmn.gov/DocumentCenter/View/18840/109-Council-Liaision-Policy

APPENDIX I: 1.10 Ex Parte Communication Policy

Refer to 1.10 Ex Parte Communication Policy at https://www.northfieldmn.gov/DocumentCenter/View/18841/110-Ex-Parte-Communications-Policy

File #: Res. 2026-003, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator

Review and Approval of Amended 1.09 Council Representation on Boards and Commissions Policy.

Action Requested:
The Northfield City Council approves resolution approving the amended *1.09 Council Representation on Boards and Commissions Policy.*

Summary Report:
1.09 Council Representations on Boards and Commissions (*previously 1.09 Council Liaison Policy*) was created in 2024 to establish guidelines for members of the City Council appointed to boards and commissions.

To align with current ways of working, recent board and commission governance changes and the annual review of the Rules of Business, *1.09 Council Representation on Boards and Commissions* has been amended. Updates include removing the term "Council Liaison" per Council request, aligning the policy with recent updates to the City Code related to determining which boards and commission the City Council will place members on, and editing the document to better align with the current processes.

A redlined draft of the updated policy (attachment 2) and clean version of the updated policy (attachment 3) are attached.

Alternative Options:
N/A

Financial Impacts:
N/A

Tentative Timelines:
The updated policy will go into effect on January 7, 2026.

CITY OF NORTHFIELD, MN
CITY COUNCIL RESOLUTION 2026-003
APPROVING AMENDED 1.09 COUNCIL REPRESENTATION ON
BOARDS AND COMMISSION POLICY

WHEREAS, the City Council has established policies in the past; and

WHEREAS, these policies may be amended, terminated or new ones added from time to time as the Council deems appropriate; and

WHEREAS, 1.09 Council Representation on Boards on Commission (previously 1.09 Council Liaison Policy) was created to provide consistent guidelines for Council Members on boards and commission; and

WHEREAS, the policy is being amended to align with recent code updates related to boards and commissions and to better reflect current ways of working;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The City Council approves updates to 1.09 Council Representation on Boards and Commissions Policy.

PASSED by the City Council of the City of Northfield on this 6th day of January 2026.

ATTEST

_____ _____
City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ PETERSON WHITE ___ SOKUP

1.09 COUNCIL ~~LIAISON AND EX-OFFICIO MEMBER~~REPRESENTATION ON BOARDS AND COMMISSIONS POLICY
CITY COUNCIL
Enabling Legislation: R2024-048
Date Adopted: 05/21/24
Revised: 01/06/26

PURPOSE

The purpose of this policy is to establish guidelines for members of the City Council appointed as ~~Council Liaisons or Ex-Officio~~ members to a ~~City~~city or partner board, ~~or~~ commission, or committee. ~~or other organization, board or commission within the City or County.~~

POLICY

City Council Members ~~are sometimes~~can be appointed as members ~~as City Council liaisons or Ex-Officio members of City Boards and Commissions or to other organizations, boards or commissions within the City or County~~to City and/or partner board(s), commission(s), or committee(s). ~~Where discussions are being held with an organization, board or commission to which the Mayor or a City Council Member has been appointed as the City Council liaison or ex-officio, the City Mayor and Council Member will be kept informed of policy level discussions.~~

~~When specifically identified Board and Commission policy level discussions are being conducted by the City Council, the appropriate Board/Commission should be informed and the Chairs and Vice Chairs invited by the staff liaison to attend the Council meeting to observe or alternatively to watch the meeting virtually to further align and better coordinate the work of the City.~~

~~Unless otherwise provided by~~Per charter, s~~S~~tate ~~law~~statute, c~~C~~ity ~~C~~code, ~~ordinance,~~ enabling ~~resolution~~ legislation or other ~~other law~~agreements, some boards, commissions, and committees require one or more City Councilors to be members of the board, commission, or committee. Those members will serve as voting or non-voting members, as required. For other boards, commissions, and committees, the City Council will decide annually, prior to the main appointment process, which of those boards, commissions, and committees a representative of the City Council will serve on, if any, and what their role will be. ~~the City Council liaison attends the meeting to facilitate a close working relationship but is not a formal member of the~~

~~board.~~

Where discussions are being held with an organization, board, commission, or committee to which the Mayor or a City Council member has been appointed as a representative or member, the Mayor and Councilor(s) will be kept informed of any policy level discussions.

When specifically identified board, commission, and/or committee policy level discussions are being conducted by the City Council, the appropriate board, commission, or committee should be informed by the relevant staff member(s).

~~An ex-officio City Councilor shall be a non-voting fully participating member unless otherwise provided by the appointment, ordinance or other law.~~

~~Insofar as practical,~~ City boards and commissions shall be governed by the *1.06 ~~Northfield~~ Board and Commission Rules of Business* ~~unless they adopt other rules of procedure which shall be approved by the City Council~~.

1.09 COUNCIL REPRESENTATION ON BOARDS AND COMMISSIONS POLICY
CITY COUNCIL
Enabling Legislation: R2024-048
Date Adopted: 05/21/24
Revised: 01/06/26

PURPOSE

The purpose of this policy is to establish guidelines for members of the City Council appointed as members to a city or partner board, commission, or committee.

POLICY

City Council Members can be appointed as members to City and/or partner board(s), commission(s), or committee(s). Per charter, state statute, city code, enabling legislation or other agreements, some boards, commissions, and committees require one or more City Councilors to be members of the board, commission, or committee. Those members will serve as voting or non-voting members, as required. For other boards, commissions, and committees, the City Council will decide annually, prior to the main appointment process, which of those boards, commissions, and committees a representative of the City Council will serve on, if any, and what their role will be.

Where discussions are being held with an organization, board, commission, or committee to which the Mayor or a City Council member has been appointed as a representative or member, the Mayor and Councilor(s) will be kept informed of any policy level discussions.

When specifically identified board, commission, and/or committee policy level discussions are being conducted by the City Council, the appropriate board, commission, or committee should be informed by the relevant staff member(s).

City boards and commissions shall be governed by the *1.06 Board and Commission Rules of Business*.

File #: Res. 2026-004, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator

Review and Approval of Amended 2.03 Meeting Room Policy.

Action Requested:
The Northfield City Council approves resolution amending 2.03 Meeting Room Policy.

Summary Report:
The 2.03 Meeting Room Policy, established in 2015, was created to provide consistent guidelines for all meeting spaces within the City. With the way it's currently written, the policy lays out the process for externally reserving meeting space in City Hall. City Hall and Police Department receive very few external requests for meeting space from organizations not affiliated with the City or City initiatives. In addition, of the requests received, very few can be fulfilled for various reasons. Therefore, the policy has been updated to focus more on the internal process of reserving rooms. The updated policy also includes the process for partner organizations, or organizations that are not City organizations but are closely aligned with the City, are supported by the City, or are working on initiatives tied to the City.

This policy will also continue to reference the Library, but a separate policy for Library meeting room spaces is in the works. Library Director Draper has drafted a policy that will be approved by the Library Board at the first of the year.

A clean version of the proposed changes (attachment #2), a redlined version of the proposed changes (attachment #3), and a copy of motion 2015-082 establishing the policy (attachment #4) are attached.

Alternative Options:
N/A

Financial Impacts:
N/A

Tentative Timelines:
The updated policy will be go into effect January 7, 2026.

CITY OF NORTHFIELD, MN
CITY COUNCIL RESOLUTION 2026-004
APPROVING AMENDMENTS TO 2.03 MEETING ROOM POLICY

WHEREAS, the City Council has established policies in the past; and

WHEREAS, these policies may be amended, terminated or new ones added from time to time as the Council deems appropriate; and

WHEREAS, 2.03 Meeting Room Policy was drafted in 2015 via motion 2015-082 to align the meeting room processes for all City building; and

WHEREAS, the policy currently focuses on external requests for meeting space which are infrequent and difficult to fulfill; and

WHEREAS, the policy has been amended to focus on the internal process of reserving rooms and the process for partner organizations to reserve meeting spaces; and

WHEREAS, the Library Board will approve a new policy specific to the Library, which is pending approval by the Library Board in early 2026;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The City Council approves the amendments to the following Council Policy:

   2.03 Meeting Room Policy

PASSED by the City Council of the City of Northfield on this 6th day of January, 2026.

ATTEST

_____ _____
City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ PETERSON WHITE ___ SOKUP

2.03 MEETING ROOM POLICY
ADMINISTRATION
Enabling Legislation: M2015-082
Date Adopted: 07/13/2015
Revised: 05/21/2401/06/26

PURPOSE

The purpose of this policy is to set a standard process for reserving meeting space in City Hall and Police Department. This policy applies to scheduling internal meetings and meetings for external partner organizations associated with the City. ~~The City of Northfield is a public entity with facilities that are available to all. The intent of this policy is to make the City's limited meeting room space available to the Northfield community on an equitable basis for educational, charitable, and cultural community meetings and programs.~~

> ***Disclaimer*:** Use of the City's meeting room does not imply the endorsement or approval of the group using the meeting room, the meeting, or the ideas presented at the meeting. No publicity or promotion of the meeting should state or imply City department or City of Northfield endorsement or sponsorship of the event or the organization. Groups may not use any department within the City of Northfield's name or address as their address or headquarters location.

POLICY

Meeting Room Purpose and Use

The primary use for City meeting spaces is to support official City meetings, events and programs. Meeting rooms may be reserved for use by the City, official City boards/commissions and other government entities through each City facility with public meeting space. Priority will be given to these City meetings and events.

When City meeting rooms are not reserved for ~~officially recognized~~the proceeding entities, these spaces may be requested by ~~local non-profit and other community~~ partner organizations for meetings. ~~open or closed to the public.~~

Reserving the Meeting Room

- City Hall meetings rooms should be reserved using the Outlook calendar for the designated meeting room.

- If additional set-up or takedown time is required, the meeting room should also be reserved for that time, either within the primary Outlook invite or through additional ones.
- Staff should verify that a meeting room is available prior to sending an Outlook calendar invite.
- If multiple parties reserve a meeting room at the same time, the party who reserved the room first is entitled to the room.

- While the primary Police Department meeting room has an Outlook calendar, ~~The Police Department meeting room can~~ it should be reserved by contacting Police Department staff.
- ~~City Hall meeting rooms may be reserved by filling out the City Hall Meeting Room Request form on the City's website or contacting the Administration department.~~
  - ~~City Council Chambers in City Hall are primarily reserved for official City business, including City Council regular and work session meetings, official City board and commission meetings, internal City staff meetings and official City public events. Exceptions to this policy may be made by the City Administrator or their designee.~~
- ~~Library meeting rooms may be reserved by filling out the calendar request on the Library's website or~~To reserve Library meeting rooms, follow the Library Meeting Room policy or ~~contacting~~ contact Library staff.
- ~~The Police Department meeting room can be reserved by contacting Police Department staff.~~
- If a partner organization wishes to reserve meeting space in any City building, they should contact the relevant staff member(s), who will determine if the request can be met and reserve the meeting space following the internal processes as indicated above.
  - If a meeting is reserved on behalf of a partner organization after business hours, staff must be present for the duration of the meeting. If a staff member(s) cannot be present, the meeting must be held during business hours.

~~To reserve a City meeting room, the requester(s) must follow/meet the following criteria:~~

~~Meeting rooms may only be reserved during regular operating hours when these buildings are open to the public. Hours of operation can be found on the City's website.~~

~~Provide at least two weeks' notice in advance of the date of the meeting/event.~~

~~Pay any fees associated with use of the meeting room. Applicable fees can be found in the fee schedule on the City's website.~~

Partner Organization Exclusions/Request Denials

City meeting rooms are not available for commercial purposes, fundraising or sale of items. The City also reserves the right to decline requests for the following reasons:

- No meeting rooms are available due to scheduled or anticipated City meetings.
- Meeting request ~~falls~~ is outside of regular building hours and a staff member(s) will not be present for the duration of the meeting.
- Meetings that may interfere with the regular use of City department functions because of noise, activity, etc.
- ~~Two weeks' notice, at minimum, was not provided to staff in advance of the date requested.~~
- Meeting needs will take too much staff time or City resources.

Partner Organization ~~Other~~ Considerations

- The City assumes no responsibility for materials, equipment or any other article left by an organization, group or individual in City facility meeting spaces, and will not be liable for loss, theft or damage thereto.
- Meeting room use does not include the use of staff time other than to provide access to the facility. Staff assistance beyond this definition must be requested at the time of the ~~application~~ request and is dependent on staff availability. ~~Fees for staff assistance are outlined in the City's fee schedule, which can be found on the City's website.~~

- ~~Hourly fees have been established for use by non-profit organizations that charge a fee or tuition, or for non-profit group use that is not open to the public. Fees for hourly rates are outlined in the City's fee schedule, which can be found on the City's website.~~
- ~~Fees have also been set for additional room cleanup.~~ Partner organizaitons ~~Groups~~ using the meeting room are expected to set the room up as they wish and to leave it as they found it. Please allow enough time prior to the start of the meeting for set up and after the meeting for clean-up. ~~Fees for custodial rates are outlined in the City's fee schedule, which can be found on the City's website.~~
- Light refreshments are permitted in City meeting rooms. Access to kitchen facilities (if applicable) must be requested at the time of application. No alcoholic beverages are allowed in any City meeting room or on City premises. In the event that liquids are spilled, the contact person should notify City staff so that the stain can be properly treated. ~~Additional cleaning costs may be assessed to the booking organization. Users must supply all items such as paper products, food, coffee and other beverages.~~
- No tobacco use or intoxicating cannabinoid or cannabis use is allowed anywhere in City buildings.
- ~~Any applicable fees must be paid prior to the time of use.~~

2.03 MEETING ROOM POLICY
ADMINISTRATION
Enabling Legislation: M2015-082
Date Adopted: 07/13/2015
Revised: 01/06/26

PURPOSE

The purpose of this policy is to set a standard process for reserving meeting space in City Hall and Police Department. This policy applies to scheduling internal meetings and meetings for external partner organizations associated with the City.

> ***Disclaimer*:** Use of the City's meeting room does not imply the endorsement or approval of the group using the meeting room, the meeting, or the ideas presented at the meeting. No publicity or promotion of the meeting should state or imply City department or City of Northfield endorsement or sponsorship of the event or the organization. Groups may not use any department within the City of Northfield's name or address as their address or headquarters location.

POLICY

Meeting Room Purpose and Use

The primary use for City meeting spaces is to support official City meetings, events and programs. Meeting rooms may be reserved for use by the City, official City boards/commissions and other government entities through each City facility with public meeting space. Priority will be given to these City meetings and events.

When City meeting rooms are not reserved for the proceeding entities, these spaces may be requested by partner organizations for meetings.

Reserving the Meeting Room

- City Hall meetings rooms should be reserved using the Outlook calendar for the designated meeting room.
    - If additional set-up or takedown time is required, the meeting room should also be reserved for that time, either within the primary Outlook invite or through additional ones.
    - Staff should verify that a meeting room is available prior to sending an Outlook calendar invite.

  - If multiple parties reserve a meeting room at the same time, the party who reserved the room first is entitled to the room.
- While the primary Police Department meeting room has an Outlook calendar, it should be reserved by contacting Police Department staff.
- To reserve Library meeting rooms, follow the Library Meeting Room policy or contact Library staff.
- If a partner organization wishes to reserve meeting space in any City building, they should contact the relevant staff member(s), who will determine if the request can be met and reserve the meeting space following the internal processes as indicated above.
  - If a meeting is reserved on behalf of a partner organization after business hours, staff must be present for the duration of the meeting. If a staff member(s) cannot be present, the meeting must be held during business hours.

Partner Organization Exclusions/Request Denials

City meeting rooms are not available for commercial purposes, fundraising or sale of items. The City also reserves the right to decline requests for the following reasons:

- No meeting rooms are available due to scheduled or anticipated City meetings.
- Meeting request is outside of regular building hours and a staff member(s) will not be present for the duration of the meeting.
- Meetings that may interfere with the regular use of City department functions because of noise, activity, etc.
- Meeting needs will take too much staff time or City resources.

Partner Organization Considerations

- The City assumes no responsibility for materials, equipment or any other article left by an organization, group or individual in City facility meeting spaces, and will not be liable for loss, theft or damage thereto.

- Meeting room use does not include the use of staff time other than to provide access to the facility. Staff assistance beyond this definition must be requested at the time of the request and is dependent on staff availability.
- Partner organizations using the meeting room are expected to set the room up as they wish and to leave it as they found it. Please allow enough time prior to the start of the meeting for set-up and after the meeting for clean-up.
- Light refreshments are permitted in City meeting rooms. Access to kitchen facilities (if applicable) must be requested at the time of application. No alcoholic beverages are allowed in any City meeting room or on City premises. In the event that liquids are spilled, the contact person should notify City staff so that the stain can be properly treated.
- No tobacco use or intoxicating cannabinoid or cannabis use is allowed anywhere in City buildings.

File #: Res. 2026-005, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk

Consideration of a Resolution for the approval of the cannabis retail registration application for Maverick Greens L.L.C. to operate a cannabis microbusiness with a retail operations endorsement at 2010 Jefferson Rd. Suite C.

Action Requested:
The Northfield City Council is asked to approve a Resolution approving the cannabis retail registration for Maverick Greens L.L.C. to operate a cannabis microbusiness with a retail operations endorsement at 2010 Jefferson Rd, Suite C.

Summary Report:
Fares Ibrahim (the "applicant"), has received Preliminary License Approval from the State of Minnesota Office of Cannabis Management to operate a cannabis microbusiness. The applicant applied for a Conditional Use Permit (CUP) to operate a cannabis retail establishment at 2010 Jefferson Rd, Suite C and this CUP was approved by the City Council at their December 2, 2025 meeting. The next step in the process is for the City to approve the application.

The following is the limit on the number of cannabis licenses allowed within the City of Northfield per City Code:

> Sec. 30-122. Limitation of registrations.
> The city shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within the city, excluding medical cannabis combination businesses and any potential municipal cannabis store, and shall issue no more than two (2) cannabis retail business registrations. The city shall include in its count of active retail registrations any cannabis retail business operating under a Tribal compact or a Tribally issued license or registration. If there is one active cannabis retail business registration for every 12,500 residents in the applicable county, the city shall not be required to register additional state-licensed cannabis retail businesses.

Staff has reviewed the status of all licensed cannabis retail businesses within Rice County (including other municipalities therein) and there is currently one cannabis retail business licensed in the City of Dundas. These licenses are to be issued on a first-come, first-served basis. The applicant is the first to apply within the City of Northfield.

The business will be a retail-only establishment with no on-site production or consumption.

The Police Department did complete necessary background investigations and no concerns were noted.

Additional regulations for cannabis establishments are included under Chapter 30 - Health and Sanitation, of the City Code. Some of these include:

- A limitation on the hours of operation from 10:00 AM until 10:00 PM
- The prohibition of on-site consumption without satisfying additional conditions
- The prohibition of on-site consumption by smoking or vaporization

Compliance with and enforcement of those regulations are administered through licensing and law enforcement.

Minnesota state law also includes additional requirements for cannabis retail businesses, including security systems, minimum age limits for employees and patrons, specific building configurations, the products that may be sold, interior lighting, and more. These regulations fall under the state and the Office of Cannabis Management will also conduct a site inspection prior to issuing the final state license for the applicant.

Staff Recommendation:
Staff recommends approval of the application for a retail registration for the operation of a cannabis microbusiness retail establishment at 2010 Jefferson Rd, Suite C, contingent upon final approval of the license by the Office of Cannabis Management and inspection of the premises prior to opening.

Alternative Options:
N/A

Financial Impacts:
The City receives no fee for the initial application and first year. The fee for renewal is $1,000.

Tentative Timelines:
Once approved at the City level, the applicant will go back to the state for final approval and inspection prior to receiving a full state license from the Office of Cannabis Management.

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION NO. 2026-005

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA APPROVING THE CANNABIS RETAIL REGISTRATION APPLICATION FOR MAVERICK GREENS L.L.C. TO OPERATE A CANNABIS MICROBUSINESS WITH A RETAIL OPERATIONS ENDORSEMENT IN THE CITY OF NORTHFIELD

WHEREAS, Maverick L.L.C., owned by Fares Ibrahim, (the "Applicant") has received preliminary license approval from the Office of Cannabis Management ("OCM") to operate a cannabis microbusiness with a retail operations endorsement; and

WHEREAS, the Applicant seeks to operate the cannabis microbusiness with a retail operations endorsement at 2010 Jefferson Rd, Suite C, in the City of Northfield (the "City"); and

WHEREAS, the City Council approved a Conditional Use Permit (CUP) for Maverick Greens L.L.C. to operate a cannabis retail business at 2010 Jefferson Rd, Suite C, Northfield, MN 55057 on December 2, 2025; and

WHEREAS, pursuant to Minnesota Statutes, Section 342.22 and Northfield City Code, Section 30-121, the Applicant must register with the City prior to making any retails sales to customers or patients in the City; and

WHEREAS, pursuant to Northfield City Code, Section 30-122, the City shall issue no more than two (2) cannabis retail business registrations, and shall not be required to issue a registration if there is one active cannabis retail business registration for every 12,500 residents in the applicable county; and

WHEREAS, the City has not yet issued a cannabis retail registration, and there is not one active cannabis retail business registration for every 12,500 residents within Rice county; and

WHEREAS, pursuant to Northfield City Code, Section 30-123, the Applicant shall be required to submit a copy of a valid state license issued by the OCM to the City Clerk and allow a preliminary inspection of the cannabis retail business's premises to be conducted by the City prior to making any sales within the City.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The City Council of the City of Northfield hereby approves the cannabis retail registration application for Maverick Greens L.L.C. to operate a cannabis microbusiness with a retail operations endorsement in the City of Northfield at 2010 Jefferson Rd, Suite C, Northfield, MN 55057.

2. Maverick Greens L.L.C. shall provide to the City Clerk a copy of its state license issued by the OCM at such time that the OCM issues the license to Maverick Greens L.L.C. and shall permit the City to conduct a preliminary inspection of its premises prior to making sales within the City.

3. Should the Maverick Greens L.L.C.'s preliminary license approval be revoked by the Office of Cannabis Management or expire pursuant to Minnesota Statutes, Section 342.14, subd. 10, this retail registration be automatically revoked without further action by the City Council.

Passed by the City Council of the City of Northfield on this 6th day of January, 2026.

ATTEST

_____ _____

City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ PETERSON WHITE ___ SOKUP

File #: 26-006, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk
Jeff Schroepfer, Chief of Police

Subject:
Consider approval of Tobacco License Renewal.

Action Requested:
The Northfield City Council approves a tobacco license for Dollar General, 930 Highway 3 North.

Summary Report:
The City received one late application for tobacco license renewal from Dollar General, 930 Highway 3 North. This license lapsed on December 31, 2025 and the store has not been selling tobacco products since that date. Once approval by the City Council occurs and paperwork is emailed to the State, the license will be issued. The Police Department has conducted background checks and all renewal paperwork is in order.

Two compliance checks are done annually for each license holder by the police department. In 2025, one compliance check was completed in May which was paid for by a State grant and considered an educational check. With these checks, if individuals are cited for selling to an underage individual, they will receive educational literature and not be charged for the check. Two regular compliance checks were completed in October and November. Dollar General passed both checks and have not been cited in any compliance checks since they started selling tobacco products in 2024. Failed checks are processed through the court system and then brought to the Council for action according to Sec. 30-28. Penalties in the Northfield City Code. This section of code is listed below.

Sec. 30-28. Penalties.

(a) *Licensees.* In addition to any other penalties that may be imposed under this article, any licensee found to have violated this article, or whose employee shall have violated this article, shall be charged an administrative fine, and suspension, as applicable, in the city clerk's notice of violation/citation in accordance with the following schedule:

(1) First offense: $250.00.

(2) Second offense at the same licensed premises within a 24-month period: $500.00 and a tobacco license suspension of at least three consecutive days.

(3) Third offense at the same location within a 36-month period: $2,000.00 and a tobacco license suspension of at least 18 consecutive days.

(4) Fourth offense at the same location within a 60-month period: $2,500.00 and a tobacco license revocation for a minimum of one year following a hearing pursuant to sections 30-27 and 30-73.

For the purposes of this section, "within a 24-month period" means a period, two years in duration, which begins to toll on the date of the occurrence of the first violation, and ends two years from the date of the first violation.

Notwithstanding the foregoing and the penalties contained in the city clerk's notice of violation/citation, the hearing officer, following notice and a hearing as provided in section 30-27, may deviate from the administrative penalties provided above herein, by increasing or decreasing such imposed penalties, based upon the hearing officer's findings following consideration of the facts, circumstances, history and evidence presented and such other factors and evidence as the hearing officer deems relevant. A history of repeated violations extending beyond notwithstanding the time periods stated herein may be considered by the hearing officer to impose a longer suspension period or license revocation or non-renewal of a license as provided in this article.

(b) *Training.* In addition to any other penalties that may be imposed under this article, any licensee found to have violated the training requirements contained in section 30-62 of this article shall be charged an administrative fine in accordance with the following schedule:

(1) First offense: $100.00.

(2) Second offense at the same licensed premises within a 24-month period: $250.00 and a tobacco license suspension of at least three consecutive days.

(3) Third offense at the same location within a 36-month period: $500.00 and a tobacco license suspension of at least 18 consecutive days.

(4) Fourth offense at the same location within a 60-month period: $1,000.00 and a tobacco license suspension of at least 30 consecutive days.

(c) *Statutory penalties.* If the administrative penalty authorized to be imposed by Minn. Stat. § 461.12, as it may be amended from time to time, differ from that established in this section, then the higher penalty will prevail.

City Staff keeps track of failed compliance checks and charges according to these provisions in the City Code. To date, no establishment has failed two in a row or within the 24-month period so they would be considered first offenses with the City only charging a fine for the failure. Should an additional failure happen within the 24-month period, staff would bring back to the Council for a fine and suspension of their license.

Staff recommends approval of the license.

Alternative Options:
N/A

Financial Impacts:
The City of Northfield received $400 in license fees and a $100 late fee for this license.

Tentative Timelines:
The current license expired on December 31, 2025. Renewal documents will be sent to the state prior to issuance of the license.

File #: 26-007, **Version:** 1

City Council Meeting Date: December 2, 2025

To: Mayor and City Council
City Administrator

From: Jayson Dwelle, Facilities Manager
David E. Bennett, Public Works Director/City Engineer

Consider Approval of Lease Agreement with Northfield Senior Citizens Inc. d.b.a. FiftyNorth.

Action Requested:
The City Council is asked to consider approval of the lease agreement for FiftyNorth.

Summary Report:
City Staff took over management of the NCRC January 1, 2022. This new lease clarifies total leased space for the tenant, landlord and tenant responsibilities, and lease rates. The landlord (City) will be responsible for the upkeep of all common spaces, capital expenses i.e. roofing, HVAC, plumbing system, electrical system, phone system and all other building-wide systems. The City will continue to evaluate the operations at the NCRC to provide a quality facility for the tenants.

FiftyNorth Lease
The lease for FiftyNorth is a two-year lease for 2026 and 2027. The lease is continuing to phase-in increases to move FifthNorth closer to covering their leased area building operation costs. The phase-in is over three years. The proposed lease is for two-years and the City and FiftyNorth will need to update lease terms at the end of 2027.

The FiftyNorth lease is structured where the City and FiftyNorth split the wellness area operation costs and wellness equipment costs.

The proposed rate increase schedule is listed below

Alternative Options:
Staff recommends approving the new lease.

Financial Impacts:
The proposed rates are what was included in the final budget adoption for 2026.

FiftyNorth Lease Rates
2026 Year 1 Phase in $188,509 ($10.46/SF)
2027 Year 2 Phase in $245,405 ($13.61/SF)

Note: Year 3 - Not Included in Lease: 2028 Year 3 Phase in $311,369 + Capital ($17.27/SF) but will need to be negotiated with FiftyNorth.

The multi-year lease will be for 2026-2027.

Tentative Timelines:
Lease Terms - January 1, 2026 to December 31, 2027

LEASE AGREEMENT

This LEASE AGREEMENT (the "Lease") is dated as of this _____ day of _____, 2025, by and between CITY OF NORTHFIELD ("Landlord") and NORTHFIELD SENIOR CITIZENS, INC., dba FIFTYNORTH, a nonprofit corporation under the laws of the State of Minnesota ("Tenant") (collectively "the "parties").

WHEREAS, in consideration of the Rent hereinafter defined, and the covenants contained herein, Landlord and Tenant hereby agree:

1. **Basic Lease Information/Definitions.**

1.1	Premises	Approximately 18,028 square feet of space. The Premises are depicted on Exhibits A and B, attached hereto and incorporated herein by reference. *(See Section 2.)*
1.2	Building	1651 Jefferson Parkway, Northfield, MN 55057 (the "Property").
1.3	Commencement Date	January 1, 2026
1.4	Term	Twenty-four (24) months unless sooner terminated or extended pursuant to the terms and conditions of this Lease.
1.5	Base Rent	Base Rent shall be the following amounts for the following periods of time: Period Covered — Monthly Rent 1/1/2026-12/31/2026 — $10,917.45 1/1/2027-12/31/2027 — $15,51498
1.6	Wellness Center Operation Costs and Wellness Center Capital Costs	In addition to Base Rent, Tenant shall pay one-half of the Wellness Center Operation Costs and Wellness Center Capital Costs. The Tenant's one-half portion of the Wellness Center Operation Costs to be paid by Tenant monthly is as follows: Period Covered — Monthly Operation Costs 1/1/2026-12/31/2026 — $4,791.67 1/1/2027-12/31/2027 — $4,935.42 Landlord will be responsible for the remaining one-half of said Operation Costs and Capital Costs. These Costs are defined in Section 7 below. The Wellness Center is included within the Premises, and is depicted on Exhibit B, attached hereto and incorporated herein by reference. The Premises specifically include the Wellness Center for all purposes under this Lease.
1.7	Utilities	Landlord shall pay directly to service provider(s) separately metered utilities, including by not limited to gas, electricity, water, sewer, and garbage. *(See Section 6.)*
1.8	Tenant's Notice Address	1651 Jefferson Parkway, Suite HS-200 Northfield, MN 55057, Attn: Executive Director
1.9	Landlord's Notice Address	City of Northfield *(See Section 18.)*, 801 Washington St., Northfield, MN 55057

1.10	Expiration Date	December 31, 2027, unless sooner terminated or extended pursuant to the terms and conditions of this Lease.

2. **Premises.**

Landlord hereby leases to Tenant the Premises for the Term pursuant to the terms and conditions of this Lease.

3. **Rent.**

3.1 Base Rent. Tenant shall pay to Landlord the Base Rent identified in Section 1.5 of this Lease in advance on the first day of each calendar month during the Term mailed or delivered to City of Northfield, 801 Washington St, Northfield, MN 55057, or such other location as Landlord shall advise Tenant of from time to time. Rent checks shall be made payable to CITY OF NORTHFIELD. Should the Term commence or terminate on a day other than the first day or the last day of a calendar month, Landlord and Tenant agree that Base Rent for the first and last month of the Term shall be prorated, and Base Rent for the remaining months shall be due and payable on the first of the month as provided above. Base Rent plus all other sums due and owing pursuant to this Lease shall be collectively called "Rent."

3.2 Late Payment. If any installment of Rent or any other sums due from Tenant is not received by Landlord within 5 days following the due date, Tenant will pay to Landlord a late charge equal to 5% of such overdue amount. Landlord and Tenant hereby agree that such late charge represents a fair and reasonable estimate of the costs Landlord would incur as a result of such late payment.

3.3 Common Area Expenditures, Taxes and Insurance. The Base Rent includes Tenant's share of common area expenditures, real estate taxes, and insurance for the Building.

4. **Use.**

4.1 The Premises shall be used and occupied only for office, meeting space and governmental services. Tenant shall have the right to use the Premises exclusively during the Term for the purpose stated herein and for no other purpose, unless such other use or purpose is authorized in writing by Landlord.

4.2 Tenant shall occupy the Premises, conduct its business and control its agents, employees, invitees, customers, patrons, and visitors in such a manner as is lawful, reputable and will not create a nuisance.

4.3 Tenant shall not permit any waste on the Premises or allow the Premises to be used in any way which would in the opinion of Landlord be extra hazardous on account of fire or which would in any way increase or render void the fire insurance on the Building.

4.4 Tenant shall not do or permit anything to be done in or about the Premises nor bring or keep anything therein which will in any way increase the existing rate of or affect any fire or other insurance upon the Premises or Property, or any of its contents, or cause a cancellation of any insurance policy covering the Premises or Property or any part of the Premises, Property or any of its contents.

4.5 Tenant shall not use or allow the Premises to be used for any unlawful or objectionable purpose, nor shall Tenant cause, maintain or permit any nuisance in, on or about the Premises. More specifically, Tenant shall not use or store any noxious chemicals on the Premises, except to the extent necessary for the Premises to be used for the purposes stated herein. Noxious chemicals are those defined as toxic and hazardous substances pursuant to OSHA health standards and applicable regulations.

4.6 Should Tenant intentionally commit or allow to be committed any waste on or destruction of the Premises, Tenant shall immediately restore the Premises to the original condition of the Premises at the inception of this Lease or as altered in accordance with plans and specifications as submitted to, and approved by the Landlord's City Administrator, or, alternatively, pay to Landlord the cost of restoring the Premises to the condition herein stated, payment to be made within 30 days from the date of written notice given by Landlord to Tenant of the amount of such costs.

4.7 Tenant, at its sole cost and expense, will comply with all laws, ordinances, orders, rules and regulations of state, federal, municipal or other agencies or bodies having jurisdiction over the use, condition or occupancy of the Premises. However, Landlord is responsible to pay all expenses associated with maintaining the Building in compliance with all applicable codes, including but not limited to building and zoning codes, and other regulations. Tenant shall comply with the policies, rules and regulations of the Building adopted by Landlord. Landlord shall have the right at all times to change and amend the policies, rules and regulations in any reasonable manner as may be deemed advisable for safety, care, cleanliness, preservation of good order and operation or use of the Building or the Premises.

4.8 In the event that Tenant fails to perform to the Landlord's satisfaction any of the above obligations or any other terms of this Lease, Landlord may perform the work and shall invoice Tenant for all costs incurred by Landlord in performing such work. Invoices shall be due and payable within 30 days of the date of the invoice. Landlord may take any action it is authorized under law to take to recover such unpaid charges, including terminating this Lease.

4.9 Tenant shall be solely responsible for security of the Premises during the Term. Tenant agrees that it will be solely responsible for security of any and all of Tenant's personal property located therein, and for the personal property of Tenant's invitees, and for any loss, damage, or destruction thereof.

4.10 During the Term, Tenant shall comply with all applicable laws, regulations, conditions, and covenants affecting the Premises, whether federal, state, local, or contractual.

4.11 Tenant shall, at Tenant's expense, obtain all necessary licenses and/or permits required for its operations on the Premises.

5. **Utilities.**

5.1 Landlord shall be responsible for payment of the following utilities and services for the Premises, which includes the Wellness Center: gas, water, sewer, garbage, electricity, snow removal, land scaping, lawn mowing, lawn care and lawn maintenance, and maintaining the grounds around the exterior of the Building and in the parking lot. Landlord will pay all service providers and utility companies directly.

5.2 Landlord does not warrant that any of the utilities and services referred to above or any other services upon or to the Premises will be free from interruption. Tenant acknowledges that any one or more of such utilities or services may be suspended if there is a strike, an accident, or if repairs or improvements must be made for reasons. Any such interruption or discontinuance of utilities or services shall not be deemed an eviction or disturbance of Tenant's use and possession of the Premises, or any part thereof, or render the Landlord liable to Tenant for damages by abatement of Rent or otherwise, or relieve Tenant from performance of Tenant's obligations under this Lease, unless the interruption or discontinuance is caused by Landlord's negligence or failure to pay for the above utilities and services.

5.3 Tenant shall have no claim for rebate of Rent on account of any interruption in service. Tenant shall at all times keep the Premises adequately heated to prevent the water pipes from freezing. Landlord shall not be liable for any interruption or failure in the supply of any utility or services to the Premises.

6. **Condition of Premises.**

Tenant hereby accepts the Premises and any equipment thereon in their condition existing as of the Commencement Date or the date that Tenant takes possession of the Premises, whichever is earlier. Tenant acknowledges that the Premises are in a condition satisfactory to Tenant's purposes. Tenant accepts, acknowledges and agrees that the Premises herein described are in an "as is" and "with all faults" condition and agrees that Landlord has not made, and does not hereby make any representation, warranty or covenant, expressed or implied, with respect to the condition, quality, durability, capability, or suitability of the Premises or against any patent or latent defects therein. Tenant agrees that Landlord shall not be liable to Tenant for any liability, claim, loss, damage or expense of any kind or nature caused directly or indirectly by the Premises or the inadequacy thereof for any purpose, or for any deficiency or defect therein, or for the use, operation or maintenance thereof, or for any repairs, servicing, adjustments, replacement, or expenses thereto or for any damage whatsoever and howsoever caused. This provision is subject to Landlord's continuing duty to maintain the Building and Premises so that they are structurally sound, and meet all applicable codes, including building and zoning codes.

7. **Maintenance and Repairs.**

7.1 Landlord's Obligations With Respect to Premises. Landlord shall not be required to make any improvements, replacements or repairs of any kind or character to the Premises during the Term except as are set forth in this Section. Landlord shall maintain only the HVAC system, phone system, common use data cabling, door access control, plumbing, sewage, roof, foundation, parking and common areas, and the structural soundness of the exterior walls, exterior windows, exterior doors, entry vestibule's, corridors, and other structures serving the Premises. Landlord shall not be liable to Tenant, except as expressly provided in this Lease, for any damage or inconvenience, and Tenant shall not be entitled to any abatement or reduction of Rent by reason of any repairs, alterations or additions made by Landlord under this Lease.

7.2 Tenant Obligations With Respect to Premises. During the Term and except as otherwise provided in this Agreement, Tenant shall, at Tenant's sole cost and expense, be responsible for the operation, repair, and maintenance of the Premises, including but not limited to any Tenant-paid and Landlord approved improvements to the Premises, as well as Wellness Center Operation and Wellness Center Capital costs as provided in Section 7.3 of this Lease. Tenant shall, at Tenant's expense, at all times throughout the Term keep and maintain the Premises in a clean, safe and sanitary condition and in compliance with all applicable laws, codes, ordinances, rules and regulations. Tenant's obligations hereunder shall include, but not be limited to, the maintenance, repair and replacement, if necessary, of all lighting fixtures and equipment, all interior walls, floor covering, ceiling tiles, partitions, interior doors and interior windows, including the regular painting thereof, and including but not limited to Wellness Center Operation and Wellness Center Capital costs as provided in Sections 1.6 and 7.3 of this Lease. Tenant shall keep and maintain all portions of the Premises and areas adjoining the same in a clean and orderly condition, free of accumulation of rubbish. Except as otherwise provided in this Lease, all services required by Tenant shall be supplied and paid for by Tenant.

7.3 The Parties' Respective Obligations With Respect to Wellness Center.

7.3.1 ***Wellness Center Operation Costs***. The parties will be each be responsible to pay one-half of the above Wellness Center Operation Costs, as set forth in Section 1.6 above. Wellness Center Operation Costs are defined as follows:

- Pool and hot tub mechanical equipment repair (excluding replacement);
- Pool and hot tub treatment chemicals;
- Repair (not replacement) of pool and hot tub room electrical and dehumidification system;
- Pool and hot tub repair including grout/tile repair, lighting repair or replacement, handrail or ladder repair or replacement, concrete deck coating repair (not replacement)
- Repair and replacement of accessibility equipment;

- Fitness room exercise equipment repair and replacement;
- Repair (not replacement) of electrical, data wiring or mechanical (HVAC) repairs servicing the Wellness Center area spaces;
- Repair and replacement of locker room furniture and furnishings;
- Routine repair or replacement of common wear items in the Wellness Center, including carpet, paint, wood stain, hard surface flooring coatings, light fixtures, fans, and ceiling tiles;
- Routine repair or replacement of doors, door frames, hinges, door handles, and seals; and
- All general and specialized custodial activities in the defined Wellness Area. Specialized activities include but are not limited to: deep cleanings of the Wellness Area, Mold or Mildew abatement, tile grout cleaning, carpet cleaning, hard surface flooring stripping and resealing.

Reimbursement procedure. If Tenant incurs a Wellness Center Operation Cost in addition to the Tenant's portion as set forth in Section 1.6 above, Tenant shall submit written Documentation of said Cost (by invoice or receipt) to Landlord within 30 days of incurring said Cost, and Landlord shall reimburse Tenant within 30 days of receipt of said Documentation of Cost for Landlord's share of said Cost. If Landlord incurs the Cost, the procedure will be the same. Wellness Center Operation Costs *exclude* the following: capital improvements, defined below; structural improvements to any portion of the Building, Premises and/or Wellness Center; replacement of mechanical systems which service the Building, Premises and/or Wellness Center, including HVAC, electrical and/or the dehumidification system for the pool; maintaining the mechanical systems for the remainder of the Premises.

7.3.2 ***Wellness Center Capital Costs***. Except as provided herein below, the parties will be each be responsible to pay one-half of the above Wellness Center Capital Costs, in addition to the Tenant's portion of the Operation Costs as set forth in Section 1.6 above. Any Wellness Center Capital Cost over $10,000 must be included in and be accomplished via Landlords Capital Improvement Plan, and the Capital Improvement Plan needs to be approved by the City Council. If Tenant elects to make a capital improvement in the Wellness Center that is not in Landlord's Capital Improvement Plan approved by the City Council, then Tenant shall be responsible for 100% of the costs. All Tenant improvements require pre-approval by Landlord. Any tenant-led improvement to the Building that require a cost share from the Landlord shall be approved by the City Council by separate action, shall not be part of this Lease and shall follow the Landlord's purchasing policy, City Code, and State law, including but not limited the requirements contained in the Uniform Municipal Contracting Law, Minnesota Statutes, section 471.345, as applicable. The reimbursement procedure Wellness Center Capital Costs shall be the same as for Wellness Center Operation Cost as provided in subsection 7.3.1 of this Lease.

8. **Alterations and Leasehold Improvements.**

8.1 The Premises are rented "as is." Landlord has made no promise to alter, remodel, repair or improve the Premises, other than what is provided for or otherwise set forth in this Lease. Landlord has made no representation of the condition of the Premises or the Building, other than what is contained in this Lease.

8.2 Tenant shall not make or allow to be made any alterations or physical additions in or to the Premises without first obtaining the written consent of Landlord, which consent may in the sole and absolute discretion of Landlord be denied.

8.3 Any alterations, physical additions or improvements to the Premises made by Tenant shall at once become the property of Landlord and shall be surrendered to Landlord upon the termination of this Lease without compensation therefore by Landlord; provided, however, Landlord, at its option, may require Tenant to remove any physical additions and/or repair any alterations in order to restore the Premises to the conditions existing at the time Tenant took possession, all costs of removal and/or alterations to be borne by Tenant. This clause shall not apply to Tenant-owned equipment or trade fixtures, which may be removed by Tenant at the end of the Term if Tenant is not then in default and if such equipment and fixtures are not subject to any other rights, liens and interests of Landlord.

9. **Insurance and Indemnification.**

9.1 Insurance Coverage. During the Term, Tenant will carry, at its own expense: (a) public liability insurance, in a form and with a company satisfactory to Landlord, (b) a bodily injury and property damage combined single limit policy of at least $1,000,000 and (c) all other insurance necessary to keep the contents maintained on the Premises insured against fire and other casualty in amounts sufficient to enable Tenant to restore or replace the contents in case of loss by fire or other casualty. All such insurance policies shall be endorsed to name Landlord and Landlord's agent as additional insureds. Tenant shall provide Landlord with thirty (30) days prior written notice of any cancellation or material modification of the insurance policies required to be maintained by Tenant herein. In addition, such policies or certificates evidencing that such policies are in effect, shall be delivered to Landlord at the commencement of the Term and renewals shall be delivered at least ten (10) full days prior to the expiration or cancellation of any such policy. If the certificate of insurance has any disclaimers regarding additional insured status, Tenant shall provide an endorsement of the policy to Landlord and requested additional insured. If Tenant fails to comply with its covenant to maintain insurance as provided herein, Landlord may, at its option, cause insurance as aforesaid to be issued and, in such event, Tenant shall pay the premiums for such insurance as Additional Rent hereunder. Failure by Tenant to maintain insurance as required herein during the Term hereof, shall constitute a default subject to termination of this Lease.

9.2 Indemnity. Landlord shall not be liable to Tenant for and Tenant does hereby release Landlord and its respective agents and employees from liability for any injury, loss or damages to Tenant or to any other person or property occurring upon the Property, unless caused by Landlord's negligence or willful misconduct. Tenant agrees to indemnify, defend, and hold Landlord, Landlord's officers, directors, employees and agents (collectively "Landlord Group") harmless against and from any and all liability, loss, costs, damages, expenses, including reasonable attorneys' fees, claims and demands, that may be brought against Landlord Group, for or on account of any damages, loss or injury to persons or property in or about the Property during the Term, or during any occupancy by Tenant prior to the Commencement Date or for any damages, loss or injury to persons or property caused by Tenant whatsoever, unless caused by Landlord's negligence or willful misconduct. For purposes of this Section, "Tenant" shall include Tenant, its employees, agents, servants, customers, patrons, invitees, licensees, contractors, sublessees, and subcontractors. This indemnification shall survive the expiration or earlier termination of this Lease.

9.3 Hazardous Materials. Tenant agrees that it shall indemnify, defend and hold Landlord, and its officials, agents and employees harmless from any claims, judgments, damages, penalties, fines, costs, liabilities (including sums paid in settlement of claims and cost of cleanups) or loss including attorney's fees, consultant fees and expert fees that arise during or after the Term of this Lease from or in connection with the presence or suspected presence of toxic or hazardous substances in the soil, groundwater, or soil vapor on or under the Premises, which exist as a result of the operations, acts, defaults, omissions, negligence or willful misconduct of Tenant, its officers, employees, tenants, assignees or agents. Tenant shall not use or engage in the manufacture of hazardous chemicals on the Premises.

9.4 Waiver of Subrogation. To the extent permitted by law, and without affecting the coverage provided by insurance required to be maintained hereunder, Landlord and Tenant each waive any right to recover against the other for (a) damages to property, (b) damages to all or any portion of either or both of the Premises and the Property, (c) claims arising by reason of the foregoing, to the extent such damages and claims are insured against, or required to be insured against, by Landlord or Tenant under this Lease, or (d) claims paid by Tenant's workers' compensation carrier. This provision is intended to waive, fully and for the benefit of each party, any rights and/or claims which might give rise to a right of subrogation by any insurance carrier. The coverage obtained by each party pursuant to this Lease shall include, without limitation, a waiver of subrogation by the carrier which conforms to the provisions of this section.

10. **Tenant Assignment and Subletting.**

Tenant shall not assign, in whole or in part, this Lease, or allow it to be assigned, in whole or in part, by operation of law or otherwise or mortgage or pledge the same, or sublet the Premises, in whole or in part, without the prior written consent of Landlord, and in no event shall said such assignment or sublease ever release Tenant or any guarantor from any obligation or liability hereunder.

11. **Subordination/Estoppel Certificates.**

Tenant accepts this Lease, and the tenancy created hereunder, subject and subordinate to any underlying leases, mortgages, deed of trust, leasehold mortgages or other security interests now or hereafter a lien upon or affecting the Premises or any part thereof. Tenant shall, at any time hereafter, on request, execute any instruments that may be required by any mortgage, mortgagee, deed of trust, trustee, or underlying owner or Landlord hereunder to subordinate Tenant's interest hereunder to the lien of any such mortgages, deed or deeds of trust or underlying lease. Tenant agrees at any time and from time to time upon five (5) business days prior notice by Landlord to execute, acknowledge and deliver to Landlord a statement in writing certifying that this Lease is unmodified and in full force and effect (or if there have been modifications, that the same is in full force and effect as modified and stating the modifications) and the dates to which Rent and other charges have been paid in advance, if any, and stating whether or not Landlord is in default in performance of any covenant, agreement or condition contained in this Lease and, if so, specifying each such default of which the signer may have knowledge, and such other matters as Landlord may request, it being intended that any such statement hereunder may be relied upon by any third party not a party to this Lease. The failure of Tenant to execute any such instruments, leases or documents shall constitute a Default hereunder.

12. **Default.**

Tenant hereby agrees that the following shall be deemed to be events of default ("Default") by Tenant under this Lease: (1) Tenant shall fail to pay when due any installment of Rent or any other payment required pursuant to this Lease; (2) Tenant shall abandon any substantial portion of the Premises; (3) Tenant shall fail to comply with any term, provision or covenant of this Lease, other than the payment of Rent, and the failure is not cured within 30 days after written notice to Tenant; (4) Tenant shall file a petition or if an involuntary petition is filed against Tenant, or becomes insolvent, under any applicable federal or state bankruptcy or insolvency law or admit that it cannot meet its financial obligations as they become due; or a receiver or trustee shall be appointed for all or substantially all of the assets of Tenant; or Tenant shall make a transfer in fraud of creditors or shall make an assignment for the benefit of creditors; or (5) Tenant shall do or permit to be done any act which results in a lien being filed against the Premises or the Building and/or project of which the Premises are a part.

13. **Remedies for Tenant's Default.**

13.1 Upon the occurrence of a Default as defined above, Landlord may elect either: (i) to cancel and terminate this Lease and this Lease shall not be treated as an asset of Tenant's bankruptcy estate, or (ii) to terminate tenant's right to possession only without canceling and terminating Tenant's continued liability under this Lease. Notwithstanding the fact that initially Landlord elects under (ii) to terminate Tenant's right to possession only, Landlord shall have the continuing right to cancel and terminate this Lease by giving 10 days' written notice to Tenant of such further election, and shall have the right to pursue any remedy at law or in equity that may be available to Landlord.

13.2 In the event of election under Section 13.1 (ii) to terminate Tenant's right to possession only, Landlord may, at Landlord's option, enter the Premises and take and hold possession thereof, without such entry into possession terminating this Lease or releasing Tenant in whole or in part from Tenant's obligation to pay all amounts hereunder for the full stated term. Upon such re-entry, Landlord may remove all persons and property from the Premises and such property may be removed and stored in a public warehouse or elsewhere at the cost

and for the account of Tenant, without becoming liable for any loss or damage which may be occasioned thereby. Such re-entry shall be conducted in the following manner: without resort to judicial process or notice of any kind if Tenant has abandoned or voluntarily surrendered possession of the Premises; and, otherwise, by resort to judicial process. Upon and after entry into possession without termination of the Lease, Landlord may, but is not obligated to, relet the Premises, or any part thereof, to anyone other than the Tenant, for such time and upon such terms as Landlord, in Landlord's sole discretion, shall determine. Landlord may make alterations and repairs to the Premises to the extent deemed by Landlord necessary or desirable.

13.3 Upon such re-entry, Tenant shall be liable to Landlord as follows:

A. For reasonable attorneys' fees incurred by Landlord in connection with exercising any remedy hereunder;
B. For the unpaid installments of Base Rent, Additional Rent or other unpaid sums which were due prior to such re-entry, including interest and late payment fees, which sums shall be payable immediately;
C. For the installments of Base Rent, Additional Rent, and other sums falling due pursuant to the provisions of this Lease for the period after re-entry during which the Premises remain vacant, including late payment charges and interest, which sums shall be payable as they become due hereunder;
D. For all reasonable expenses incurred in releasing the Premises, including leasing commissions, attorneys' fees, and costs of alteration or repairs, which shall be payable by Tenant as they are incurred by Landlord; and
E. While the Premises are subject to any new lease or leases made pursuant to this Section, for the amount by which the monthly installments payable under such new lease or leases is less than the monthly installment for all charges payable pursuant to this Lease, which deficiencies shall be payable monthly.

13.4 Notwithstanding Landlord's election to terminate Tenant's right to possession only, and notwithstanding any reletting without termination, Landlord, at any time thereafter, may elect to terminate this Lease in the event of Tenant’s default, and to recover (in lieu of the amounts which would thereafter be payable pursuant to the foregoing, but not in diminution of the amounts payable as provided above before termination), as damages for loss of bargain and not as a penalty, an aggregate sum equal to the amount by which the rental value of the portion of the Term unexpired at the time of such election is less than an amount equal to the unpaid Base Rent and Additional Rent and all other charges which would have been payable by Tenant for the unexpired portion of the Term of this Lease, which deficiency and all expenses incident thereto, including commissions, attorneys' fees, expenses of alterations and repairs, shall be due to Landlord as of the time Landlord exercises said election, notwithstanding that the Term had not expired. If Landlord, after such re-entry, leases the Premises, then the rent payable under such new lease shall be conclusive evidence of the rental value of the unexpired portion of the Term of this Lease.

13.5 If this Lease shall be terminated by reason of bankruptcy or insolvency of Tenant, Landlord shall be entitled to recover from Tenant or Tenant's estate, as liquidated damages for loss of bargain and not as a penalty, the amount determined by the immediately preceding paragraph.

13.6 Neither acceptance of rent by Landlord, with or without knowledge of Default, nor the failure of Landlord to take action on account of any default hereof or to enforce its rights hereunder shall be deemed a waiver of any breach, and absent written notice or consent, said breach shall be a continuing one.

13.7 No right or remedy conferred upon or reserved to Landlord or Tenant by this Lease shall be exclusive of any other right or remedy herein or by law provided; all rights and remedies conferred upon Landlord and Tenant by this Lease or by law shall be cumulative and in addition to every other right and remedy.

13.8 In the event of a dispute between the parties hereto with respect to the enforcement of either party's obligations contained herein, the prevailing party shall be entitled to reimbursement of reasonable attorney's fees, costs and expenses incurred in connection therewith.

14. Surrender/Hold Over.

14.1 Tenant shall vacate the Premises at the expiration date or other termination of this Lease and shall remove all goods and effects not belonging to Landlord and shall surrender possession of the Premises and all fixtures and systems thereof in good repair, reasonable wear and tear excepted.

14.2 If Tenant holds over and remains in possession of the Premises or any part thereof after the Expiration Date or the sooner termination of the Term or Tenant's right to possession hereunder, Tenant shall be deemed to hold the Premises as a tenant at sufferance, subject to all of the terms, conditions and covenants of this Lease, except that Rent payable during such holdover period shall be an amount equal to one hundred fifty percent (150%) of the installments of Rent payable at the time of such expiration or earlier termination. The provisions of this paragraph do not waive Landlord's right of re-entry or right to regain possession by actions at law or in equity or by any other rights hereunder. Tenant shall additionally pay Landlord all direct damages sustained by reason of Tenant's retention of possession.

15. Destruction, Fire or Other Casualty.

15.1 In case of damage to the Premises by fire or other casualty, Tenant shall give immediate notice thereof to Landlord, and Landlord, to the extent that insurance proceeds respecting such damage are subject to and, in fact, are under the control and use of Landlord, shall thereupon cause such damage to all property owned by Landlord to be repaired as promptly as possible at the expense of Landlord, due allowance being made for delay which may arise by reason causes beyond Landlord's control, and to the extent that the Premises are rendered untenantable, the Rent shall proportionately abate, provided the damage above mentioned occurred without the fault or neglect of Tenant, Tenant's servants, employees, agents, contractors, licensees, customers, patrons, invitees or visitors.

15.2 Notwithstanding the foregoing, if such damage is due to the fault or neglect of Tenant or any of other said persons, the damage may be repaired by Landlord at Tenant's expense and there shall be no apportionment or abatement of Rent. In the event the damage shall be so extensive to the Premises as to render it uneconomical, in Landlord's opinion, to restore for the use of Tenant, or Landlord shall decide not to repair or rebuild the Premises, this Lease, at the option of Landlord, shall be terminated upon written notice to Tenant and the Rent shall, in such event, be paid to or adjusted as of the date of such damage and Tenant shall thereupon vacate the Premises and surrender same to Landlord, provided that no such termination shall release Tenant from any liability to Landlord arising from such damage or from any breach of the obligations imposed on Tenant hereunder.

16. Eminent Domain.

If the entire Premises shall be substantially taken for public purposes, or in the event Landlord shall convey or lease the Premises to any public authority under threat of condemnation or taking, this Lease shall thereupon terminate. In the event of a taking, lease or condemnation, whether or not there is a termination hereunder, Tenant shall have no claim against Landlord other than an adjustment of Rent to the date of taking, lease or condemnation, and Tenant shall not be entitled to any portion of any amount that may be awarded as damages or paid as a result or in settlement of such proceedings or threat. Notwithstanding the foregoing, Tenant may pursue its own claim against the condemning authority for any damages or award permitted under the laws of the State of Minnesota, to be paid to Tenant without diminution or reduction of the award, judgment or settlement received by Landlord.

17. **Rights of Access, Prospective Purchasers and Lenders.**

17.1 Landlord reserves the following rights: (a) to take any and all measures necessary or desirable for the operation, safety, protection or preservation of the Premises, Building and Property, including repairs, alterations, decorations, additions or improvements, whether structural or otherwise, in and about the Building, Property or Premises or any part thereof; and (b) to enter to verify use of the Premises or perform cleaning or other Premises related maintenance services. Landlord may enter upon the Premises and may exercise any or all of the foregoing rights or any other rights provided in this Agreement without being deemed guilty of an eviction (actual or constructive) or disturbance of Tenant's use or possession and without being liable in any manner to Tenant and without abatement of Rent or affecting Tenant's obligations hereunder. Nothing in this Agreement shall be interpreted as requiring the Landlord to perform any such acts independent of the requirements of the other provisions of this Lease.

17.2 Landlord or its authorized agents shall at any and all reasonable times have the right to enter the Premises to inspect the same, to show the Premises to prospective purchasers, lessees, mortgages, insurers or other interested parties. Tenant shall, within five (5) days of Landlord's request therefor, provide Landlord with current information and statements regarding the financial condition of Tenant. Landlord shall have the right to use any and all means which Landlord may deem proper to open any door in an emergency without liability therefor. Tenant shall permit Landlord to erect, use, maintain and repair pipes, cables, conduits, plumbing, vents and wires in, to and through the Premises as often and to the extent that Landlord may now or hereafter deem to be necessary or appropriate for the proper use, operation and maintenance of the Building, provided the same does not unreasonably interfere with Tenant's use or operation of the Premises. The Landlord may order the immediate cessation of any use, improvements, project or work that exceeds the scope of this Lease or otherwise poses a threat to the life, health, safety or welfare of the public, the Premises, Building or Property.

18. **Notice.**

Any notices required to be served in accordance with the terms of this Lease shall be in writing and delivered to Tenant at the address identified in Section 1.8 above, and to Landlord at the address identified in Section 1.9 above. Either party may at any time designate by written notice to the other a change in the above addresses or addressees, or the designated individual. All notices, demands and requests shall be deemed sufficiently served or given for all purposes hereunder at the time such notice, demand or request shall either be mailed by United States Postal Service registered or certified mail, return receipt requested, or deposited with a reputable overnight courier, at the time such notice, demand or request shall be deposited with the overnight courier, or they may be sent via hand delivery/personal service.

19. **Patriot Act**.

Tenant represents to Landlord, and Landlord represents to Tenant, that the representing party is not (and such party is not engaged in this transaction on behalf of) a person or entity with which either party is prohibited from doing business pursuant to any law, regulation or executive order pertaining to national security ("Anti-Terrorism Laws") and such party has not violated and, to the best of such party's knowledge, it is not under investigation for the violation of any Anti-Terrorism Laws pertaining to money laundering. Anti-Terrorism Laws shall specifically include, but shall not be limited to, the "Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001", Pub. L. No. 107-56 (also known as the "U.S.A. Patriot Act"); Executive Order 13224; the Bank Secrecy Act, 31 U.S.C. Section 5311 et seq.; the Trading with the Enemy Act, 50 U.S.C. App. Section 1 et seq.; the International Emergency Economic Powers Act, 50 U.S.C. Section 1701 et seq.; sanctions and regulations promulgated pursuant thereto by the Office of Foreign Assets Control ("OFAC"), as well as laws related to the prevention and detection of money laundering in 18 U.S.C. Sections 1956 and 1957.

20. **Entire Agreement.**

It is expressly agreed by both parties, as a material consideration for the execution of this Lease, that this Lease, with the specific references to written extrinsic documents, is the entire agreement of the parties, and that there are, and were, no verbal representations, warranties, understandings, stipulations, agreements or promises pertaining to this Lease or to the expressly mentioned written extrinsic documents not incorporated in writing in this Lease.

21. **Amendment.**

This Lease may not be altered, waived, amended or extended except by an instrument in writing signed by Landlord and Tenant.

22. **Miscellaneous.**

22.1 If any term or provision of this Lease or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Lease or the application of such term or provision to persons or circumstances other then those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

22.2 All headings in this Lease are intended for convenience or reference only and are not to be deemed or taken as a summary of the provisions to which they pertain or as a construction thereof.

22.3 Except as otherwise provided, the covenants, conditions and agreements contained in this Lease shall bind and inure to the benefit of Landlord, Tenant, and their respective heirs, distributees, executors, administrators, grantees, successors and assigns.

22.4 This Lease contains all agreements of the parties with respect to any matters contained herein. No prior agreement, proposal or understanding pertaining to any such matter binding unless expressly incorporated herein. This Lease may be modified only in writing and signed by the parties in interest at the time of the modification.

22.5 This Lease shall be governed by and construed in all respects in accordance with the laws of the State of Minnesota.

22.6 Submission of this Lease by Landlord or Landlord's agent, or their respective agents or representatives to Tenant for examination and/or execution shall not in any manner bind Landlord and no obligations on Landlord shall arise under this Lease unless and until this Lease is fully signed and delivered by Landlord and Tenant; provided, however, the execution and delivery by Tenant of this Lease to Landlord or Landlord's agent, or their respective agents or representatives, shall constitute an irrevocable offer by Tenant to enter into this Lease on the terms and conditions herein contained, which offer may not be revoked for thirty (30) days after such delivery.

22.7 The parties, by executing this Lease, state that they have carefully read this Lease and understand fully the contents thereof; that in executing this Lease they voluntarily accept all terms described in this Lease without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.

22.8 The parties each represent and warrant to the other that (1) the persons signing this Lease are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Lease against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.

22.9 Nothing contained in this Lease shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between the parties, it being understood that the sole relationship created hereby is one of Landlord and Tenant. No third party is entitled in any way to rely upon any provision in this Lease. This Lease is intended solely for the benefit of the parties and no third party shall have any rights or interest in any provision of this Lease, or as a result of any action or inaction of the Landlord in connection therewith.

22.10 Pursuant to Minn. Stat. § 16C.05, subd. 5, Tenant agrees that Landlord, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of Tenant and involve transactions relating to this Lease. Tenant agrees to maintain these records for a period of six years from the date of termination of this Lease.

22.11 The parties acknowledge that this Lease is subject to the requirements of Minnesota's Government Data Practices Act, Minn. Stat. c. 13.

22.12 The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Lease as if fully set forth herein.

22.13 The parties agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law.

22.14 Tenant acknowledges that this is an agreement to lease the Premises only and that the Tenant does not in any way acquire title to the Premises, under or by virtue of this Lease.

22.15 All covenants, indemnities, guarantees, releases, representations and warranties by any party or parties, and any undischarged obligations of the parties arising prior to the expiration of this Lease (whether by completion or earlier termination), shall survive such expiration.

22.16 The recitals hereto and exhibits attached to this Lease are considered an integral part of it as if fully set forth within it.

23. **Signage**.

Any sign placed on the Building or grounds must be in conformance with the Landlord's sign criteria, if any, and approved in advance in writing by Landlord. Any sign placed on the Building must be in conformance with City municipal code and other codes governing the Building. Tenant, upon vacation of the Premises, or the removal or alteration of its sign for any reason, shall be responsible for the repair, painting or replacement of the Building fascia surface or other portion of the Building where signs are attached if such repair, replacement or repainting is necessary due to the removal of Tenant's signage. If Tenant fails to do so, Landlord may have the sign removed and the cost of removal and any repairs to the Building therefrom shall be payable by Tenant within thirty (30) days of invoice, and such obligation shall survive termination or expiration of this Lease.

Remainder of Page Left Intentionally Blank

Signature Page to Follow

IN WITNESS WHEREOF, Landlord and Tenant have signed and sealed this Lease as of the day and year first above written.

Tenant:

NORTHFIELD SENIOR CITIZENS, INC., dba FIFTYNORTH

BY: Kathleen Tarant 12-19-2025
Kathleen Tarant, Its Board President

Landlord:

CITY OF NORTHFIELD

BY:_____
Erica Zweifel, Its Mayor

BY:_____
Lynette Peterson, Its City Clerk

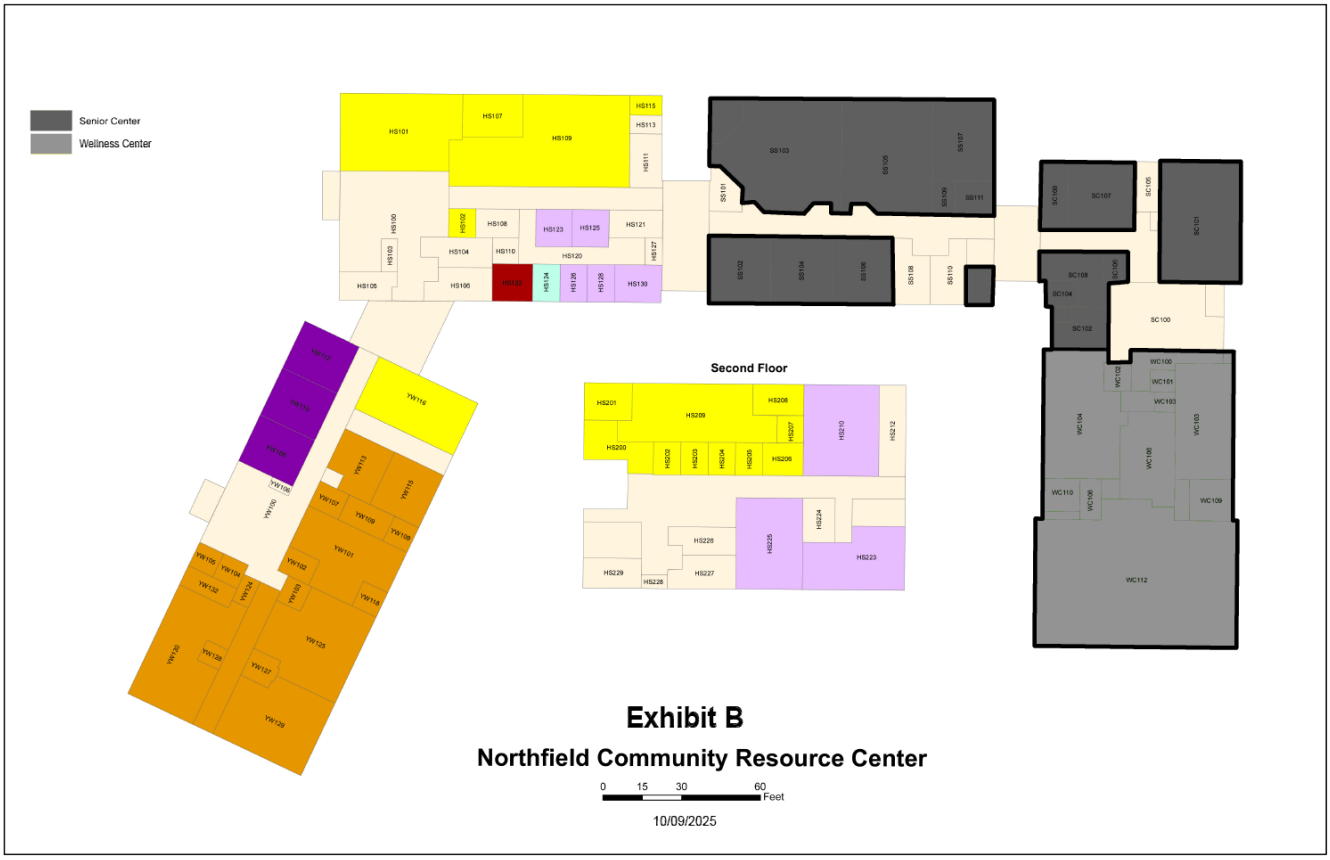
EXHIBIT A

Description and Depiction of Premises



EXHIBIT B

Description and Depiction of Wellness Area



File #: Res. 2026-006, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: David E. Bennett, Public Works Director/City Engineer

Consider Resolution Setting Bond Sale and Authorizing Application for MN Credit Enhancement for Utility Bonds for Jefferson Parkway/Sandstone Street Utility Extension Project.

Action Requested:
The Northfield City Council approves Resolution Setting Bond Sale and Authorizing Application for MN Credit Enhancement for Utility Bonds for Jefferson Parkway/Sandstone Street Utility Extension Project.

Summary Report:
The City is proposing to sell General Obligation Water Revenue Bonds related to the water infrastructure extensions to the future Water Treatment Plant(WTP) site. This work includes extending water lines from our Well Sites to the centralized location of the future WTP. In addition, Jefferson Pkwy and Sandstone Street will be built adjacent to the future WTP site.

The City is proposing $12,335,000 in General Obligation Water Revenue Bonds for this work. This bond issue aligns with the recent water rate study that was completed.

Alternative Options:
NA, The project is under construction.

Financial Impacts:
$12,335,000 Bond Issue.

Tentative Timelines:
Award sale of bonds at the February 3, 2026 Council Meeting

CITY OF NORTHFIELD
COUNTIES OF DAKOTA AND RICE
STATE OF MINNESOTA

RESOLUTION NO. 2026-006

A RESOLUTION PROVIDING
FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION
WATER REVENUE BONDS, SERIES 2026A IN THE
PROPOSED AGGREGATE PRINCIPAL AMOUNT OF $12,335,000 AND OBLIGATING THE
CITY TO BE BOUND BY AND USE THE PROVISIONS OF MINNESOTA STATUTES,
SECTION 446A.086 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND
INTEREST ON CERTAIN BONDS AND AUTHORIZING THE EXECUTION OF A CREDIT
ENHANCEMENT PROGRAM AGREEMENT

BE IT RESOLVED by the City Council (the "Council") of the City of Northfield, Minnesota (the "City") as follows:

Section 1. Bonds Authorized

1.01. It is hereby found, determined and declared that the City should issue its General Obligation Water Revenue Bonds (the "Bonds") in the approximate principal amount of $12,335,000, in order to finance various utility improvements, including without limitation extending water lines to the site of a future water treatment plant and installing infrastructure and improvements serving interim areas (collectively, the "Project"), including costs of issuance of the Bonds, subject to further details regarding the sale of the Bonds to be set forth in a resolution to be considered by the City Council at a subsequent meeting.

1.02. City staff are authorized and directed to take all other actions necessary to carry out the intent of this resolution.

1.03. The City desires to participate in the Minnesota Public Facilities Authority Credit Enhancement Program (the "Credit Enhancement Program") with the Minnesota Public Facilities Authority (the "PFA") to provide credit enhancement for the Bonds pursuant to Minnesota Statutes, Section 446A.086 (the "PFA Act").

Section 2. Authority of Municipal Advisor. Ehlers and Associates, Inc. (the "Municipal Advisor") is authorized and directed to negotiate the sale of the Bonds. The City Council will meet on Monday, February 3, 2026, or another date selected by City staff, to consider proposals on the Bonds and take any other appropriate action with respect to the Bonds.

Section 3. Authority of Bond Counsel. The law firm of Kutak Rock LLP, as bond counsel for the City ("Bond Counsel"), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds.

The officers, employees and agents of the City are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

Section 4. Covenants. In the resolution awarding the sale of the Bonds, the City Council will set forth the covenants and undertakings required by Minnesota Statutes, Chapters 444 and 475, as amended (collectively, the "Act").

Section 5. Official Statement. In connection with the sale of the Bonds, the officers or employees of the City are authorized and directed to cooperate with the Municipal Advisor and participate in the preparation of an official statement for the Bonds and to deliver it on behalf of the City upon its completion.

Section 6. Credit Enhancement Application; Fee; Agreement. The Mayor and City Clerk, or designee, are hereby authorized to submit, on behalf of the City, an application to the PFA to participate in the Credit Enhancement Program with the PFA along with a nonrefundable application fee in the amount of $500.00, and to enter into an agreement with the PFA (the "Agreement"), all in accordance with and as required by the Act. The Mayor and City Clerk, or designee, are hereby authorized to execute any and all applicable forms prescribed by the PFA in connection with the Credit Enhancement Program.

Section 7. Guarantee of Payment.

(a) The City hereby covenants and obligates itself to notify the PFA of a potential default in the payment of principal and interest on the Bonds, and to use the provisions of the Act to guarantee payment of the principal of and interest on the Bonds when due. The City further covenants to deposit with the registrar or any successor paying agent 3 days prior to the date on which a payment is due, an amount sufficient to make that payment or to notify the PFA that it will be unable to make all or a portion of that payment. The registrar for the Bonds is authorized and directed to notify the City Clerk and the PFA if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day 2 business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit in the registrar. The City understands that as a result of its covenant to be bound by the provisions of the Act and the PFA Act, the provisions of those laws shall be binding as long as the Bonds remain outstanding.

(b) The City further covenants to comply with all procedures now or hereafter established by the PFA and the Commissioner of Management and Budget of the State of Minnesota pursuant to the Act, and otherwise to take such actions as necessary to comply with that section.

Section 8. Declaration of Official Intent to Reimburse Expenditures.

8.01 The Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; the City expects to incur certain expenditures with respect to the Project that may be financed temporarily from

sources other than bonds, and reimbursed from the proceeds of the tax-exempt Bonds in a principal amount of up to $12,335,000.

8.02 The City has determined to make a declaration of official intent (the "Declaration") to reimburse certain costs with respect to the Project from proceeds of the Bonds in accordance with the Reimbursement Regulations.

8.03 All reimbursed expenditures will be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

8.04 This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5% of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20% of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

8.05 This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the Bonds described herein are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of the Bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such expenditures.

8.06 This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

PASSED by the City Council of the City of Northfield, Minnesota this 6th day of January, 2026.

ATTEST:

_____ _____

City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES
___ NESS ___ PETERSON WHITE ___ SOKUP

THE CITY OF
NORTHFIELD
MINNESOTA
ESTD 1855

2026A Bonds: Call for Sale

City Council

January 6, 2026

2026 – Proposed Utility Bonding

- **$12,335,000 General Obligation Water Revenue Bonds**
  - Water Utility Capital Projects
    - Funding for $12.1 million water system improvements, plus issuance costs
    - 20-year debt service repayment from water fund revenues
  - Authority under Minnesota Statutes, Chapter 444
    - Allows municipalities to incur debt for water, sewer or stormwater capital needs as long as utility revenues pledged to provide the repayment
    - Amounts so authorized are not subject to statutory debt limitation

2026 – Proposed Utility Bonding

- **$12,335,000 General Obligation Bonds**
  - Current Estimates is a 3.93% True Interest Cost
    - Market observations as of 12/2025 adding 0.35% planning factor
    - Assumes City's "AA" underlying credit rating, and
    - State of Minnesota "AAA" credit enhancement applied
  - $890,096 average annual debt service estimate
    - 2024 net revenues from the water enterprise fund provide 1.14x coverage*

**Conservative benchmark from fiscal year prior to adopted water rate increases*

2026 – Proposed Schedule

- Today: Council Authorization to Schedule Sale
  - Next:
    - Staff and Ehlers prepare offering documents
    - Credit Rating process w/ Standard & Poor's and State of MN
    - Solicit bids for competitive sale to be held February 3rd
  - Final:
    - Financing bids presented for final award at February 3rd meeting
      - Council review and consideration of a bond resolution awarding sale to lowest interest cost proposal
      - Closing planned for February 26, 2026

THE CITY OF
NORTHFIELD
MINNESOTA
ESTD 1855

- Council Questions
- Council Discussion
- Consider Call for Sale Resolution

January 6, 2026

PRE-SALE REPORT FOR

City of Northfield, Minnesota

$12,335,000 General Obligation Water Revenue Bonds, Series 2026A

Prepared by:

Ehlers
3001 Broadway Street, Suite 320
Minneapolis, MN 55413

Advisors:

Nick Anhut, Senior Municipal Advisor
Schane Rudlang, Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

$12,335,000 General Obligation Water Revenue Bonds, Series 2026A (the "Bonds")

Purposes:

The proposed issue includes financing to provide funding for various water system infrastructure capital improvement costs, including all estimated costs of issuance. The Bonds' debt service will be paid from net revenues of the City's municipal water enterprise fund.

Authority:

The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged. The Bonds are being issued pursuant to Minnesota Statutes, Chapters 444 and 475. Under Chapter 444, cities can authorize debt without limitation for utility system improvements so long as debt service is expected to be paid from water, sanitary sewer and/or storm sewer revenues.

Term/Call Feature:

The Bonds are being issued for a term of 20 years. Principal on the Bonds will be due on February 1 in the years 2027 through 2046. Interest will be due every six months beginning August 1, 2026.

The Bonds will be offered with the option of full or partial prepayment at the discretion of the City without penalty starting February 1, 2035 or any date thereafter.

Bank Qualification:

Because this issue, as well as other planned tax-exempt issuance later in 2026, is more than $10,000,000 in tax-exempt obligations during the calendar year, the City will be not able to designate the Bonds as "bank qualified" obligations.

State Credit Enhancement:

City debt for municipal water, sanitary sewer and storm water facilities are authorized to receive credit enhancement from the State of Minnesota, under which the state would guarantee debt service payments on the Bonds. State credit enhancement confers the credit rating of the State on the Bonds and can enhance both the creditworthiness and marketability of the underlying debt issue, which is expected to result in lower interest cost.

To qualify for the credit enhancement program, the City must submit an application and $500 fee to the State Public Facilities Authority. Ehlers will coordinate the application on the City's behalf.

Credit Rating:

The City's current rating by S&P Global Ratings is "AA"/Stable. The City will request an update to the rating for this issue of Bonds. Based on the State's current long-term credit ratings, State credit enhancement would confer a S&P Global Ratings "AAA" or a Moody's "Aa1" rating on the Bonds.

The underwriter of the Bonds may additionally elect to purchase bond insurance. If insurance is purchased, the credit rating of the insurer will also be applied to the Bonds.

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. The City will solicit competitive underwriting bids to be awarded on the basis of True Interest Cost, which we will compile on your behalf.

An allowance for discount bidding will be included in the terms of sale. The discount is treated as an interest item and provides the underwriter with all or a portion of its compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the final borrowing amount may be reduced for any unused allowance.

Premium Pricing:

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the purchaser pays an amount in excess of the face value of any maturity in return for a higher coupon (the interest rate paid by the issuer). The sum of the net amounts paid in excess of face value for all maturities is considered "reoffering premium." The amount of premium varies, but can often range from 2.00% to 10.00% of the face amount of the issue. This means that a $12,000,000 offering may receive bids that result in proceeds of $12,240,000 to $13,200,000.

Any net premium received may be used to reduce the principal amount of the Bonds, increase the net proceeds for the project, or to fund a portion of the interest due on the Bonds. The amount of premium can be restricted in the bid specifications. Restrictions on premium may result in fewer bids but may also eliminate large adjustments on the day of sale and unintended impacts with respect to debt service payments. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the County's objectives for this financing, which will be set out in the Notice of Sale and Preliminary Official Statement. For this issue, we have been directed to use any net premium to reduce the size of the issue. The resulting adjustments may slightly increase or decrease the final true interest cost calculation of the issue.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no viable refunding opportunities to consider at this time. We will continue to monitor the market and the call dates for the City's outstanding debt to periodically alter the City to any future refunding opportunities as they arise.

Continuing Disclosure:

The City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports under prior continuing disclosure undertakings for its existing debt, and engages Ehlers as its disseminating agent to prepare and submit required filings.

Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations ("Arbitrage Rules") throughout the life of the issue to maintain the tax-exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction and debt service accounts, along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City's specific arbitrage responsibilities will be detailed in the Arbitrage Certificate (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Bonds may qualify for one or more exception(s) to the Arbitrage Rules by meeting certain exceptions. An Ehlers arbitrage expert will contact the City within 30 days after the sale date to review the City's specific responsibilities for the Bonds.

Investment of Bond Proceeds:

The City can maximize available funding by temporarily investing Bond proceeds until the funds are needed to pay project costs. As a Registered Investment Advisor, Ehlers can assist the City in developing a strategy to invest the borrowed proceeds in compliance with the applicable Tax Compliance Document and Arbitrage Rules, statutory constraints, and the City's investment policy considerations.

Risk Factors:

Utility Revenue: The City expects to pay debt service with utility funds. Although not anticipated, if utility revenue is ever insufficient to cover the full amount of debt service the City may need to use other legally available funds or levy taxes to provide for the shortfall.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. Ehlers will coordinate their engagement on the City's behalf. Where the City has previously used a particular firm to provide a service, we have assumed the City will continue that relationship. Fees charged by these service providers will be paid from proceeds of the Bonds, unless Ehlers is notified that the City will pay them from other sources. The pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary.

Bond Counsel: Kutak Rock LLP
Paying Agent: Bond Trust Services Corporation
Rating Agency: S&P Global Ratings (S&P)

Basis for Recommendation:

Ehlers has reviewed other reasonably feasible alternatives to the recommended issuance of municipal securities. Based on the City's objectives; financial situation; risk tolerance; liquidity needs; experience with issuing obligations similar to the Bonds; long-term financial capacity; tax status considerations; and review of the structure, timing and other similar matters related to the Bonds, we are recommending the issuance of Bonds as a suitable option.

Summary:

The decisions to be made by the City Council are as follows:

- Accept or modify the finance assumptions described herein, and
- Consider the resolution provided by the City's Bond Attorney to call for holding a competitive bond sale on February 3, 2025.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	January 6, 2026
Credit Enhancement Application Submission:	Week of January 12, 2026
Due Diligence Call to Review Official Statement:	Week of January 19, 2026
Conference Call with Credit Rating Agency:	Week of January 19, 2026
Distribute Official Statement/Offering Document:	January 22, 2026
City Council Meeting to Award Sale of the Bonds:	February 3, 2026
Estimated Closing Date:	February 26, 2026

Attachments

Estimated Sources and Uses of Funds

Estimated Debt Service Schedules

EHLERS' CONTACTS

Nick Anhut, Senior Municipal Advisor	(651) 697-8507
Schane Rudlang, Municipal Advisor	(651) 697-8527
Emily Wilkie, Senior Public Finance Analyst	(651) 697-8588
Alicia Gage, Senior Financial Analyst	(651) 697-8551

City of Northfield, Minnesota

$12,335,000 General Obligation Water Revenue Bonds, Series 2026A
Assumes Current Market Non-BQ AAA Credit Enhanced Rates plus 35bps
AA Underlying Rating - 20 Years

Estimated Sources & Uses

Dated 02/26/2026 | Delivered 02/26/2026

Sources Of Funds

Par Amount of Bonds	$12,335,000.00
Total Sources	**$12,335,000.00**

Uses Of Funds

Total Underwriter's Discount (1.000%)	123,350.00
Costs of Issuance	105,000.00
Deposit to Project Construction Fund	12,105,424.30
Rounding Amount	1,225.70
Total Uses	**$12,335,000.00**

City of Northfield, Minnesota

$12,335,000 General Obligation Water Revenue Bonds, Series 2026A
Assumes Current Market Non-BQ AAA Credit Enhanced Rates plus 35bps
AA Underlying Rating - 20 Years

Estimated Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/26/2026	-	-	-	-	-
08/01/2026	-	-	189,836.25	189,836.25	-
02/01/2027	480,000.00	2.900%	220,455.00	700,455.00	890,291.25
08/01/2027	-	-	213,495.00	213,495.00	-
02/01/2028	465,000.00	2.850%	213,495.00	678,495.00	891,990.00
08/01/2028	-	-	206,868.75	206,868.75	-
02/01/2029	475,000.00	2.850%	206,868.75	681,868.75	888,737.50
08/01/2029	-	-	200,100.00	200,100.00	-
02/01/2030	490,000.00	2.850%	200,100.00	690,100.00	890,200.00
08/01/2030	-	-	193,117.50	193,117.50	-
02/01/2031	505,000.00	2.900%	193,117.50	698,117.50	891,235.00
08/01/2031	-	-	185,795.00	185,795.00	-
02/01/2032	520,000.00	2.950%	185,795.00	705,795.00	891,590.00
08/01/2032	-	-	178,125.00	178,125.00	-
02/01/2033	535,000.00	3.050%	178,125.00	713,125.00	891,250.00
08/01/2033	-	-	169,966.25	169,966.25	-
02/01/2034	550,000.00	3.100%	169,966.25	719,966.25	889,932.50
08/01/2034	-	-	161,441.25	161,441.25	-
02/01/2035	565,000.00	3.150%	161,441.25	726,441.25	887,882.50
08/01/2035	-	-	152,542.50	152,542.50	-
02/01/2036	585,000.00	3.250%	152,542.50	737,542.50	890,085.00
08/01/2036	-	-	143,036.25	143,036.25	-
02/01/2037	605,000.00	3.400%	143,036.25	748,036.25	891,072.50
08/01/2037	-	-	132,751.25	132,751.25	-
02/01/2038	625,000.00	3.500%	132,751.25	757,751.25	890,502.50
08/01/2038	-	-	121,813.75	121,813.75	-
02/01/2039	645,000.00	3.650%	121,813.75	766,813.75	888,627.50
08/01/2039	-	-	110,042.50	110,042.50	-
02/01/2040	670,000.00	3.800%	110,042.50	780,042.50	890,085.00
08/01/2040	-	-	97,312.50	97,312.50	-
02/01/2041	695,000.00	3.900%	97,312.50	792,312.50	889,625.00
08/01/2041	-	-	83,760.00	83,760.00	-
02/01/2042	725,000.00	4.050%	83,760.00	808,760.00	892,520.00
08/01/2042	-	-	69,078.75	69,078.75	-
02/01/2043	750,000.00	4.150%	69,078.75	819,078.75	888,157.50
08/01/2043	-	-	53,516.25	53,516.25	-
02/01/2044	785,000.00	4.300%	53,516.25	838,516.25	892,032.50
08/01/2044	-	-	36,638.75	36,638.75	-
02/01/2045	815,000.00	4.350%	36,638.75	851,638.75	888,277.50
08/01/2045	-	-	18,912.50	18,912.50	-
02/01/2046	850,000.00	4.450%	18,912.50	868,912.50	887,825.00
Total	**$12,335,000.00**	**-**	**$5,466,918.75**	**$17,801,918.75**	**-**

Yield Statistics

Bond Year Dollars	$141,973.40
Average Life	11.510 Years
Average Coupon	3.8506640%
Net Interest Cost (NIC)	3.9375465%
True Interest Cost (TIC)	3.9231659%
Bond Yield for Arbitrage Purposes	3.8102890%
All Inclusive Cost (AIC)	4.0205638%

IRS Form 8038

Net Interest Cost	3.8506640%
Weighted Average Maturity	11.510 Years

File #: Res. 2026-007, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: David Bennett, Public Works Director and City Engineer

Consider Resolution Amending 2026 Carted Yard Waste Rate.

Action Requested:
The Northfield City Council approves the attached Resolution Amending the 2026 Carted Yard Waste Rate.

Summary Report:
In 2025 staff solicited an RFP for hauling services for refuse/recycling/carted yard waste. The proposal responses were competitive, and we saw a 20% reduction in hauling service costs related to refuse and recycling. In addition, carted yard waste service is a voluntary sign-up offering to residents and carted yard waste service also saw a 33% reduction for this service.

The Council approved the 5-year contract with DSI for refuse/recycling/yard waste on December 2, 2025. With the new pricing, staff are recommending amending the 2026 carted yard waste service rate. Staff aren't proposing to amend refuse rate at this time, while the refuse hauling price decreased by 20%, Rice County landfill tipping fees are going up 12%.

On September 23, 2025 Council adopted 2026 Utility Fee Schedule that includes rates for refuse, recycling, and carted yard waste service. This proposed resolution will amend the 2026 carted yard waste service from $97.78 to $65.00 for 2026.

Alternative Options:
Not recommended.

Financial Impacts:
2026 Carted Yard Waste Service will be amended from $97.78 to $65.00 for 2026.

Tentative Timelines:
New rates would take for the January bill.

CITY OF NORTHFIELD, MN
CITY COUNCIL RESOLUTION 2026-007
AMENDING CARTED YARD WASTE COLLECTION
FEE FOR 2026

WHEREAS, the City of Northfield provides refuse collection services to property owners; and,

WHEREAS, property owners receiving these services are charged a fee based upon usage or other basis; and,

WHEREAS, the fees charged are required to cover the costs associated with providing refuse collection services; and,

WHEREAS, the City solicited proposals for refuse, recycling, and carted yard waste services; and,

WHEREAS, The City received lower pricing for hauling service and entered into a new contract with DSI; and,

WHEREAS, the City is proposing to reduced the carted yard waste rate for 2026 due to the lower costs received with DSI for this service; and,

WHEREAS, the City is required to have the fees cover these costs now and in the future.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The following 2026 Carted Yard Waste Rate for 2026 that was adopted by Council Per Resolution 2025-094 is hereby amended from $97.78 to $65.00 rate fee per year are adopted effective January 1, 2026:

PASSED by the City Council of the City of Northfield on this 6th day of January 2026.

ATTEST

_____ _____
City Clerk Mayor

VOTE: ___ ZWEIFEL ___ HOLMES ___ NESS ___ PETERSON WHITE

___ BEUMER ___ SOKUP ___ DAHLEN

File #: 26-008, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: Mikayla Schmidt, City Planner

Contract Approval to Hire Houseal Lavigne to Update & Redesign the City's Zoning Code.

Action Requested:
The Northfield City Council is being asked to approve the contract with Houseal Lavigne to update and redesign the City's zoning code.

Summary Report:
The city updated its comprehensive plan in March of 2025. The next step is to update the zoning code to reflect the updated comprehensive plan and make any changes identified.

Staff went through a rigorous selection and interview process. A Letter of Interest (LOI) request was submitted and posted to the American Planning Association and the MN American Planning Association's websites to solicit responses. Staff also directly reached out to 12 consultants to submit. Those consultants were a combination of staff connections and planning commissioner connections / recommendations. We received six LOI's and interviewed all six consultants. The interview panel consisted of Mikayla Schmidt, Jake Reilly, Mathias Hughey, Nate Carlson, Melissa Hanson, Emery John, Risi Karim, Bill Kuhlmann, Will Schroeer, Steve Schmidt, Kara Trygestad and Kari Bonde. A grading rubric was used to score responses to our questions and after the first interviews we held two sessions to debrief and share our top three picks. The shared consensus that Houseal Lavigne, Codametrics and WSB were the top three candidates. After further staff discussion and a second interview with Houseal Lavigne and Codametrics, staff decided on Houseal Lavigne.

Houseal Lavigne was notified they were the top choice and that the city would like to pursue a formal proposal and contract with them. City staff, including myself and Mathias, and the zoning update steering committee, made up of Bill, Will and Steve, participated in the review of the formal proposal. We arrived at an agreed upon scope and budget, which came in less than the budgeted $180,000.00. The contract is written to not exceed $178,940.00.

The scope of services is broken down into seven steps.

Step 1: Project Initiation
To "kick off" the update process, meetings will be conducted with city staff, the Zoning Technical Advisory Committee, and the Zoning Policy Advisory Committee before undertaking other community outreach activities. This approach allows Houseal Lavigne and the various city-designated individuals to discuss roles, responsibilities, scope, and issues and opportunities with existing regulations, to ensure

the project gets off to a good start.

Step 2: Community Engagement
The Zoning Code Update and Redesign requires a unique community engagement approach. Outreach will consider the impact of code changes on property owners, development rights, and investment in current development in the community. The engagement will also bring community members to the table who can shed light on local market realities, the level of tolerance for increased regulation, first-hand experience with development review and entitlement, and gauge public response to the introduction of new standards and regulations, in order to accomplish the long-term goals of the Northfield community as established in the 2045 Comprehensive Plan.

Step 3: Analysis and Preliminary Recommendation
This step will include the preparation of a Preliminary Recommendations Report informed by a detailed assessment of the City's current Northfield Zoning Code and provide Houseal Lavigne's recommendations for the Zoning Code Update and Redesign. It will be based on issues and opportunities identified in outreach, alignment with 2045 Comprehensive Plan, information provided by the City and partner agencies, and the experience and expertise of Houseal Lavigne.

Step 4: District and Use Standards
This step will entail the preparation of the first third of the Zoning Code including base and overlay district specific standards and use standards. Applicable definitions will also be prepared and provided in a memo to assist with city staff, public, and ZPAC review.

Step 5: Development, Building, and Design Standards
This step will entail the preparation of the heart of the Zoning Code including general development standards, building, and design standards. Applicable definitions will also be prepared and provided in a memo to assist with city staff, public, ZTAC and ZPAC review.

Step 6: Sign Standards and Decision-Making Procedures
This step will entail the preparation of the latter third of the updated Zoning Code including sign standards and decision-making procedures. Applicable definitions will also be prepared and provided in a memo to assist with city staff, public, ZTAC, and ZPAC review.

Step 7: Draft and Final Zoning Code
Based on the previous steps in the update process, the full draft and final Zoning Code will be prepared and presented for local consideration and adoption.

Staff recommend approval of the contract not to exceed $178,940.00 with the scope attached as an exhibit in the contract.

City Plans & Policies Relevance:
The zoning code update is an action step staff is recommending related to the following strategic plan initiative:

Strategic Priority:
Improve financial strength - A financially responsible organization;
Increase housing availability - Addressing the city's affordable housing needs;
Enhance service delivery - A community that cares about its residents
Desired Outcomes:
Increased commercial-industrial tax base;

Expanded availability of single-family and multi-family housing
Key Outcome Indicator:
Net new Commercial/Industrial Valuation & Commercial/Industrial Permit Valuation;
Increase in residential units (single-family and multi-family);
Capacity improvement implemented equals an easier to read and use code for all
Target:
$50M net increase in commercial/industrial valuation 2025-2028
$50M net increase in commercial/industrial valuation 2025-2028
50 new units of single-family homes every year
50 new units of multi-family units every year
Strategic Initiatives:
Strategies to develop high potential commercial/industrial properties;
Identify long-term service delivery needs;

Why is this an important action step as a strategic initiative and why is it important to the 2045 Comprehensive Plan?
A well-written zoning and subdivision code is a foundational tool for growing the City's industrial and commercial tax base and residential units because it directly influences where, how, and how efficiently development can occur. Clear, modern, and predictable regulations aligned with the comprehensive plan and economic development goals reduce uncertainty for employers and developers, making the City more competitive for investment. When appropriate land is designated and ready for industrial, commercial and residential uses, with clear development standards and review processes. This makes projects able to move forward more quickly and with lower risk-key factors in attracting development that strengthens the tax base and offers more home options and units in Northfield.

At the same time, strong zoning and subdivision regulations support fiscally responsible growth by encouraging efficient land-use patterns that maximize the return on public infrastructure investments - another important component of the 2045 Comprehensive Plan. By promoting development in locations already served by streets, utilities, and public services-or where those services can be extended efficiently-the City can grow its tax base while controlling long-term operating and maintenance costs. Mixed-use, employment, and higher-intensity commercial areas can also support density benefits and help place jobs, services, and daily needs closer to where people live, reducing transportation costs and improving overall accessibility.

Finally, a well-crafted code helps advance broader community values while strengthening the tax base. Community values from the 2045 Comprehensive Plan and policies rooted in New Urbanism-such as compact development, walkability, compatible land uses, and environmentally sound design-support equitable access to jobs and services, reduce land consumption and infrastructure sprawl, and promote sustainable development patterns. By aligning tax base growth with goals related to equity, environmental stewardship, and efficient service delivery, zoning and subdivision regulations become not just regulatory tools, but strategic instruments for building long-term economic resilience and community well-being.

The new zoning and subdivision standards ordinance will not be effective until 2027. So, the impact on the goals to grow the tax base may not translate to direct new tax base (valuation) growth within this strategic plan. However, the growth in the tax base has historically been a challenge in Northfield and is anticipated to be a priority in the future. Therefore, this foundation is worth the resources to implement now even though it may not directly translate to growth during by the 2028 strategic plan goal. The City does have more immediate tactical action steps occurring concurrently with this longer-term strategy. Those include things like added recruitment of new development, working with local businesses on incentives to expand their buildings,

implementing new infrastructure in high demand new growth areas for commercial/industrial development, and others.

Alternative Options:
Staff would like to continue forward with Houseal Lavigne. We are unsure if the other top two consultants would have availability to work on this project now as potential alternative options.

Financial Impacts:
The zoning code update and redesign has been budgeted for and planned for in conjunction with the completion of the comprehensive plan. The cost is split three ways where the Economic Development Authority, the Housing & Redevelopment Authority and Community Development Department budgets are all contributing to the project.

Tentative Timelines:

Approval of the Contract:	January 6, 2026
Kick-off meeting(s):	January 2026
PC Public Hearing on Text Amendment:	by March 18, 2027
City Council First Reading:	by April 6, 2027
City Council Second Reading:	by April 20, 2027
Ordinance Effective Date:	May 26, 2027

CONSULTANT SERVICE CONTRACT

This Contract (the "Contract") is made this ___ day of _____, 20___, by and between the CITY OF NORTHFIELD, a Minnesota municipal corporation, 801 Washington Street, Northfield, MN 55057 ("CITY"), and HOUSEAL LAVIGNE ASSOCIATES, LLC, a limited liability company under the laws of the State of Illinois, 188 W. Randolph St., Suite 200, Chicago, IL 60601 ("CONSULTANT"); (collectively the "PARTIES").

WHEREAS, CITY requires certain on-call, as requested, professional services in conjunction with CITY planning, land use, zoning, and city code (the "Project"); and

WHEREAS, CONSULTANT agrees to furnish the various professional services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES

A. **Scope of Services.** CONSULTANT agrees to perform various Project services as detailed in Exhibit 1, Scope of Services, attached hereto and incorporated herein by reference (the "services").

B. **Changes to Scope of Services/Additional Services.** Upon mutual agreement of the PARTIES hereto pursuant to Section VI, Paragraph J of this Contract, a change to the scope of services detailed in Exhibit 1, attached hereto, may be authorized. In the event that such a change to the scope of services detailed in Exhibit 1 requires additional services by CONSULTANT, CONSULTANT shall be entitled to additional compensation consistent with Section III of this Contract. CONSULTANT shall give notice to CITY of any additional services prior to furnishing such additional services. CITY may request an estimate of additional cost from CONSULTANT, and upon receipt of the request, CONSULTANT shall furnish such cost estimate for such additional services prior to CITY's authorization of the changed scope of services.

C. **Changed Conditions.** If CONSULTANT determines that any services it has been directed or requested to perform by CITY are beyond the scope of services detailed in Exhibit 1, or that, due to changed conditions or changes in the method or manner of administration of the Project, CONSULTANT's effort required to perform its services under this Contract exceeds the estimate that formed the basis for CONSULTANT's compensation, CONSULTANT shall promptly notify CITY of that fact. Upon mutual agreement of the PARTIES hereto pursuant to Section VI, Paragraph J of this Contract, additional compensation for such services, and/or an extension of time for completion thereof, may be authorized. In the absence of such a mutual agreement, amounts of compensation and time for completion shall be equitably adjusted, provided that CONSULTANT first provides notice to CITY as required by this Paragraph and CITY has not terminated this Contract pursuant to Section IV, Paragraph B.

D. **Standard of Care.** Services provided by CONSULTANT or its subcontractors under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of CONSULTANT's profession or industry. CONSULTANT shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss, or damages proximately caused by CONSULTANT's breach of this standard of care. CONSULTANT shall put forth reasonable efforts to complete its duties in a timely manner. CONSULTANT shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Contract. CONSULTANT shall be responsible for costs, delays or damages arising from unreasonable delays in the performance of its duties or services.

E. **Insurance.** CONSULTANT shall not commence work under this Contract until CONSULTANT has obtained all insurance required herein and such insurance amounts specified herein have been verified by CITY, nor shall CONSULTANT allow any subcontractor to commence work on a subcontract until such subcontractor has obtained like insurance covering as to worker's compensation, liability, and automobile insurance. All such insurance coverage shall be maintained at all times while this Contract is in effect.

1. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, the following insurance policies, subject to the requirements in this Paragraph E and including the minimum coverages and limits of liability specified below, or as specified in the applicable insurance certificate(s), or as otherwise required by law, whichever is greater (coverages under umbrella or excess policies may be combined with primary policies to meet the below stated insurance coverage requirements):

Worker's Compensation	Statutory Limits
Employer's Liability	$500,000 bodily injury by accident $500,000 bodily injury by disease aggregate $500,000 bodily injury by disease per employee
Commercial General Liability	$2,000,000 property damage and bodily injury per occurrence $4,000,000 annual aggregate $2,000,000 annual aggregate Products – Completed Operations
Automobile Liability	$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage (shall include

	coverage for all owned, hired and non-owned vehicles
Umbrella or Excess Liability	$1,000,000

2. Except as provided below, CONSULTANT's Workers' Compensation insurance must provide coverage for all its employees. If Minnesota Statutes, section 176.041 exempts CONSULTANT from Workers' Compensation insurance, or if CONSULTANT has no employees in the City, CONSULTANT must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes CONSULTANT from the Minnesota Workers' Compensation requirements. If at any time while this Contract is in effect CONSULTANT ceases to be exempt from the requirement to maintain Workers' Compensation coverage, CONSULTANT must comply with the Workers' Compensation insurance requirements herein and provide CITY with a certificate of insurance documenting such coverage.

3. CONSULTANT's Commercial General Liability ("CGL") and business automobile liability insurance coverages shall insure CONSULTANT against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by CONSULTANT or by any subcontractor or by anyone employed by any of them or by anyone for whose acts any of them may be liable (including automobile use). The following coverages shall, at a minimum, be included in the CGL insurance: Premises and Operations Bodily Injury and Property Damage, Personal and Advertising Injury, Blanket Contractual Liability, and Products and Ongoing and Completed Operations Liability. The required automobile liability coverage must include coverage for "any auto," which extends coverage to owned autos, non-owned autos, and hired autos. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Paragraph, or as otherwise required by law. CITY shall have additional insured status and be listed by name on an endorsement attached to such policy(ies) (for purposes of clarity, CITY shall not be an additional insured on CONSULTANT's professional liability policy if such insurance is required in this Contract) for the services provided under this Contract and shall provide that CONSULTANT's coverage shall be primary and noncontributory in the event of a loss.

4. Professional/Technical (Errors and Omissions) Liability Insurance. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, Professional/Technical (Errors and Omissions) Liability Insurance. The required policy will provide coverage for all claims CONSULTANT may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to CONSULTANT's professional services required under the Contract. CONSULTANT is required to carry the following minimum limits: $2,000,000 – per claim; $4,000,000 – annual aggregate; or as specified in the applicable insurance certificate(s), or as otherwise required by law, whichever is

greater. Any deductible will be the sole responsibility of CONSULTANT and may not exceed $75,000 without the written approval of CITY. If CONSULTANT desires authority from CITY to have a deductible in a higher amount, CONSULTANT shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that CITY can ascertain the ability of CONSULTANT to cover the deductible from its own resources. The retroactive or prior acts date of such coverage shall not be after the effective date of this Contract and CONSULTANT shall maintain such insurance for a period of at least three (3) years, following completion of the services/work. If such insurance is discontinued, extended reporting period coverage must be obtained by CONSULTANT to fulfill this requirement.

5. Technology Errors and Omissions Insurance. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, Technology Errors and Omissions Insurance. The required policy will provide coverage for all claims CONSULTANT may become legally obligated to pay, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, cloud computing, extortion and network security. CONSULTANT is required to carry the following minimum limits: $1,000,000 – per occurrence; $1,000,000 – annual aggregate; or as specified in the applicable insurance certificate(s), or as otherwise required by law, whichever is greater.

6. True, accurate and current certificates of insurance, showing evidence of the required insurance coverages, are hereby provided to CITY by CONSULTANT and are attached hereto and incorporated herein by reference as Exhibit 2.

7. Any insurance limits in excess of the minimum limits specified herein above shall be available to CITY in the event of claims.

8. CONSULTANT's insurance policies and certificate(s) shall not be cancelled without at least Thirty (30) days' advance written notice to CITY, or Ten (10) days' prior written notice to CITY for nonpayment of premium.

9. CONSULTANT's policies shall be primary insurance and noncontributory to any other valid and collectible insurance available to CITY with respect to any claim arising out of CONSULTANT's performance under this Contract.

10. CONSULTANT is responsible for payment of Contract related insurance premiums and deductibles. If CONSULTANT is self-insured, a Certificate of Self-Insurance must be attached in Exhibit 2. Any program of self-insurance shall be subject to CITY's approval, which shall not be unreasonably withheld, conditioned or delayed.

11. CONSULTANT shall ensure that all subcontractors comply with the insurance provisions contained in this Contract and such insurance is maintained as specified.

12. CONSULTANT's policies shall include legal defense fees in addition to its liability policy limits, with the exception of the professional liability insurance and technology errors and omissions insurance, if applicable.

13. All policies listed above, except professional liability insurance (or other coverage not reasonably available on an occurrence basis), shall be written on a per "occurrence" basis ("claims made" and "modified occurrence" forms are not acceptable) and shall apply on a "per project" basis.

14. CONSULTANT shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota, or as approved by CITY.

15. CITY reserves the right to immediately terminate this Contract if CONSULTANT is not in compliance with the insurance requirements contained herein and retains all rights to pursue any legal remedies against CONSULTANT.

SECTION II – CITY'S RESPONSIBILITIES

A. CITY shall promptly compensate CONSULTANT as services are performed to the satisfaction of the CITY's Community Development Director, in accordance with Section III of this Contract.

B. CITY shall provide access to any and all previously acquired information relevant to the scope of services detailed in Exhibit 1 in its custody to CONSULTANT for its use, at CONSULTANT's request.

C. CITY will, to the fullest extent possible, grant access to and make all provisions for entry upon both public and private property as necessary for CONSULTANT's performance of the services detailed in Exhibit 1.

D. Mikayla Schmidt, CITY's City Planner/Interim Community Development Director, shall serve as the liaison person to act as CITY's representative with respect to services to be rendered under this Contract. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define CITY's policies with respect to the Project and CONSULTANT's services. Such person shall be the primary contact person between CITY and CONSULTANT with respect to the services performed by CONSULTANT under this Contract. CITY reserves the right to substitute the authorized contact person at any time and shall notify CONSULTANT thereof.

SECTION III – CONSIDERATION

A. **Fees.** CITY will compensate CONSULTANT as detailed in Exhibit 3, Compensation, which is attached hereto and incorporated herein by reference, for CONSULTANT's performance of services under this Contract.

B. **Suspension for Nonpayment**. Except for a good faith dispute, if CITY fails to make any payment due CONSULTANT for services performed to the satisfaction of the CITY's Community Development Director and expenses within Thirty (30) days after the date of CONSULTANT's invoice, CONSULTANT may, after giving Seven (7) days written notice to CITY, and without waiving any claim or right against CITY and without incurring liability to CITY, suspend services and withhold Project deliverables due under this Contract until CONSULTANT has been paid in full all amounts due for services rendered to the date of suspension along with applicable expenses and charges related to the services rendered by CONSULTANT to CITY to the date of suspension.

SECTION IV – TERM AND TERMINATION

A. **Term.** This Contract shall be in effect until such time as the Project is completed, July 31, 2027, or as otherwise provided in this Contract, whichever occurs first.

B. **Termination.** This Contract may be terminated by either PARTY for any reason or for convenience by either PARTY upon Seven (7) days written notice. In the event of termination, CITY shall be obligated to CONSULTANT for payment of amounts due and owing, including payment for services performed or furnished to the date and time of termination to the satisfaction of the CITY's City Planner/Interim Community Development Director, computed in accordance with Section III of this Contract. Termination shall not act to discharge any liability incurred by either PARTY during the term of this Contract. Such liability shall continue until discharged by law, this Contract, adjudication, or another subsequent agreement between the PARTIES discharging, settling, waiving, and/or releasing such liability.

C. **Default.** If CONSULTANT fails to satisfy any of the provisions of this Contract, or so fails to perform and/or administer the services detailed in Exhibit 1 pursuant to the requirements of Section I of this Contract, in such a manner as to endanger the performance of this Contract or the services provided hereunder, this shall constitute default. Unless CONSULTANT's default is excused by CITY, CITY may, upon written notice, immediately cancel this Contract or exercise any other rights or remedies available to CITY under this Contract or law. In the event of CONSULTANT's default, CONSULTANT shall be liable to CITY for any and all costs, disbursements, attorneys and consultant fees reasonably incurred by CITY in enforcing this Contract.

D. **Suspension of Services / Work.** If any services/work performed by CONSULTANT are abandoned or suspended in whole or in part by CITY, CONSULTANT shall be paid for any services/work performed to the satisfaction of the CITY's Community Development Director prior to CONSULTANT's receipt of written notice from CITY of such

abandonment or suspension, but in no event shall the total of CITY's payments to CONSULTANT under this Contract be required to exceed a percentage of the total contract price (calculated by either the Contract price or the maximum price set forth in Exhibit 3, attached hereto) equivalent to the percentage of the scope of services in Exhibit 1 completed by CONSULTANT to the satisfaction of the CITY's Community Development Director as determined by CITY.

SECTION V – INDEMNIFICATION

A. CONSULTANT shall indemnify, protect, save, and hold harmless CITY, and its respective officials, directors, employees, and agents, from and against any claims, liability, damages, costs, judgments, or expenses, including reasonable attorney's fees, to the extent attributable to or caused by the negligent or otherwise wrongful acts or omissions, including breach of a specific contractual duty, of CONSULTANT or CONSULTANT's subcontractors, agents, employees, members, vendors, or delegates with respect to this Contract, the Project, or the services. CONSULTANT shall defend CITY against the foregoing, or litigation in connection with the foregoing, at CONSULTANT's expense, with counsel reasonably acceptable to CITY, except that for professional liability claims, CONSULTANT shall have no upfront duty to defend CITY, but shall reimburse defense costs to CITY to the same extent of CONSULTANT's indemnity obligation herein. CITY, at its expense, shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld, conditioned, or delayed. The indemnification provisions of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of CITY. All indemnification obligations shall survive termination, expiration or cancellation of this Contract. CONSULTANT agrees, that in order to protect itself and CITY under the indemnity provisions set forth above, CONSULTANT will at all times during the term of this Contract keep in force policies of insurances required in Section I of this Contract. Nothing in this Contract shall be construed to waive any immunities, defenses, or limitations to which CITY is entitled under Minn. Stat. Chapter 466 or otherwise.

B. CITY shall indemnify protect, save, and hold harmless CONSULTANT, and its respective officers, directors, employees, members, and agents, from and against any claims, liability, damages, costs, judgments, or expenses, including reasonable attorney's fees, to the extent attributable to or caused by the negligent or otherwise wrongful acts or omissions of CITY or its agents, employees, contractors or subcontractors with respect to CITY's performance of its obligations under this Contract. CITY shall defend CONSULTANT against the foregoing, or litigation in connection with the foregoing, at CITY's expense. CONSULTANT, at its expense, shall have the right to participate in the defense of any Claims or litigation. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of CONSULTANT. All indemnification obligations shall survive termination, expiration or cancellation of this Contract.

C. Nothing contained in this Contract shall create a contractual relationship with or a cause

of action in favor of a third party against CITY or CONSULTANT. CONSULTANT's services under this Contract are being performed solely for CITY's benefit, and no other entity shall have any claim against CONSULTANT because of this Contract or the performance or nonperformance of services by CONSULTANT provided hereunder.

SECTION VI – GENERAL TERMS

A. **Voluntary and Knowing Action.** The PARTIES, by executing this Contract, state that they have carefully read this Contract and understand fully the contents hereof; that in executing this Contract they voluntarily accept all terms described in this Contract without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound hereby.

B. **Authorized Signatories.** The PARTIES each represent and warrant to the other that; (1) the persons signing this Contract are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Contract against it. Each PARTY indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.

C. **Notices**. All notices and other communications required or permitted under this Contract shall be in writing, and hand delivered or sent by registered or certified mail, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either PARTY shall have notified the other PARTY. The PARTIES' representatives for notification for all purposes are:

CITY:
Mikayla Schmidt, City Planner/Interim Community Development Director
City of Northfield
801 Washington Street
Northfield, MN 55057
Phone: 507-645-3059
Email: mikayla.schmidt@northfieldmn.gov

CONSULTANT:
John Houseal, Partner and Co-Founder
Houseal Lavigne Associates, LLC
188 W. Randolph St., Suite 200
Chicago, IL 60601
Phone: 312-372-1008
Email: jhouseal@hlplanning.com

D. **Dispute Resolution**. CITY and CONSULTANT agree to negotiate all disputes between them in good faith for a period of Thirty (30) days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law.

E. **Electronic/Digital Data**. Because of the potential instability of electronic/digital data

and susceptibility to unauthorized changes, copies of documents that may be relied upon by CITY are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data, which is specifically identified as a Project deliverable by this Contract, or except as otherwise explicitly provided in this Contract, all electronic/digital data developed by CONSULTANT as part of the Project is acknowledged to be an internal working document for CONSULTANT's purposes solely and any such information provided to CITY shall be on an "as is" basis strictly for the convenience of CITY without any warranties of any kind. In the event of any conflict between a hard copy document and the electronic/digital data, the hard copy document governs. The electronic/digital data shall be prepared in the current software in use by CONSULTANT and is not warranted to be compatible with other systems or software.

F. **Independent Contractor Status.** CONSULTANT, at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of CITY for any purpose. No statement contained in this Contract shall be construed so as to find CONSULTANT to be an employee of CITY, and CONSULTANT shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims. CONSULTANT acknowledges that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due CONSULTANT under this Contract, and that it is CONSULTANT's sole obligation to comply with the applicable provisions of all Federal and State tax laws. CONSULTANT shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. CONSULTANT is responsible for hiring sufficient workers to perform the services/work required by this Contract, withholding their taxes, and paying all other employment tax obligations on their behalf.

G. **Acceptance of Deliverables.** Each deliverable shall be subject to a verification of acceptability by CITY to ensure such deliverable satisfies stated requirements. The acceptability of any deliverable will be based on CITY's satisfaction or non-satisfaction with the deliverable based on requirements of this Contract. If any deliverable is not acceptable, CITY will notify CONSULTANT specifying reasons in reasonable detail, and CONSULTANT will, at no additional cost, conform the deliverable to stated requirements of this Contract.

H. **Subcontracting.** CONSULTANT shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of CITY. CONSULTANT shall be responsible for the performance of all subcontractors. As required by Minn. Stat. § 471.425, CONSULTANT must pay all subcontractors, less any retainage, within Ten (10) calendar days of CONSULTANT's receipt of payment from CITY for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

I. **Assignment.** This Contract may not be assigned by either PARTY without the written consent of the other PARTY.

J. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by authorized representative of CITY and CONSULTANT.

K. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, CONSULTANT agrees that CITY, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of CONSULTANT and involve transactions relating to this Contract. CONSULTANT agrees to maintain these records for a period of six years from the date of termination of this Contract.

L. **Force Majeure**. The PARTIES shall each be excused from performance under this Contract while and to the extent that either of them are unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, pandemic, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either PARTY is rendered unable wholly or in part by force majeure to carry out its obligations under this Contract then the PARTY affected by force majeure shall give written notice with explanation to the other PARTY immediately.

M. **Compliance with Laws.** CONSULTANT shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which CONSULTANT is responsible.

N. **Covenant Against Contingent Fee.** CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Contract.

O. **Covenant Against Vendor Interest.** CONSULTANT warrants that it is not employed by any vendor of equipment or service provider that could result in a commission, percentage, brokerage, or contingent fee as a result of CONSULTANT's association with CITY.

P. **Non-Discrimination.** The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Contract as if fully set forth herein.

Q. **Interest by City Officials.** No elected official, officer, or employee of CITY shall during their tenure or employment and for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.

R. **Work Product.** All materials such as reports, exhibits, models, graphics, computer files, maps, charts, and supporting documentation produced under services/work authorized by this Contract ("Materials") shall become the property of CITY upon completion of the services/work. CITY may use the information for the Project for which they were prepared. Such use by CITY shall not relieve any liability on the part of CONSULTANT. Notwithstanding any of the foregoing to the contrary; (a) CONSULTANT may reuse standard details of its Materials in the normal course of its business, and (b) CITY understands that the Materials have been prepared for a specific project and are not intended to be reused for other purposes. If CITY reuses the Materials for any other purpose, CITY waives any claims against CONSULTANT arising from such reuse and agrees to defend and indemnify CONSULTANT from any claims arising from such reuse.

S. **Governing Law**. This Contract shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Contract without regard to its choice of law or conflict of laws principles.

T. **Data Practices.** The PARTIES acknowledge that this Contract is subject to the requirements of Minnesota's Government Data Practices Act ("Act"), Minnesota Statutes, Section 13.01 *et seq.* CONSULTANT agrees to abide by the applicable provisions of the Act, HIPAA requirements, and all other applicable state or federal rules, regulations or orders pertaining to data privacy or confidentiality. CONSULTANT understands that all of the data created, collected, received, stored, used, maintained or disseminated by CONSULTANT in performing those services, work, and functions that the CITY would perform is subject to the requirements of the Act, and CONSULTANT must comply with those requirements as if it were a government entity. This does not create a duty on the part of CONSULTANT to provide the public with access to public data if the public data is otherwise available from CITY, except as required by the terms of this Contract.

U. **Cybersecurity Incident Reporting.** CONSULTANT acknowledges that CONSULTANT by virtue of this Contract is subject to the requirements of Minn. Stat. § 16E.36 for reporting cybersecurity incidents impacting CITY.

V. **No Waiver.** Any PARTY's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Contract or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that PARTY's right to assert or rely upon the terms and conditions of this Contract. Any express waiver of a term of this Contract shall not be binding and effective unless made in writing and properly executed by the waiving PARTY.

W. **Data Disclosure**. Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, CONSULTANT consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to CITY, to federal and state agencies and state personnel involved in the payment of CITY obligations. These identification numbers may be used in the enforcement of federal and state laws, which could result in action requiring CONSULTANT to file state tax returns, pay delinquent state tax liabilities, if any, or pay other CITY liabilities.

X. **Patented Devices, Materials and Processes**. If this Contract requires, or CONSULTANT desires, the use of any design, device, material or process covered by letters, patent or copyright, trademark or trade name, CONSULTANT shall provide for such use by suitable legal agreement with the patentee or owner. If no such agreement is made as noted, CONSULTANT shall indemnify and hold harmless CITY from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract by CONSULTANT, and shall indemnify and defend CITY for any costs, liability, expenses and attorney's fees that result from any such infringement.

Y. **Mechanic's Liens.** CONSULTANT hereby covenants and agrees that CONSULTANT will not permit or allow any mechanic's or materialman's liens to be placed on CITY's interest in CITY property that is the subject of the Project during the term hereof. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on CITY's interest, CONSULTANT shall take all steps necessary to see that it is removed within Thirty (30) days of its being filed; provided, however, that CONSULTANT may contest any such lien provided CONSULTANT first posts a surety bond, in favor of and insuring CITY, in an amount equal to 125% of the amount of any such lien.

Z. **Severability.** The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Contract to the extent of its invalidity or unenforceability, and this Contract shall be construed and enforced as if the Contract did not contain that particular provision to the extent of its invalidity or unenforceability.

AA. **Entire Contract.** These terms and conditions constitute the entire agreement between the PARTIES regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Contract.

BB. **Headings and Captions.** Headings and captions contained in this Contract are for convenience only and are not intended to alter any of the provisions of this Contract and shall not be used for the interpretation of the validity of the Contract or any provision hereof.

CC. **Survivability**. All covenants, indemnities, guarantees, releases, liability, representations

and warranties by any PARTY or PARTIES, and any undischarged obligations of CITY and CONSULTANT arising prior to the expiration of this Contract (whether by completion or earlier termination), shall survive such expiration.

DD. **Execution**. This Contract may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any PARTY to the counterpart shall be deemed a signature to the Contract, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing PARTY.

Remainder of page intentionally left blank.

SECTION VII –SIGNATURES

IN WITNESS WHEREOF, the PARTIES have hereunto executed this document the day and year first above written.

CONSULTANT:

HOUSEAL LAVIGNE ASSOCIATES, LLC

By: _____ Date: 12.23.25

John Houseal, Its Manager

CITY OF NORTHFIELD

By: _____ Date: _____

Erica Zweifel, Its Mayor

By: _____ Date: _____

Lynette Peterson, Its City Clerk

EXHIBIT 1

SCOPE OF SERVICES

Subject to the terms of this Contract, CONSULTANT shall perform the following services/work:

Step 1: Project Initiation

To "kick off" the update process on the right foot, meetings will be conducted with City Staff, the Zoning Technical Advisory Committee, and the Zoning Policy Advisory Committee before undertaking other community outreach activities. This approach allows Houseal Lavigne and the various City-designated individuals to discuss roles, responsibilities, scope, and issues and opportunities with existing regulations, to ensure the project gets off to a good start.

1a. City Staff Coordination Call

Houseal Lavigne will host a web meeting/conference call with the City's Community Development Department, and other key City staff, to confirm dates and times for the official staff kick-off, department head meetings, and first ZTAC and ZPAC meetings. On this call, we will also discuss data needs and clarify any outstanding matters. To ensure consistent communication and coordination, the Project Manager will conduct regular and "as-needed" conference calls and/or web meetings with City Staff throughout the Zoning Code Update and Redesign process.

1b. Community Communications – Branding, Messaging, and Collateral (task costs ~$4,000)

This task will run through the course of the project and play a significant role in garnering support for the Zoning Code Update and Redesign process and piquing public interest in the Zoning Code. Houseal Lavigne's graphic design and communications experts will use their expertise in community-based marketing to create an "identity" for the project as well as related outreach collateral, presentations, and documents.

1c. Zoning Technical Advisory Committee (ZTAC) and Zoning Policy Advisory Committee (ZPAC) Formation

Houseal Lavigne recommends establishing a Zoning Technical Advisory Committee (ZTAC) to provide industry expertise and technical feedback at key points and a Zoning Policy Advisory Committee (ZPAC) to provide policy direction throughout the Zoning Code Update and Redesign process. The ZTAC should include community and business leaders such as neighborhood association presidents; the president of the Chamber of Commerce; and engineers, architects, and developers with experience in Northfield. The ZPAC should include elected and appointed City representatives including City Council members, Planning Commission members, and representatives of other Northfield boards, commissions, and committees.

1d. Staff Kick-off Meeting and Orientation "Tour" of the City

A kick-off meeting will be held with the Community Development Department and other key City staff. This first face-to-face meeting will allow us to: 1) review the project scope of work; 2) discuss project goals, timeline, and key deliverables; 3) share information about potential issues and areas of concern; 4) review administrative procedures; and 5) clarify any outstanding matters. This meeting will conclude with a staff-led tour of the community to better understand the existing conditions and context of the various areas of Northfield. We intend to function as a unified and integrated team alongside City staff and officials.

1e. Department Representatives Meeting

Immediately following the staff kick-off meeting, Houseal Lavigne will host a meeting with representatives from all the different City Departments. Since many City departments are responsible for the administration and/or enforcement of various portions of zoning, it is essential to receive feedback from these users on what is working and what needs to be updated.

1f. ZTAC Meeting #1 (in-person)

Houseal Lavigne will facilitate a meeting with the ZTAC to introduce Houseal Lavigne and the project and solicit their concerns and aspirations for the Zoning Code Update and Redesign. As the technical advisory committee for the project, it is important that the ZTAC have a chance to communicate and discuss their issues and concerns with existing regulations with Houseal Lavigne, as well as each other, at the beginning of the process.

1g. ZPAC Meeting #1 (in-person)

Houseal Lavigne will facilitate a meeting with the ZPAC to introduce Houseal Lavigne and the project and solicit their concerns and aspirations for the Zoning Code Update and Redesign. As the policy advisory committee for the project, it is important that the ZPAC have a chance to communicate and discuss their issues and concerns with existing regulations with Houseal Lavigne, as well as each other, at the beginning of the process.

Step 2: Community Engagement

The Zoning Code Update and Redesign requires a unique community engagement approach. Outreach for the Zoning Code Update and Redesign will consider the impact of code changes on property owners, development rights, and investment in current development in the

community. Zoning Code Update and Redesign engagement will also bring community members to the table who can shed light on local market realities, the level of tolerance for increased regulation, first-hand experience with development review and entitlement, and gauge public response to the introduction of new standards and regulations, in order to accomplish the long-term goals of the Northfield community as established in the 2045 Comprehensive Plan.

2a. Project Hub Site

At the onset of the project, Houseal Lavigne will develop a project website using ArcGIS Hub. This online platform will seamlessly connect all ArcGIS technologies proposed to be utilized throughout the project as well as host a description of the project process, a timeline, information clarifying the relationship between the City's 2045 Comprehensive Plan and zoning, as well as educational resources. Throughout the project, information about meetings, draft documents, and other project related materials will be posted on the project hub site to keep the community informed and engaged.

2b. Online Community Questionnaire

To provide another means for community participation, we will prepare an online questionnaire for Northfield's residents and business owners to offer community-wide opinions on the City's current Zoning Code. The online community questionnaire will be easily accessible on the project hub site. Once closed, a summary of the feedback received will be developed, posted on the project hub site for public review, and utilized as background information for the Preliminary Recommendations Report.

2c. Focus Group Discussion (up to 5)

Focus group discussions allow us to gain insight into the community that we might otherwise not be able to obtain. Up to five focus groups will be conducted to obtain additional information regarding issues with the existing Zoning Code. Houseal Lavigne will work with Northfield staff to identify those to involve. We recommend a broad sampling of participants who have experience going through a zoning or subdivision approval process in the community. Focus groups should include 3-10 individuals with a similar background such as selected property owners, developers, architects, real estate agents, and business owners. The focus groups will be scheduled by City staff and conducted in-person during scheduled visits related to other outreach events or via telephone/teleconference as needed.

2d. Communications Campaign #1

Communications campaigns are integrated throughout the scope of work and are timed with outreach efforts and major project milestones. This ensures that the community understands the project and is continually engaged and informed throughout the project process. The first campaign will focus on public education and introducing the project, its goals, and process to the community. It will work to build support for the initiative and counter perceptions and misinformation identified in the early stages of the project and include a call-to-action to provide feedback at the upcoming open house and via the online questionnaire. Materials will include social media and website posts, flyers, intercept signs at key locations with a QR code to the project website, and a press release. Communications will be pushed to community leaders and others identified by City staff to help engage hard-to-reach populations.

2e. Project Kick-Off Open House

The purpose of the Project Kick-Off Open House is to move from the general vision and ideas of the City's 2045 Comprehensive Plan, and into the primary objectives of the Zoning Code Update and Redesign. The goal of the open house will be to educate members of the public about the Zoning Code and purpose of the Zoning Code Update and Redesign as well as to form a consensus among participants concerning the primary objectives of the Zoning Code Update and Redesign as described in the RFP and by City staff. After the event, a summary of the feedback received will be developed, posted on the project hub site for public review, and utilized as background information for the Preliminary Recommendations Report.

Step 3: Analysis and Preliminary Recommendations

This step will include the preparation of a Preliminary Recommendations Report that will be informed by a detailed assessment of the City's current Northfield Zoning Code and provide Houseal Lavigne's recommendations for the Zoning Code Update and Redesign. It will be based on issues and opportunities identified in outreach, alignment with 2045 Comprehensive Plan, information provided by the City and partner agencies, and the experience and expertise of Houseal Lavigne.

3a. Assessment of Current Northfield Zoning Code and Recent Development Proposals

The review and assessment of the current Northfield Zoning Code will entail a detailed chapter-by-chapter, section-by-section review of the City's current Northfield Zoning Code. The assessment will highlight areas where the existing regulations, standards, procedures, processes, and other requirements are problematic, when measured against national best practices and effectively accommodating property investment while safeguarding and ensuring community character and sense of place. During this task, the City will provide a summary of recent history of development proposals and applications for zoning relief, identifying "pain points" in bringing forward development.

3b. Lot Standards Applicability Analysis

Houseal Lavigne will conduct a lot standards applicability analysis using ArcGIS Pro to evaluate existing development conditions against the lot area and width standards of the City's residential zoning districts. The analysis will include both a nonconformities analysis and a subdivision opportunities analysis. The nonconformities analysis compares the existing minimum lot area and width requirements of a district with existing development within that district and tests alternate standards. The analysis provides insight on whether regulations reflect existing development patterns or if they should be adjusted to ease the burden on landowners as they seek to reinvest in their property and on staff and elected/appointed officials as they consider variance requests. The subdivision opportunity analysis tests the alternate standards to determine whether they would create new subdivision opportunities that do not exist with the current standards.

3c. Land Use Plan and Zoning Map Alignment

If Northfield is interested in pursuing proactive rezoning to align its zoning map with its land use plan, a land use plan and zoning map alignment analysis can be conducted. The analysis compares and scores the level of alignment between the land use plan category descriptions and zoning district purpose and intent statements, uses identified as desirable in the land use plan category and uses allowed by-right or conditionally in the zoning district, as well as the envisioned development pattern of the land use plan category and the existing development pattern of the zoning district. The resulting map helps to identify key rezoning opportunities as well as how existing districts can be updated to better align with land use plan categories.

3d. 2045 Comprehensive Plan and Zoning Code Text Alignment

Regardless of whether Northfield is interested in pursuing proactive rezoning to align its zoning map with its land use plan, a comparative analysis between the vision, goals, and implementation actions of a 2045 Comprehensive Plan and the text of Zoning Code will be conducted. This level of analysis is essential to identifying regulatory barriers to realization of the community's vision for its future.

3e. Best Practices and Comparative Community Research

Houseal Lavigne will conduct best practices and comparative community research on up to three key topics to inform the City about approaches other communities have taken to address similar issues.

3f. Preliminary Recommendations Report

Finally, the findings of tasks **3a-3e** will be packaged into a Preliminary Recommendations Report. The report will describe the issues with current regulations based on feedback received during Steps 1 and 2, alignment with 2045 Comprehensive Plan, and our expertise and analysis. The report will also include an overall recommended organization of the updated Zoning Code as well as identify strategies for how to proceed, what to prioritize, and case studies and best practice approaches to be considered to resolve identified issues.

3g. City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate review calls with City staff before making the report available for public review and meeting with the ZPAC. Appropriate revisions will be made based on City staff feedback.

3h. Communications Campaign #2

To keep the community engaged and informed throughout the Zoning Code Update and Redesign process, the Preliminary Recommendations Report will be posted on the project website and an online feedback form will be made available to receive public feedback. A series of 3-5 social media posts will be developed to market the availability of the report for public review and comment. Communications will be pushed to community leaders, residents, focus group participants, and others identified by City staff to help engage hard-to-reach populations.

3i. ZPAC Meeting #2 (in-person)

Houseal Lavigne will present the Preliminary Recommendations Report to the ZPAC. The intent will be to review and discuss recommendations, and the feedback received from the public in sufficient detail to provide Houseal Lavigne with the necessary direction to begin the development of draft Zoning Code sections. A summary of the policy direction received at the meeting will be posted on the project hub site for public review.

Step 4: District and Use Standards

This step will entail the preparation of the first third of the Zoning Code including base and overlay district specific standards and use standards. Applicable definitions will also be prepared and provided in a memo to assist in City staff, public, and ZPAC review.

4a. District Standards

This task will include revisions to district purpose and intent statements to align with the City's 2045 Comprehensive Plan. This task will include standards and regulations for bulk and dimensional standards will also be revised during this step based on the results of the conformity analysis conducted as a part of Step 3. Zoning map amendments will also be made during this step if recommended in the Preliminary Recommendations Report.

4b. Use Standards

This task will include drafting a consolidated use table with modernized uses aligned to updated districts. Supplemental use regulations that incorporate design principles and use limitations (such as hours of operation) relevant to specific uses will also be developed at this stage.

4c. City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate review calls with City Staff before making the drafts available for public review and meeting with the ZPAC. Appropriate revisions will be made based on City staff feedback.

4d. Communications Campaign #3

To keep the community engaged and informed throughout the Zoning Code Update and Redesign process, the draft District and Use Standards will be posted on the project hub site and an online feedback form will be made available to receive public feedback. A series of 3-5 social media posts will be developed to market the availability of the documents for public review and comment. Communications will be pushed to community leaders, residents, focus group participants, and others identified by City staff to help engage hard-to-reach populations.

4e. ZPAC Meeting #3 (in-person)

Houseal Lavigne will present the draft district and use standards to the ZPAC. The intent will be to review and discuss major proposed changes, and the feedback received from the public in sufficient detail to provide Houseal Lavigne with necessary direction for regulation refinement and the development of supporting diagrams. A summary of the policy direction received at the meeting will be posted on the project hub site for public review.

Step 5: Development, Building, and Design Standards

This step will entail the preparation of the heart of the Zoning Code including general development standards, building, and design standards. Applicable definitions will also be prepared and provided in a memo to assist in City staff, public, ZTAC and ZPAC review.

5a. General Development Standards

This task will include objective, understandable standards, and regulations for development throughout the City including screening, landscape and buffering standards, parking and loading standards, outdoor lighting standards, and fence/wall standards.

5b. Building and Objective Design Standards

This task will include the development of building and development design standards for residential and nonresidential building types to clarify the application of standards, delineate differences between building types, and ensure objectivity to promote fair certainty.

5c. City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate review calls with City staff before making the drafts available for public review and meeting with the ZTAC and ZPAC. Appropriate revisions will be made based on City staff feedback.

5d. Communications Campaign #4

To keep the community engaged and informed throughout the Zoning Code Update and Redesign process, the draft Development, Building, and Design Standards will be posted on the project hub site and an online feedback form will be made available to receive public feedback. A series of 3-5 social media posts will be developed to market the availability of the documents for public review and comment. Communications will be pushed to community leaders, residents, focus group participants, and others identified by City staff to help engage hard-to-reach populations.

5e. ZTAC Meeting #2 (virtual)

Houseal Lavigne will host a web meeting to present the draft Development, Building, and Design Standards to the ZTAC. The intent will be to review and discuss the technical merits of major proposed changes. Feedback received from the ZTAC will be shared with the ZPAC to help inform their policy direction.

5f. ZPAC Meeting #4 (in-person)

Houseal Lavigne will present the draft Development, Building, and Design Standards to the ZPAC. The intent will be to review and discuss major proposed changes, and the feedback received from the public, in sufficient detail to provide Houseal Lavigne with necessary direction for regulation refinement and the development of supporting diagrams. A summary of the policy direction received at the meeting will be posted on the project hub site for public review.

Step 6: Sign Standards and Decision-Making Procedures

This step will entail the preparation of the latter third of the updated Zoning Code including sign standards and decision-making procedures. Applicable definitions will also be prepared and provided in a memo to assist in City staff, public, ZTAC, and ZPAC review.

6a. Sign Standards

This task will include an evaluation of the City's existing sign standards for consistency and incorporation into the revised design of the updated Zoning Code. This task will not include comprehensive revisions to existing sign standards.

6b. Decision-Making Procedures

This task will establish efficient and flexible decision-making procedures that increase transparency between City staff, elected and appointed officials, applicants, and the public. This task will update the City's nonconformities standards.

6c. City Staff Review Calls (up to 3)

Houseal Lavigne will facilitate review calls with City staff before making the drafts available for public review and meeting with the ZTAC and ZPAC. Appropriate revisions will be made based on City staff feedback.

6d. Communications Campaign #5

To keep the community engaged and informed throughout the Zoning Code Update and Redesign process, the draft Sign Standards and Decision-Making Procedures will be posted on the project hub site, and an online feedback form will be made available to receive public feedback. A series of 3-5 social media posts will be developed to market the availability of the documents for public review and comment. Communications will be pushed to community leaders, residents, focus group participants, and others identified as by City staff to help engage hard-to-reach populations.

6e. ZTAC Meeting #3 (virtual)

Houseal Lavigne will host a web meeting/conference call to present the draft Sign Standards and Decision-Making Procedures to the ZTAC. The intent will be to review and discuss the technical merits of major proposed changes. Feedback received from the ZTAC will be shared with the ZPAC to help inform their policy direction.

6f. ZPAC Meeting #5 (in-person)

Houseal Lavigne will present the draft Sign Standards and Decision-Making Procedures to the ZPAC. The intent will be to review and discuss major proposed changes, and the feedback received from the public, in sufficient detail to provide Houseal Lavigne with necessary direction for regulation refinement and the development of supporting diagrams. A summary of the policy direction received at the meeting will be posted on the project hub site for public review.

Step 7: Draft and Final Zoning Code

Based on the previous steps in the update process, the full draft and final Zoning Code will be prepared and presented for local consideration and adoption.

7a. Draft Zoning Code Document

Houseal Lavigne will prepare the draft Zoning Code document based on direction received from the ZTAC and ZPAC. A consolidated chapter of definitions as well as diagrams and flowcharts will be embedded in the document at this stage.

7b. Final Legal Review and City Staff Review Calls (up to 5)

The draft Zoning Code will be brought for final legal review to the City Attorney. Although the City Attorney may be involved throughout the process of developing the updated Zoning Code, final legal review is necessary before the full draft document is made public. Houseal Lavigne will facilitate review calls with City staff to discuss the comments of the City Attorney and other City staff before making the document available for public review and meeting with the ZTAC and ZPAC. Appropriate revisions will be made based on City Attorney and other City staff feedback.

7c. Major Changes Overview StoryMap (task costs ~$8,000)

To summarize the proposed changes to the Zoning Code clearly and concisely, a Major Changes Overview StoryMap will be developed. The StoryMap will include answers to frequently asked questions, provide an overview of the Zoning Code Update and Redesign process, highlight and provide the reasoning behind major proposed changes, and include parcel specific information and an opportunity to provide feedback. The StoryMap will be embedded on the project hub site and can be emailed to key community members engaged throughout the process.

7d: ZTAC Meeting #4 (virtual)

Houseal Lavigne will host a web meeting/conference call to present the full draft Code to the ZTAC. The intent will be to review and discuss the technical merits of additional changes made to proposed Code sections based on the feedback previously received from the ZPAC. Feedback received from the ZTAC will be shared with the ZPAC to help inform their policy direction.

7e. ZPAC Meeting #6 (in-person)

A final meeting will be conducted with the ZPAC to review and reach agreement on the full draft Zoning Code document before proceeding with the public review and adoption process. Appropriate revisions to the draft Zoning Code will be made based on feedback received and the final draft Zoning Code will be prepared for public consideration.

7f. Final Draft Zoning Code

Houseal Lavigne will prepare the draft Zoning Code document based on the final direction received from the ZPAC.

7g. Informational Brochure

To summarize the major proposed changes to the Zoning Code clearly and concisely, an Informational Brochure will be developed. The brochure will include answers to frequently asked questions, provide an overview of the Zoning Code Update and Redesign process, highlight and provide the reasoning behind major proposed changes, and include information about where to learn more and provide feedback. The brochure can be made available on the project hub site, at City Hall and other community facilities, and can be mailed to property owners and tenants, especially if any zoning map amendments are proposed.

7h. Communications Campaign #6

This final communications campaign will share the Informational Brochure and include a call-to-action to provide feedback at upcoming open houses. Language for press releases and social media posts will highlight the importance of the process for the future of Northfield. Communications will be pushed to community leaders, residents, focus group participants, and others identified by City staff to help engage hard-to-reach populations.

7i. Pre-Adoption Open House

Members of Houseal Lavigne, along with City staff, will be present an in-person open house to allow residents and community stakeholders the opportunity to examine, discuss, and comment on the contents of the final draft Zoning Code document. Houseal Lavigne will be available throughout the community open houses to present materials, answer questions, and get feedback before initiating the approval process. Feedback from the open houses will be shared with the Planning Commission and City Council during adoption meetings to inform their decision making.

7j. Planning Commission Public Hearing (in-person)

Houseal Lavigne will present the final Zoning Code at the Planning Commission public hearing.

7k. City Council Adoption (in-person)

Houseal Lavigne will present the final Zoning Code to City Council for consideration and adoption.

7l. Final Zoning Code Document

Following the adoption of the Zoning Code, Houseal Lavigne will share the final document in fully editable documents including Word and PDF and supporting jpeg and png files.

Project Timeline:

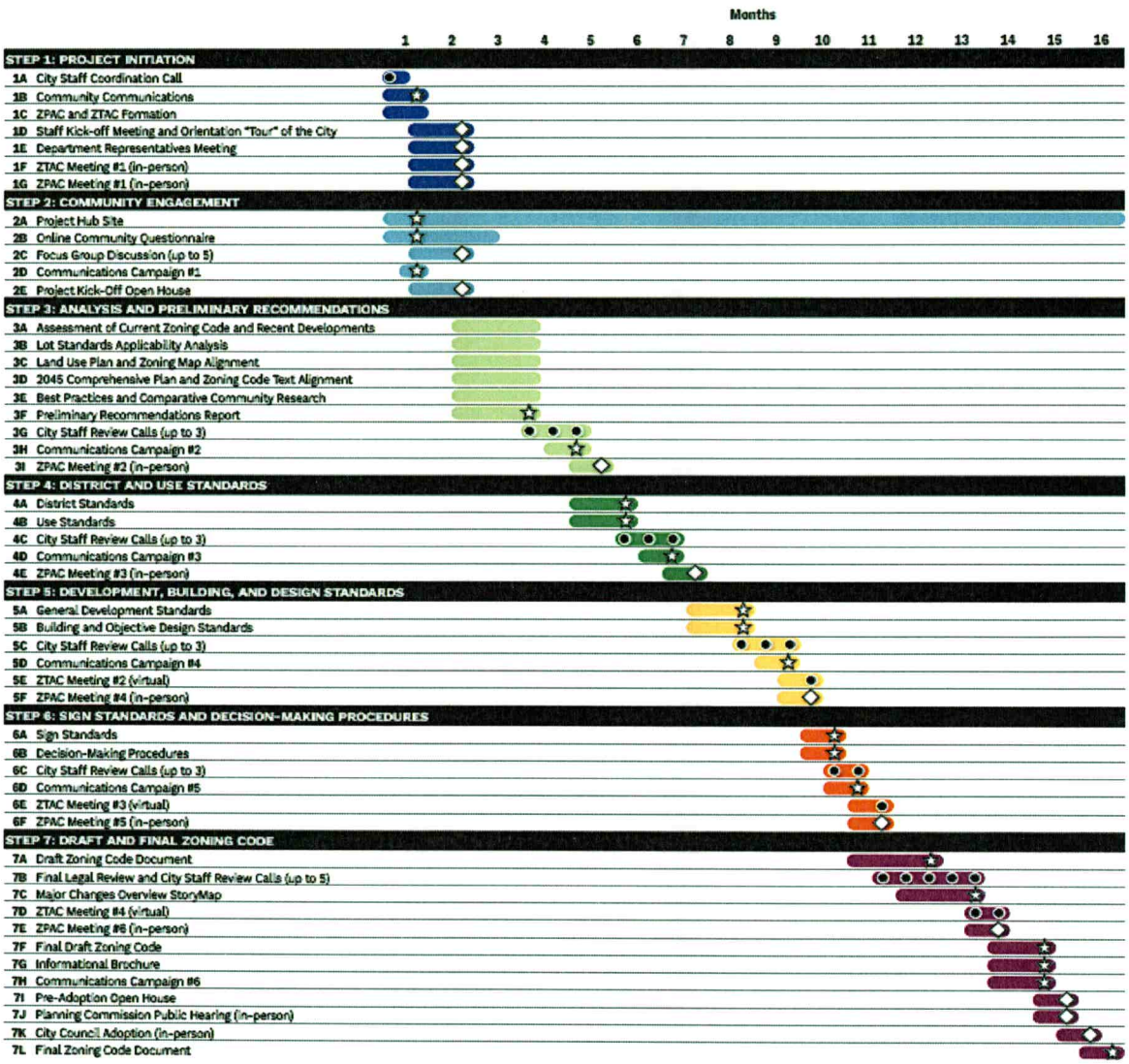


EXHIBIT 2

CERTIFICATES OF REQUIRED INSURANCE COVERAGES

[*Certificates of Insurance attached hereto*]

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/08/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Insurance Benefits Resource Group, Inc
1491 Cumberland Pkwy
Algonquin, IL 60102

CONTACT NAME: Cari McKeever
PHONE (A/C, No, Ext): (224)333-0550 FAX (A/C, No): (224)241-3345
E-MAIL ADDRESS: service@insurancebrg.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	USLI - U.S. Liability Insur Co	25895
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED

HOUSEAL LAVIGNE ASSOCIATES, LLC
188 W. RANDOLPH STREET
SUITE 200
CHICAGO, IL 60601

COVERAGES CERTIFICATE NUMBER: 00000059-0 REVISION NUMBER: 47

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Prof Liability			SP1565186 H	01/20/2025	01/20/2026	Per Claim	$5,000,000
							Deductible	$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

INSURED COPY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Lori Thana (CMM)

© 1988-2015 ACORD CORPORATION. All rights reserved.

EXHIBIT 3

COMPENSATION

Subject to the limitations set forth in this Exhibit, CITY will compensate CONSULTANT in accordance with the payment schedule below based on the below schedule of fees for the time spent in performance of services/work under this Contract, provided that under no circumstances shall CONSULTANT's total charges to CITY, including expenses, exceed $178,940.00 ("maximum price"), unless such charges in excess of the maximum price are authorized in writing by CITY's Community Development Director before they are incurred by CITY.

CITY will make periodic payment to CONSULTANT upon billing at intervals not more often than monthly at the rates specified in the schedule of fees included herein, provided that no bill/invoice submitted to CITY shall exceed a percentage of the maximum price equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of CITY's Community Development Director as determined by CITY.

CITY shall be entitled to withhold Five percent (5%) of the maximum price until such time as CONSULTANT has fully performed the scope of services detailed in Exhibit 1 to the satisfaction of CITY's Community Development Director.

In no event shall the total of CITY's payments to CONSULTANT under this Contract be required to exceed a percentage of the maximum price equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of CITY's Community Development Director.

CITY will make periodic payment to CONSULTANT based upon the Project Timeline in Exhibit 1 and in approximate general conformance with the following estimated per step costs and corresponding hourly rate schedule of fees for services/work completed by CONSULTANT to the satisfaction of the CITY's Community Development Director, as determined by CITY:

Step 1: Project Initiation	$13,820
Step 2: Community Engagement	$15,540
Step 3: Analysis and Preliminary Recommendations	$37,175
Step 4: District and Use Standards	$18,130
Step 5: Development, Building, and Design Standards	$21,080
Step 6: Sign Standards and Decision-Making Procedures	$16,730
Step 7: Draft and Final Zoning Ordinance	$56,465

Schedule of Fees:

Houseal Lavigne Hourly Rates

Position	Rates
Partner	**$305**
Principal	**$295**
Practice Lead	**$245**
Senior Project Manager/Analyst	**$200**

Project Manager	**$190**
Planner II/Analyst II	**$140-$160**
Planner I/Analyst I	**$120-$130**
Clerical/Technical	**$90**

In addition to hourly rates for professional services as referenced above, invoices will include directly-related job expenses including, but not limited to, travel, per diem, copies, mail, etc.

File #: Res. 2026-008, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: Melissa Hanson, Housing Coordinator

Community Development Block Grant - Consider Adopting Resolution in Support of Fiscal Year 2026 Allotment of Program Funds.

Action Requested:
The Northfield City Council is asked to consider approval of the attached Resolution in support of fiscal year (FY) 2026 (July 1, 2026 - June 30, 2027) program allotment for Community Development Block Grant (CDBG) funds.

Summary Report:
Community Development Department staff coordinated with City Administration and with the Housing and Redevelopment Authority to identify potential CDBG uses of funds, going forward. Staff is recommending the City Council adopt a resolution in support of utilizing FY 2026 CDBG for Down Payment Assistance and updates to the Land Development Code. The allocation will provide $47,266 for Down Payment Assistance and $5,250 for updates to the Northfield Land Development Code. This is NOT a change from FY2025.
Housing Availability is a strategic priority of the City under the 2025-2027 Strategic Plan. The Down Payment Assistance program is an initiative whose outcome is intended to expand homeownership access to low- to moderate-income households.

Background
The CDBG program authority began under Title I of the Housing and Community Development Act of 1974. This Act consolidated eight categorical grant programs including Open Space, Urban Renewal, Neighborhood Development Programs, Historic Preservation, Model Cities supplemental, and Neighborhood Facilities, Water and Sewer and Public Facilities loans.

The Title I Housing and Community Development Act of 1974 objective is to develop viable urban communities that provide decent, safe and sanitary housing, a suitable living environment and expanded economic opportunities primarily for persons of low and moderate income. The U.S. Department of Housing and Urban Development (HUD) administers the CDBG program and provides funds, or grants, to state and local governments, or grantees or recipients.

Dakota County participates in the CDBG program as an Entitlement County and receives funds each year directly from HUD. The Dakota County Community Development Agency (CDA) is considered a subgrantee or administrator of CDBG funds. Dakota County has several participating cities and townships that receive

CDBG funds and implement CDBG activities. The City of Northfield is an eligible and participating city to receive CDBG funds as a portion of the city resides in Dakota County. The City of Northfield does not receive federal CDBG funds via Rice County as the county is not eligible to receive a direct allocation.

The City of Northfield has a three-year cooperation agreement with the CDA to conduct and promote housing and other community enhancing programs using CDBG funds. Each year the City of Northfield can apply for CDBG funds to use for various HUD-approved programs. The estimated allocation for the City of Northfield for FY 2026 is $52,516.

The City Council is the authority responsible for determining the use of allocated CDBG funds. CDBG funds can be used for the following activities:

- Acquisition/Disposition
- Demolition/Clearance
- Economic Development Activities
- Rehabilitation
- Relocation
- Public Facilities/Improvements
- Public Services
- Planning
- Homeownership Assistance

The City of Northfield Community Development Department has assumed administrative responsibility for managing the CDBG program funds and coordinating with Dakota County CDA on behalf of the City. In the past, the City of Northfield has used some of the CDBG funds for park improvements, funding the Northfield Community Resource Center (NCRC) and commercial building rehabilitation improvements. In recent years, CDBG funds have been used exclusively for affordable housing related activities, including home rehab and down payment assistance programs for income qualifying households.

Alternative Options:
The City Council could explore alternative uses outside of housing-related activities for CDBG fund allocation. If this is of interest this item should be removed for separate discussion. However, it should be noted that the application deadline is January 16 so any alternate funding should be approved this meeting of January 6, 2026.

Financial Impacts:
Dakota County receives an annual allocation of Community Development Block Grant (CDBG) funds, which is a federal program administered by the Department of Housing and Urban Development (HUD). The program is designed to assist local governments with various community development projects and programs that primarily aid low- and moderate-income residents. Dakota County is considered an “Entitlement County”, and, as such, receives an annual allocation of federal CDBG funds. The Dakota County Board of Commissioners has chosen to allocate the CDBG funds amongst the various cities and townships in the County, as well use the funds for certain County programs. The Dakota County Community Development Agency (CDA) administers this program on behalf of Dakota County.

Each year, the city’s CDBG allocation is rebalanced to account for updated information in the American Community Survey provided by the Census Bureau for each city. Per HUD rules, the CDBG allocation is based

on three factors: a community's population, the number of people in poverty, and the number of overcrowded housing units. Each city receives a percentage of the annual Dakota County CDBG allocation based on the three factors. Because these factors change over time, the allocation each city receives will change over time.

The CDBG allocation Dakota County will receive for Program Year 2026 is not yet known and won't be known until Congress passes and the President approves the Federal Fiscal Year 2026 federal budget. However, we believe it is prudent for each city to anticipate that the County will receive a similar amount to what was received for Program Year 2025, which was $1,893,442.

The final Dakota County CDBG allocation affects the amount each city will receive for Program Year 2026. This amount may be more or less than what your city received for 2025. With that in mind, the estimated allocation for Northfield for Program Year 2026 is **$52,516**.

CDBG funds are accessed by the City of Northfield through a reimbursement process. The Dakota County CDA reimburses loans/grants made by the City of Northfield through the HRA for preapproved activities such as down payment assistance. There is no financial impact to the City of Northfield, unless Dakota County CDA receives less than what is projected from HUD. In which case, the HRA or City would use funds from reserves to bridge the gap between projected and actual funds available to the City of Northfield through CDBG.

The City of Northfield's participation in the CDBG program through Dakota makes us ineligible to receive funds through the State's Small Cities Development Program.

Tentative Timelines:
The FY 2026 CDBG application deadline is January 16, 2026.
FY 2026 CDBG funds will be available after July 1, 2026 for allocation and available for reimbursement October 1, 2026.

CITY OF NORTHFIELD, MN
CITY COUNCIL RESOLUTION 2026-008
APPROVING THE APPLICATION FOR FISCAL YEAR 2026 DAKOTA COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

WHEREAS, the City of Northfield is a participating jurisdiction with the Dakota County Community Development Block Grant (CDBG) Entitlement Program for Fiscal Year 2026 (starting July 1, 2026 and ending June 30, 2027; and

WHEREAS, the Dakota County Community Development Agency (CDA) is a Subgrantee of Dakota County for the administration of the CDBG Program; and

WHEREAS, the Dakota County CDA has requested Fiscal Year 2026 CDBG applications be submitted by January 16, 2026, based on an allocation of funds approved in the Annual Action Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The Fiscal Year 2026 CDBG application is approved for submission to the Dakota County CDA.
2. The Mayor and City Clerk for the City of Northfield is authorized to execute the application and all agreements and documents related to receiving and using the awarded CDBG funds.
3. The Dakota County CDA is designated as the administrative entity to carry out the CDBG program on behalf of the City of Northfield, subject to future Subrecipient Agreements that may be required for specific CDBG-funded activities.

PASSED by the City Council of the City of Northfield on this 6th day of January, 2026.

ATTEST

_____ _____
City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ PETERSON WHITE ___ SOKUP

Dakota County Community Development Agency
CDA

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS APPLICATION FOR PROGRAM YEAR 2026

Application must be received by the Dakota County Community Development Agency
NO LATER THAN FRIDAY, JANUARY 16, 2026
For July 1, 2026 – June 30, 2027

General Information

Applicant Name: The City of Northfield	UEI #: 07648456
Contact Name: Melissa Hanson	
Applicant Address:801 Washington Street	
City, State, Zip: Northfield, MN 55057	
Phone:507-301-5068	Email:Melissa.Hanson@NorthfieldMN.gov

Proposed Activities

Activity	Requested Funding Amount
#1 Title: Land Development Code Update	CDBG Request: $ 5,250
#2 Title: Down Payment Assistance	CDBG Request: $ 47,266
#3 Title: Click or tap here to enter text.	CDBG Request: $ Click or tap here to enter text.
#4 Title: Click or tap here to enter text.	CDBG Request: $ Click or tap here to enter text.
#5 Title: Click or tap here to enter text.	CDBG Request: $ Click or tap here to enter text.
	Total Request: $ **Click or tap here to enter text.**

Contingency Funding Request:

Note the funding levels for activities if there is an increase or decrease in federal funding levels. Specify which activities should be fully funded at the requested level and which should be increased or decreased. Click or tap here to enter text.

PLEASE NOTE: AT LEAST 50% of the proposed funding must qualify as a LOW/MOD benefit. NO MORE THAN 35% of the any one community's proposed funding can be for PUBLIC SERVICES. Because public services may not account for more than 15% of the County's total funding, public service requests may be decreased once all applications are submitted and reviewed by CDA staff. NO MORE than 10% of any one community's funding can be used for PLANNING.

Certification

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, or construction begun on the proposed project(s), and that none will be made prior to notification from the Dakota County CDA based on HUD's issuance of a Release of Funds Notice.

Signature of Authorized Official

Date

Title of Authorized Official

PLEASE ATTACH THE RESOLUTION OF THE GOVERNING BODY SHOWING APPROVAL OF THE REQUEST FOR CDBG FUNDS.

I. Activity Title

Please complete the following Sections I-V for EACH proposed activity. (For example, if 3 activities are being proposed, there will be 3 sets of the following pages.)

Activity # 1

Activity Title: Land Development Code Update

II. Activity Information

Describe the proposed activity in detail. Please be specific about purpose, location, number of people or households served, etc.

The City of Northfield last updated its Land Development Code (LDC) – the city's Zoning Code - in 2011. That update was a partial update and did not adequately address all needed changes. Many of the identified changes yet to be implemented are directly associated with providing quality housing and effective and efficient implementation of the city's comprehensive plan and related housing and economic development activities. A primary concern with the existing LDC is associated with restrictions on buildable lots and/or number of units able to be constructed per lot of record. In an effort to improve homebuilders' ability to provide sufficient housing in Northfield changes to the code can and should be effected in order for more homes to be built. This includes both ownership and rental options. Providing room for sufficient supply of homes, regardless of ownership model, is important to the general growth of the Northfield community particularly to capture latent demand for homes within the city limits and the school district boundary.
The land development code update would cover the entire city limits to make it easier and more efficient to build homes. Primarily a change to the residential zoning code section of the city's code of ordinance would address the ability to build more homes on infill lots already served by municipal sewer and water.

Has this Activity received CDBG funding before? ☒ Yes ☐ No

Check the eligible activity category of the proposed activity: *(See attached definitions)*

Affordable Rental Housing ☐ Rehabilitation of Multi-Unit Residential ☐ Fair Housing Activities ☐ Energy Efficiency Improvements	**Public Services** ☐ Senior Services ☐ Youth Services ☐ Transportation Services ☐ Operational Support
Affordable Homeowner Housing ☐ Homeownership Assistance ☐ New (Re)Construction Homeowner Housing ☐ Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential ☐ Fair Housing Activities	**Public Facilities** ☐ Recreational Parks ☐ Public Water/Sewer Improvements ☐ Street Improvements ☐ Sidewalks ☐ Assessment Abatement ☐ ADA Improvements
Homelessness ☐ Coordinated Access to Services & Shelter ☐ Housing Stabilization ☐ Emergency Shelter Operation	**Neighborhood Revitalization** ☐ Acquisition of Real Property ☐ Clearance and Demolition ☐ Clean-up of Contaminated Site
Economic Development ☐ Employment Training ☐ Economic Development Assistance ☐ Rehabilitation of Commercial/Industrial Buildings ☐ Micro-Enterprise Assistance ☐ Relocation	**Planning and Administration** ☒ Planning ☐ Administration

Describe the activity schedule:

Is this a continuation of a previously funded activity? ☒Yes ☐No

Is this a time-specific project? ☒Yes ☐No

If this is a time-specific project, please note the start and end dates below:

Proposed Activity Start Date: January 2026

Proposed Activity Completion Date: March 2027

III. CDBG National Objective

CDBG funded projects/activities must meet one of the following program objectives. Check the objective for which the CDBG funds will be used.

☐ Low/Mod Area Benefit
☐ Low/Mod Limited Clientele Benefit
☐ Low/Mod Housing Benefit
☐ Low/Mod Jobs Benefit
☐ Slum/Blight Area Benefit
☐ Slum/Blight Spot Benefit
☐ Urgent Need (extremely rare; used only for emergencies): *(Please explain)* Click or tap here to enter text.

If you checked the Low/Mod Area Benefit box, please answer the following:

In what Census Tract/Block Group(s) do beneficiaries of your Activity live? *(Please include map)*
Click or tap here to enter text.

How many residents live in this area? Click or tap here to enter text.

What is the percentage of low and moderate-income beneficiaries? Click or tap here to enter text.%

How was this documented? ☐ HUD Data ☐ Survey
(Please include a copy of survey)

If you checked the Low/Mod Housing Benefit box, please answer the following:

How many Low/Mod Households will benefit? Click or tap here to enter text. Households
(Income eligibility must be verified by written documentation)

Where will this activity occur? *(Address of property, neighborhood, or citywide)*
Click or tap here to enter text.

If you checked the Low/Mod Limited Clientele Benefit box, please answer the following:

How many Low/Mod People or Households will benefit? Click or tap here to enter text. People Click or tap here to enter text. Households *(Please choose either People or Households for each project).*

How will income be verified?

☐ Income Verification Request Forms

☐ Eligibility Status for other Governmental Assistance program

☐ Self Certification *(Must request source documentation of 20% of certifications and must inform beneficiary that all sources of income and assets must be included when calculating annual income)*

☐ Presumed benefit *(HUD presumes the following to be low and moderate-income: abused children, battered spouses, elderly persons (62+), severely disabled persons, homeless persons, persons living with AIDS, migrant farm workers)*

If you checked the Low/Mod Jobs Benefit box, please answer the following:
To meet the requirements of the "Jobs" National Objective, the business being assisted must enter into an agreement showing commitment that at least 51% of jobs created or retained will be available to low/mod income persons. The business must also be prepared to provide a list of all jobs, detailed information about the jobs being created or retained, the selection and hiring process, and demographic information about the employees.

Will this activity create or retain full time equivalencies (FTEs)? ☐ Create ☐ Retain
For job(s) that are being retained, please provide evidence that the assisted business has issued a notice to affected employees or that the business has made a public announcement to that effect, OR an analysis of relevant financial records that shows the business is likely to cut back on employment in the near future without planned intervention.

Will the job(s) created or retained require a special skill? ☐ Yes ☐ No

What percent of permanent FTEs will be held by or available to low/mod income persons? Click or tap here to enter text. %

If you checked the Slum/Blight Area or Slum/Blight Spot Benefit box, please answer the following:

What are the boundaries of the slum/blight area or the address of the slum/blight spot? Click or tap here to enter text.
(Please provide letter from building inspector or other documentation noting deficiencies and include photos)

What deficiency will be corrected or the public improvement be? Click or tap here to enter text.

If Slum/Blight Area, what percent of buildings are deteriorated? Click or tap here to enter text.%

IV. Proposed Objectives and Outcomes

Indicate the proposed objective and outcome of the activity/project.

	Outcome #1 Availability/Accessibility	Outcome #2 Affordability	Outcome #3 Sustainability
Objective #1 Suitable Living Environment	☒ Accessibility for the purpose of creating a suitable living environment	☒ Affordability for the purpose of creating a suitable living environment	☒ Sustainability for the purpose of creating a suitable living environment
Objective #2 Decent Housing	☐ Accessibility for the purpose of providing decent housing	☐ Affordability for the purpose of providing decent housing	☐ Sustainability for the purpose of providing decent housing
Objective #3 Economic Opportunity	☒ Accessibility for the purpose of creating economic opportunities	☒ Affordability for the purpose of creating economic opportunities	☒ Sustainability for the purpose of creating economic opportunities

Indicate how the activity outcome will be measured and projected number of beneficiaries.

☒ People 20,000+ ☐ Public Facilities _____ ☐ Businesses _____

☐ Households _____ ☐ Jobs _____ ☐ Organizations _____

☐ Housing Units _____

V. Project Budget

Provide the total project cost and CDBG request.

Total Project Cost: $ 200,000

Total CDBG Request: $ 5,250

CDBG Percent of Total Cost: 2.6%

Describe all funding sources.

Source of Funds	Amount	Committed	Pending
FY 2025 ($6666) & 2026 ($5250)	$ 11,916	☒	☒
HRA & EDA Levy/Reserves	$ 122,084	☒	☐
Community Development General Fund	$ 66,000	☒	☐
Total:	$ 200,000	☒	☐

Please itemize project expenses, using the following guidance as applicable:

- Acquisition & Improvement Costs - Include purchase price, closing costs, site improvements, clearance of toxic contaminants, and other acquisition and improvement costs
- Construction/Rehabilitation Costs - Include site improvements, construction (labor, materials, supplies), installation, permits and other construction/rehabilitation costs
- Professional Fees and Personnel Costs - Include architectural, engineering and code inspection fees, surveys, appraisals, legal fees, hazardous materials surveys, project management, and other professional/personnel fees
- Other Development Costs - Include relocation, financing costs, environmental reviews, environmental studies, and other development costs
- Eligible Costs for Planning Projects - Include professional services, project management costs, and other planning costs

Itemized Use of Funds/Expenses	Costs	CDBG Funds Requested	Other Funding Sources
Professional Services	$ 200,000	$ 5,250	$ 194,750
Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.
Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.
Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.
Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.
Total:	$Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.

* * * * *

Please review each section for completeness.
Each activity should have separate Sections I through V.

I. Activity Title

Please complete the following Sections I-V for EACH proposed activity. (For example, if 3 activities are being proposed, there will be 3 sets of the following pages.)

Activity # 2

Activity Title: Down Payment Assistance

II. Activity Information

Describe the proposed activity in detail. Please be specific about purpose, location, number of people or households served, etc.

The City of Northfield Down Payment Assistance Program has been funded through Community Development Block Grant funds since 1996. The objective of the program is to help eligible households purchase affordable single-family homes in Northfield.

Financial assistance, in the form of a 0% interest deferred loan of up to $25,000 for down payment assistance and/or 100% of eligible closing costs incurred by low- and moderate-income homebuyers. Since the inception of the program, more than 82 low- and moderate-income families have received assistance of over $710,000 in loans and more than $130,000 in loans that have been recycled to new homebuyers.

The Northfield HRA is requesting approximately 90% of Program Year 2026 funds to continue funding this program. Increased interest rates have helped bring home prices down, however, costs still remain high. According to the St. Paul Area Association of Realtors (SPAAR), the average sale price of a Northfield single family home, townhome or condo for October 2025 is $399,666. The HRA plans to help bridge the gap between the current costs of housing and affordable housing by better utilizing the down payment assistance program.

Has this Activity received CDBG funding before? ☒ Yes ☐ No

Check the eligible activity category of the proposed activity: *(See attached definitions)*

Affordable Rental Housing ☐ Rehabilitation of Multi-Unit Residential ☐ Fair Housing Activities ☐ Energy Efficiency Improvements	**Public Services** ☐ Senior Services ☐ Youth Services ☐ Transportation Services ☐ Operational Support
Affordable Homeowner Housing ☒ Homeownership Assistance ☐ New (Re)Construction Homeowner Housing ☐ Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential ☐ Fair Housing Activities	**Public Facilities** ☐ Recreational Parks ☐ Public Water/Sewer Improvements ☐ Street Improvements ☐ Sidewalks ☐ Assessment Abatement ☐ ADA Improvements
Homelessness ☐ Coordinated Access to Services & Shelter ☐ Housing Stabilization ☐ Emergency Shelter Operation	**Neighborhood Revitalization** ☐ Acquisition of Real Property ☐ Clearance and Demolition ☐ Clean-up of Contaminated Site
Economic Development ☐ Employment Training ☐ Economic Development Assistance ☐ Rehabilitation of Commercial/Industrial Buildings ☐ Micro-Enterprise Assistance ☐ Relocation	**Planning and Administration** ☐ Planning ☐ Administration

Describe the activity schedule:

Is this a continuation of a previously funded activity? ☒Yes ☐No

Is this a time-specific project? ☐Yes ☒No

If this is a time-specific project, please note the start and end dates below:

Proposed Activity Start Date: Click or tap here to enter text.

Proposed Activity Completion Date: Click or tap here to enter text.

III. CDBG National Objective

CDBG funded projects/activities must meet one of the following program objectives. Check the objective for which the CDBG funds will be used.

☐ Low/Mod Area Benefit
☐ Low/Mod Limited Clientele Benefit
☒ Low/Mod Housing Benefit
☐ Low/Mod Jobs Benefit
☐ Slum/Blight Area Benefit
☐ Slum/Blight Spot Benefit
☐ Urgent Need (extremely rare; used only for emergencies): *(Please explain)* Click or tap here to enter text.

If you checked the Low/Mod Area Benefit box, please answer the following:

In what Census Tract/Block Group(s) do beneficiaries of your Activity live? *(Please include map)* Click or tap here to enter text.

How many residents live in this area? Click or tap here to enter text.

What is the percentage of low and moderate-income beneficiaries? Click or tap here to enter text.%

How was this documented? ☐ HUD Data ☐ Survey
(Please include a copy of survey)

If you checked the Low/Mod Housing Benefit box, please answer the following:

How many Low/Mod Households will benefit? 2-3 Households
(Income eligibility must be verified by written documentation)

Where will this activity occur? *(Address of property, neighborhood, or citywide)*
citywide

If you checked the Low/Mod Limited Clientele Benefit box, please answer the following:

How many Low/Mod People or Households will benefit? Click or tap here to enter text. People Click or tap here to enter text. Households *(Please choose either People or Households for each project).*

How will income be verified?

☐ Income Verification Request Forms

☐ Eligibility Status for other Governmental Assistance program

☐ Self Certification *(Must request source documentation of 20% of certifications and must inform beneficiary that all sources of income and assets must be included when calculating annual income)*

☐ Presumed benefit *(HUD presumes the following to be low and moderate-income: abused children, battered spouses, elderly persons (62+), severely disabled persons, homeless persons, persons living with AIDS, migrant farm workers)*

If you checked the Low/Mod Jobs Benefit box, please answer the following:
To meet the requirements of the "Jobs" National Objective, the business being assisted must enter into an agreement showing commitment that at least 51% of jobs created or retained will be available to low/mod income persons. The business must also be prepared to provide a list of all jobs, detailed information about the jobs being created or retained, the selection and hiring process, and demographic information about the employees.

Will this activity create or retain full time equivalencies (FTEs)? ☐ Create ☐ Retain
For job(s) that are being retained, please provide evidence that the assisted business has issued a notice to affected employees or that the business has made a public announcement to that effect, OR an analysis of relevant financial records that shows the business is likely to cut back on employment in the near future without planned intervention.

Will the job(s) created or retained require a special skill? ☐ Yes ☐ No

What percent of permanent FTEs will be held by or available to low/mod income persons? Click or tap here to enter text. %

If you checked the Slum/Blight Area or Slum/Blight Spot Benefit box, please answer the following:

What are the boundaries of the slum/blight area or the address of the slum/blight spot? Click or tap here to enter text.
(Please provide letter from building inspector or other documentation noting deficiencies and include photos)

What deficiency will be corrected or the public improvement be? Click or tap here to enter text.

If Slum/Blight Area, what percent of buildings are deteriorated? Click or tap here to enter text.%

IV. Proposed Objectives and Outcomes

Indicate the proposed objective and outcome of the activity/project.

	Outcome #1 Availability/Accessibility	Outcome #2 Affordability	Outcome #3 Sustainability
Objective #1 Suitable Living Environment	☐ Accessibility for the purpose of creating a suitable living environment	☐ Affordability for the purpose of creating a suitable living environment	☐ Sustainability for the purpose of creating a suitable living environment
Objective #2 Decent Housing	☐ Accessibility for the purpose of providing decent housing	☒ Affordability for the purpose of providing decent housing	☐ Sustainability for the purpose of providing decent housing
Objective #3 Economic Opportunity	☐ Accessibility for the purpose of creating economic opportunities	☐ Affordability for the purpose of creating economic opportunities	☐ Sustainability for the purpose of creating economic opportunities

Indicate how the activity outcome will be measured and projected number of beneficiaries.

☐ People _____

☒ Households 2-3

☒ Housing Units 2-3

☐ Public Facilities _____

☐ Jobs _____

☐ Businesses _____

☐ Organizations _____

V. Project Budget

Provide the total project cost and CDBG request.

Total Project Cost: $ up to $50,000

Total CDBG Request: $ 47,266

CDBG Percent of Total Cost: 95%

Describe all funding sources.

Source of Funds	Amount	Committed	Pending
CDBG	$ 47,266	☐	☒
HRA Levy	$ 4,734	☒	☐
Click or tap here to enter text.	$ Click or tap here to enter text.	☐	☐
Total:	$ 52,000	☐	☐

Please itemize project expenses, using the following guidance as applicable:

- Acquisition & Improvement Costs - Include purchase price, closing costs, site improvements, clearance of toxic contaminants, and other acquisition and improvement costs
- Construction/Rehabilitation Costs - Include site improvements, construction (labor, materials, supplies), installation, permits and other construction/rehabilitation costs
- Professional Fees and Personnel Costs - Include architectural, engineering and code inspection fees, surveys, appraisals, legal fees, hazardous materials surveys, project management, and other professional/personnel fees
- Other Development Costs - Include relocation, financing costs, environmental reviews, environmental studies, and other development costs
- Eligible Costs for Planning Projects - Include professional services, project management costs, and other planning costs

Itemized Use of Funds/Expenses	Costs	CDBG Funds Requested	Other Funding Sources
Down Payment/Closing Costs	$50,000	$ 47,266	$ Click or tap here to enter text.
Legal Fees	$ 2,000	$ Click or tap here to enter text.	$ 2,000
Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.
Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.
Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.	$ Click or tap here to enter text.
Total:	$52,000	$ 47,266	$ 4,734

*** * * * ***

Please review each section for completeness.
Each activity should have separate Sections I through V.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ELIGIBLE ACTIVITIES

Please Note: *Although an activity may be deemed eligible for CDBG funding, it does not guarantee funding. The Community Development Needs for the CDBG Program in the Consolidated Plan lists the priority of needs and dictates which types of eligible activities may be funded in a given year. All activities must meet a National Objective.*

CDBG funds may NOT be used for costs attributable to a building used for the general conduct of government, general government expenses, or political activities.

Acquisition/Disposition: Includes acquisition of real property, in whole or in part, by purchase, long-term lease, donation, or otherwise for any public purpose. Real property to be acquired may include land, air rights, easements, water rights, rights-of-way, buildings and other property improvements, or other interests in real property.

Demolition/Clearance: Includes clearance, demolition, and removal of buildings and improvements including movement of structures to other sites.

Economic Development Activities: Includes but are not limited to: (1) construction by the grantee or subrecipient of a business incubator designed to provide inexpensive space and assistance to new firms to help them become viable businesses, (2) loans to pay for the expansion of a factory or commercial business, and (3) training for by persons on welfare to enable them to qualify for jobs created by CDBG-assisted special economic development activities. The level of public benefit to be derived from the economic development activity must be appropriate given the amount of CDBG assistance.

Homeownership Assistance: Includes financial assistance for down payments, closing costs or other part of the purchase process and counseling for pre-purchase, post-purchase or foreclosure prevention.

Rehabilitation: Includes single-family rehabilitation, multi-family rehabilitation, energy efficiency improvements, public housing modernization, and rehabilitation of commercial properties.

Relocation: Includes relocation payments and assistance to displaced persons, including individuals, families, businesses, non-profits, and farms, where required under section 570.606 of the regulations (pursuant to the Uniform Relocation Act).

Public Facilities/Improvements: CDBG funds may be used by the subrecipient or other public or private nonprofit entities for the acquisition (including long term leases for periods of 15 years or more), construction, reconstruction, rehabilitation (including removal of architectural barriers to accessibility), or installation, of public improvements or facilities. This includes neighborhood facilities, firehouses, public schools, libraries, and shelters for homeless people, as well as water and/or sewer treatment plants. Buildings for the general conduct of government cannot be acquired or improved with CDBG funds.

Public Services: CDBG funds may be used to provide public services (including labor, supplies, and materials), provided that each of the following criteria is met: 1) The public service must be either a new service or a quantifiable increase in the level of service; and 2) The amount of CDBG funds obligated within a program year to support public service activities may not exceed 35% of a city's allocation and the total public services of all subrecipients may not exceed 15% of the total grant awarded to Dakota County for that year.

Planning: Includes studies, analysis, data gathering, preparation of plans, and identification of actions that will implement plans. The types of plans which may be paid for with CDBG funds include but are not limited to comprehensive plans, individual project plans, community development plans, capital improvement programs, small area and neighborhood plans, environmental and historic preservation studies, and functional plans (such as plans for housing, land use, energy conservation, or economic development). Except for small cities and townships, the amount of CDBG funds obligated within a program year to support planning activities may not exceed 15% of a community's allocation.

General Grant Administration: CDBG funds may be used for general administration costs incurred by a subrecipient to administer its CDBG program. CDBG grant funds obligated to general grant administration may not exceed 10% of the community's allocation. Administration costs directly associated with a CDBG activity should be part of the activity as project

administration and are not considered general grant administration expenses. Please talk to the Dakota County CDA before you allocate funds to grant admin.

Planning and General Grant Administration Activities may not exceed 20% of the total grant awarded to Dakota County for that year.

File #: 26-009, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk
Jeff Schroepfer, Chief of Police

Subject:
Public Hearing for Liquor License for Northfield Ballroom Inc. DBA Northfield Ballroom, 450 Montessori Court.

Action Requested:
The Northfield City Council is being asked to hold a public hearing for an On-Sale Intoxicating Liquor License and Sunday Liquor License for Northfield Ballroom Inc. DBA Northfield Ballroom, 450 Montessori Court, Northfield.

Per the procedures included in the staff report, there will need to be a motion to close the public hearing at its conclusion.

Summary Report:
The City received a new liquor license application from Northfield Ballroom on Monday, November 16, 2025. Since a new corporate ownership is in place for the premises, a public hearing is being held as outlined in City Code. Northfield Ballroom Inc. dba Northfield Ballroom has applied for an On-Sale Intoxicating Liquor License and Sunday Liquor License. A liquor license background investigation was conducted by the police department, which includes a check of the LLC and the officers of the LLC. The Police Department noted no concerns at this time. Consideration of approval of the liquor license is scheduled following the public hearing.

Public hearing notices were mailed to property owners within 350' of 450 Montessori Court on December 17, 2025. A copy of the public hearing notice (attachment 1) and map (attachment 2) are attached. The public hearing notice was also published in the Northfield News on Wednesday, December 24, 2025.

The following is the procedure of the public hearing per the City Council's adopted Rules of Business:

Public Hearing Procedure:
A Public Hearing is used by the City Council to solicit the public's comments on various projects or City operation procedures.

A. The Chair (Mayor Zweifel) will open the hearing by identifying the subject.

B. Staff Presentation - staff (City Clerk Peterson and Police Chief Schroepfer) will give a presentation on the

subject.

C. Applicant's Presentation- if needed.

D. Public Input - The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.

1. The Chair will recognize a speaker at the podium and comments/conversation will be between the Chair and speaker; and between the Chair and Council Members.

2. At the podium the speaker 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.

3. Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time).

4. Speakers who have material to be handed out to the City Council Members will pass the material to the City Administrator. The City Administrator will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.

E. Questions or Clarifications from City Council - After the public input of the public hearing is completed, the City Council may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held. Questions should be succinct and avoid being rhetorical or leading in nature. Subsequent actions of the City Council provide for opportunities for further questions or clarifications from the City Council.

F. Any material to be entered into the record shall be noted. Any written communication presented to the City Council during a City Council meeting shall be read into the record or summarized for the record or simply delivered to the City Council, as the City Council may determine. They shall then be recorded in the minutes by title and filed with the minutes in the office of the City Clerk.

G. Motion to Close Hearing- The Chair will state if there is an extension of time for public input into the hearing. If not, the City Council will make a motion, second, and vote on closing the public hearing.

City Clerk Peterson and Police Chief Schroepfer will be giving the presentation for staff. The relevant background materials and information to this item are included in the agenda item immediately following the public hearing to consider action on the license application. There will not be a separate staff presentation for that agenda item and there will not be separate testimony for that for the applicant or public at that time.

Alternative Options:
None

Financial Impacts:
None.

Tentative Timelines:
The next agenda item relates to consideration of this license request.

If approved, license applications will be sent to the Department of Public Safety, Alcohol & Gambling Enforcement Division (DPS-AGE) for consideration. The licenses will be effective upon approval from DPS-AGE, submission of all final documents and premises meeting with staff.

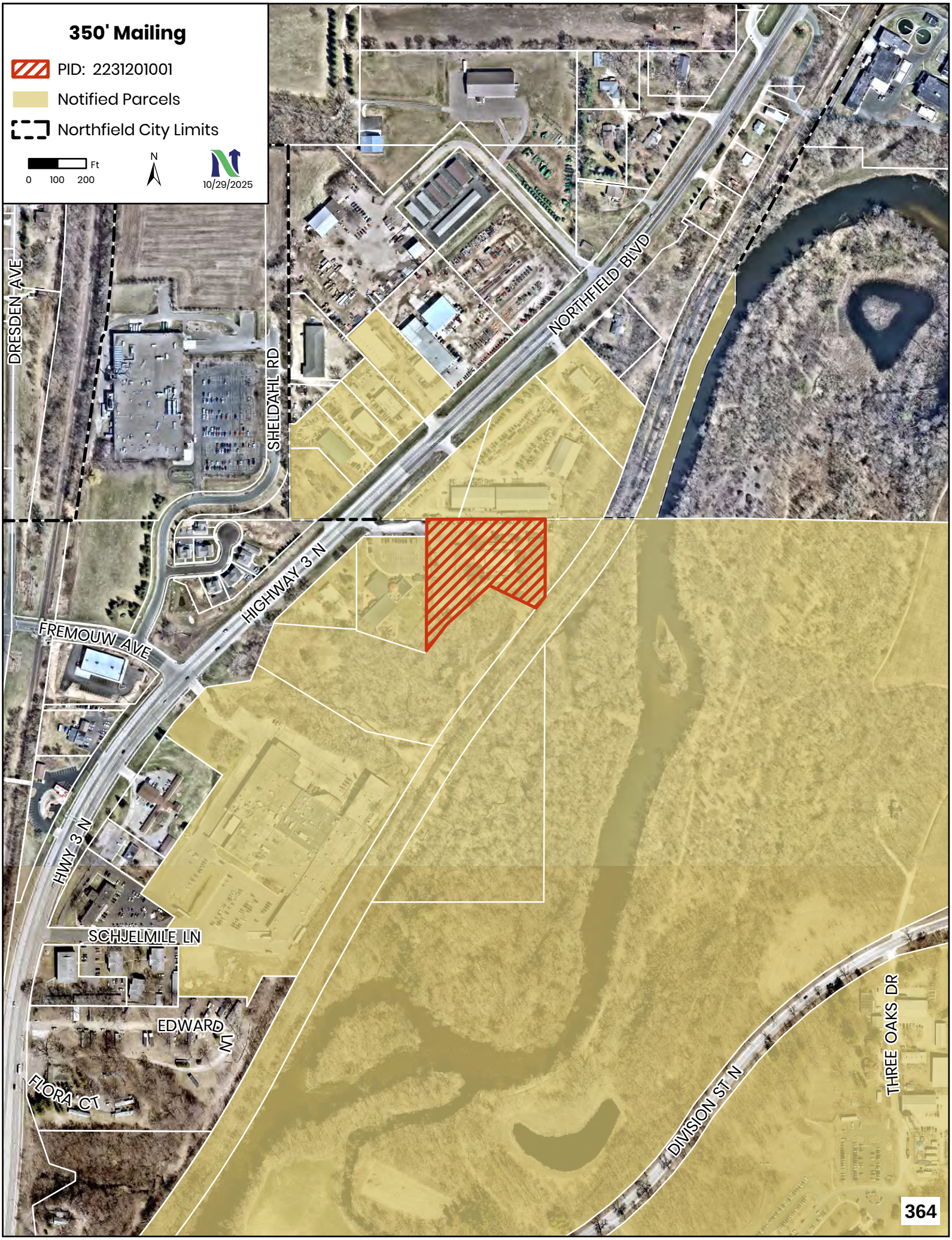
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that the City Council of the City of Northfield will meet at 6:00 p.m., January 6, 2026, in the Council Chambers, 801 Washington Street, Northfield, Minnesota, to consider an application for an On Sale Liquor License and Sunday Liquor License for Northfield Ballroom Inc. DBA Northfield Ballroom, located at 450 Montessori Court, Northfield, MN 55057. Such persons as desire to be heard with reference to the liquor license will be heard at the meeting. Persons may alternatively submit comments in writing as follows:

- eComment – Residents can comment on agenda items until 12 p.m. on the day of the meeting by using the eComment (electronic comment) system. Once the City Council agenda is published, the eComment link will be active. Residents can review agenda item details, indicate their position on an item and leave feedback by clicking on the eComment tab on the City Council meetings page: https://northfield.legistar.com/Calendar.aspx
- Send an email no later than 12 p.m. the day of the meeting to the City Clerk Lynette Peterson at lynette.peterson@northfieldmn.gov noting public hearing comment in the subject line and type your comment in the body of the email or attach a document if necessary. These emails will be distributed but not read at the meeting.
  - Send a letter containing your input to: City Clerk Lynette Peterson, City of Northfield, 801 Washington Str., Northfield, MN 55057
    - Letters must be received prior to the meeting and will be distributed but not read at the meeting.
- Residents have the option to comment during the hybrid Council meeting via Zoom. Please contact the City Clerk's office for information regarding joining via Zoom to comment.

Questions may be directed to Lynette Peterson, City Clerk, at 507-645-3001 or via e-mail: lynette.peterson@northfieldmn.gov.

Lynette Peterson
City Clerk


350' Mailing
PID: 2231201001
Notified Parcels
Northfield City Limits
0 100 200 Ft
N
10/29/2025
DRESDEN AVE
SHELDAHL RD
NORTHFIELD BLVD
HIGHWAY 3 N
FREMOUW AVE
HWY 3 N
SCHJELMILE LN
EDWARD LN
FLORA CT
DIVISION ST N
THREE OAKS DR
364

File #: 26-010, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk
Jeff Schroepfer, Chief of Police

Subject:
Consideration of New Liquor License for Northfield Ballroom Inc. DBA Northfield Ballroom at 450 Montessori Court.

Action Requested:
The Northfield City Council approves a motion to approve the new liquor license including On-Sale Intoxicating Liquor and Sunday Liquor for Northfield Ballroom Inc. dba Northfield Ballroom, subject to the following conditions:

1. Liquor licenses will be issued upon receipt of:
   - All required documents
   - Payment of all delinquent taxes, assessments, utility bills or other financial claims of the city
   - Payment of all liquor license fees
   - Approval of the State Alcohol and Gambling Enforcement Division
   - Final inspection of premises

Summary Report:
The presentation of this information is being provided at the public hearing prior to this agenda item. There will be no additional staff presentations, applicant input or public input under this item as it is being provided at the public hearing. The City Council will entertain a motion and then proceed with questions and discussion before considering action.

The City Council is being asked to consider the new liquor license request. City staff checks applications for compliance, which covers the provisions of Minnesota State law and City Code. These provisions include:

- Background investigations on licensees
- Review of premises layout
- Review of liquor law violations for the previous five years
- Review of insurance certificates
- Review of delinquent utilities, taxes, assessments or other financial claims

Periodically questions are raised regarding statutory restrictions on the number of on-sale intoxicating liquor licenses that may be issued in Northfield. If this license is approved, Northfield will have 18 on-sale intoxicating liquor license holders. Northfield is a city of the second class and therefore may issue not more

than 18 on-sale intoxicating liquor licenses, subject to very broad exclusions. The applicable statute is 340A.413, Subd. 1 (3). However, 340A.413, Subd. 4, excludes the following from the restrictions stated in Subd. 1:

- clubs
- restaurants
- establishments that are licensed to sell wine under section 340A.404, Subd. 5
- theaters that are issued licenses under section 340A.404
- hotels, and
- bowling centers

The existing on-sale intoxicating liquor licenses in Northfield all fall into those categories that are noted. Therefore, they are excluded from the restriction.

Once licenses are approved by the City Council, they will be sent to the Department of Public Safety Alcohol and Gambling Enforcement Division (DPS-AGE) for review and approval. Licenses will be issued after receipt of all required documents, any delinquent payments, successful completion of background checks and walk-through of the facility prior to license issuance.

Alternative Options:
None.

Financial Impacts:
City liquor licenses are $3,000 for on-sale intoxicating and $200 for Sunday liquor for a total of $3,200. The license fees will be prorated for the remaining months of the current license cycle through March 31, 2026. The full amount will be paid with the renewal of the license to begin on April 1, 2026.

Tentative Timelines:
If approved, certification and license application will be sent to the Department of Public Safety Alcohol & Gambling Enforcement Division for review and approval. Once the Alcohol & Gambling Division approves the license, final documents are submitted, and the final inspection of the premises has been completed, the liquor licenses will be issued.

File #: 26-011, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: David E. Bennett, Public Works Director/City Engineer
Sean M. Simonson, Engineering Manager

Public Hearing on Adopting the Street Reconstruction and Overlay Plan (SROP) and Issuance of Street Reconstruction and Overlay Bonds.

Action Requested:
The Northfield City Council hold a public hearing on Adopting the Street Reconstruction and Overlay Plan and Issuance of Street Reconstruction and Overlay Bonds.

**Note: See the Public Hearing Procedures for action including the Mayor calling the hearing to order and at the conclusion the Council will need to make a motion to close the public hearing.*

Summary Report:
The City will hold a public hearing on the adoption of a street reconstruction plan and the establishment of a general obligation bond principal amount not to exceed. The City has completed extensive review of the proposed projects and has received the necessary authorizations to proceed. This action represents the funding mechanism to integrate with the pending 2026 street reconstruction and overlay projects. It occurs late in the project development sequence and is a routine step to finalize financing for projects planned for implementation in 2026. The City is well past stages in the project development process that would place the approval of financing into question.

Tonight is a public hearing on the plan. Upon closing of the hearing, Council will consider any information received and then consider a resolution to adopt the plan and authorize the bonding amount for 2026. The maximum bond amount is $4,750,000.00. This includes the 2026 Mill and Overlay Project, as well as improvements on Fremouw Avenue and Spring Street related to supplemental safety enhancements at railroad crossings.

The City's 5-Year Street Reconstruction Plan is attached. Ehlers Financial Advisors has prepared the plan for the City, and it identifies streets proposed for improvements from 2026-2030. Although the financing plan includes future years beyond 2026, the authorization of bonds following this public hearing applies only to the 2026 projects and does not authorize funding for projects listed for 2027-2030.

Public Hearing Procedure
A Public Hearing is used by the City Council to solicit the public's comments on various projects or City operation procedures.

A. The Mayor will open the hearing by identifying the subject.
B. Staff Presentation- staff will give a presentation on the subject.
C. Applicant's Presentation- (not applicable to this agenda item)
D. Public Input- The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.
    1. The Mayor will recognize a speaker at the podium and comments/conversation will be between the Mayor and speaker; and between the Mayor and Council Members.
    2. At the podium the speaker 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.
    3. Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time, if applicable).
    4. Speakers who have material to be handed out to the City Council will pass the material to the City Administrator. The City Administrator will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.
    5. Persons cannot gift their 2 minute speaking time to other members of the public.
E. Questions or Clarifications from City Council - After the public input of the public hearing is completed, the City Council may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held. Questions should be succinct and avoid being rhetorical or leading in nature. Subsequent actions of the City Council provide for opportunities for further questions or clarifications from the City Council.
F. Any material to be entered into the record shall be noted. Any written communication presented to the City Council during a City Council meeting shall be read into the record or summarized for the record or simply delivered to the City Council, as the City Council may determine. They shall then be recorded in the minutes by title and filed with the minutes in the office of the City Clerk.
G. Motion to Close Hearing- The Mayor will state if there is an extension of time for public input into the hearing. If not, the City Council Members will make a motion, second, and vote of the City Council on closing the public hearing.

Additional Background

Many years ago, the City transitioned away from a financing model that relied primarily on special assessments to fund street reconstruction projects and instead adopted the Street Reconstruction and Overlay Program (SROP) bonding approach. Under this model, the City uses general obligation bonding to finance major street reconstruction and overlay projects, supported primarily by citywide revenues, rather than directly assessing individual property owners for the majority of project costs. This approach reflects a policy decision that local streets function as a shared public asset and that their long-term condition and safety benefit the community as a whole.

State law requires that, prior to issuing these bonds, the City adopt a street reconstruction plan and hold a public hearing. This hearing is specific to the proposed 2026 projects and the associated bonding authorization-not the City's overall Capital Improvement Program. The purpose of the hearing is to allow public input on the identified 2026 street improvements and to establish the maximum bonding amount needed to move these projects forward.

Use of the SROP bonding tool provides several benefits to the City and its residents. It allows the City to

deliver systematic, proactive reinvestment in its street network, avoiding deferred maintenance and higher long-term repair costs. It improves predictability and equity by spreading costs broadly across the community rather than placing a large financial burden on adjacent property owners. The program also enhances public safety, supports economic activity, protects prior infrastructure investments, and provides a stable framework for planning and delivering street improvements over multiple years.

City Plans & Policies Relevance:
The public hearing related to financing doesn't directly have any noteworthy focus on City plans. However, this has been an intentional change a number of years ago to use this financing versus special assessments as outlined in the summary memo section.

Alternative Options:
This is the recommended option to continue to move the 2026 projects forward. This is the final

Financial Impacts:
Once bids are received for the project, bonds will be issued based on adjusted amounts after the bid.

Tentative Timelines:
Sale of bonds will occur in the summer of 2026.

THE CITY OF
NORTHFIELD
MINNESOTA
ESTD 1855

2026-2030 Street Reconstruction and Overlay Plan (SROP)

Public Hearing

January 6, 2026

Background

- **Bonding Authorization Process for Street Reconstruction projects**
  - Authority under Minnesota Statutes, Chapter 475.58
    - Allows City Council to authorize debt for street reconstruction and overlay projects identified within an adopted 5-year capital plan
    - Council gains authority for a not-to-exceed bonding amount upon holding a Public Hearing, adopting a 5-year plan, and allowing for a 30-day petition period (so-called “Reverse Referendum”)
      - Public can require the issuance of bonds be subject to referendum if a valid petition signed by voters equivalent to 5% of votes cast in last general election is filed within 30-day window

Proposed 5-year Plan

SROP Projects			
Year	Project		Amount
2026	2026 Mill and Overlay Project	$	1,242,276
2026	Fremouw Avenue Railroad Crossing	$	290,000
2026	Jefferson Parkway Mill and Overlay / Trail	$	2,383,424
2026	Mill Towns Trail / Prairie Street Sidewalk	$	1,350,353
2026	Spring Creek Road Reconstruction	$	2,406,218
2026	Spring Street Cul-de-Sac	$	500,000
2027	Reclamation Project	$	2,054,448
2028	2028 Sidewalk/Trail Improvements	$	2,115,986
2028	2028 Street Reclamation Project	$	1,313,290
2028	Armstrong Road Recon and Reclamation	$	2,878,544
2028	TH 19 Reconstruction	$	1,106,626
2029	2029 Reclamation Project	$	1,538,732
2029	2029 Sidewalk Improvements	$	415,680
2029	Eaves Avenue Mill and Overlay	$	581,491
2029	Spring Creek Road Reclamation	$	1,342,706
2029	Water Street Mill and Overlay	$	756,205
2030	Sidewalk/Trail Improvements	$	526,637
2030	Cannon Valley Drive Mill and Overlay	$	402,153
2030	Greenvale Avenue Mill and Overlay	$	1,272,546
2030	Jefferson Road Mill and Overlay	$	2,189,636
2030	Presidential Commons Mill and Overlay	$	1,146,784
TOTAL		$	27,813,735

- Forecasts Engineering Projects identified within the adopted 2026 – 2030 Capital Improvement Plan
- Bonding authority being requested for 2026 projects only

Proposed 2026 Funding

- Plan identifies $8,336,616 in 2026 Project costs
  - Up to $4,750,000 of funding from SROP Bonds
  - Remainder to be funded by other cash sources

2026 Street Reconstruction Plan Projects

		Amount
Sources:		
	Street Reconstruction Plan Bonds	$ 4,750,000
	Franchise Fees	$ 800,000
	MSA	$ 1,887,468
	Water Fund	$ 662,401
	Waste Water Fund	$ 42,208
	Stormwater Fund	$ 194,539
	Total Sources:	**$ 8,336,616**
Uses:		
	2026 Mill and Overlay Project	$ 1,242,276
	2026 Fremouw Ave Railroad Crossing	$ 290,000
	2026 Jefferson Parkway Mill and Overlay / Trail	$ 2,383,424
	2026 Mill Towns Trail / Prairie Street Sidewalk	$ 1,350,353
	2026 Spring Creek Road Reconstruction	$ 2,406,218
	2026 Spring Street Cul-de-Sac	$ 500,000
	Financing / Contingency	$ 164,345
	Total Uses:	**$ 8,336,616**

2026 – Proposed Schedule

- **Council adopts SROP and sets not-to-exceed amount for general obligation bonds**
  - Amount for 2026 projects only
    - 2027 to 2030 project funding needs will be addressed under separate future public hearing processes
  - Next Steps:
    - 30-day petition period closes February 5th
    - City continues project design and approvals; construction bidding
    - Bonds planned for Summer 2026 after project construction contracts are approved by council

THE CITY OF
NORTHFIELD
MINNESOTA
ESTD 1855

- Public Hearing
- Council Discussion
- Consider Resolution approving a Street Reconstruction and Overlay Plan

January 6, 2026

FIVE-YEAR STREET RECONSTRUCTION & OVERLAY PLAN:

NORTHFIELD MINNESOTA

2026 - 2030

EHLERS
PUBLIC FINANCE ADVISORS

Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

TABLE OF CONTENTS

I.	INTRODUCTION	2
II.	PURPOSE	2
III.	PLANNING PROCESS	3
IV.	PROJECT SUMMARY	4
V.	FINANCING	5
VI.	PLAN CONTINUATION	5
	APPENDIX A: SROP PROJECTS	6
	APPENDIX B: BOND ISSUE SUMMARY	8

I. INTRODUCTION

In 2002, the Minnesota State Legislature passed into law a bill which generally exempts city bonds issued under a street reconstruction program from the referendum requirements usually required for bonding expenditures. In 2013 the Legislature amended the law to allow bituminous overlays to be included in the street reconstruction program. In 2021 the Legislature amended the definition of street reconstruction and bituminous overlays to include the addition or reconstruction of turn lanes, bicycle lanes, sidewalks and paths having a substantial public safety function. In addition, widening a street and adding curbs and gutters where none previously existed is an allowable cost in connection with safety improvements; realignments; intersection modifications; and the local share of state and county road projects. The authorization is contained in *Minnesota Statutes, Section 475.58, subdivision 3b* (the "Act").

II. PURPOSE

A street reconstruction program represents a major expenditure of city funds for the reconstruction or bituminous overlay of public streets. As defined in the Act, street reconstruction and bituminous overlay projects may include utility replacement and relocation and other incidental costs, turn lanes and other improvements having a substantial public safety function, realignments, other modifications to intersect with state and county roads, and the local share of state and county road projects. Except in the case of turn lanes, safety improvements, realignments, intersection modifications, and local share of state and county road projects, street reconstruction and overlays do not include the portion of project costs allocable to widening a street or adding curbs and gutters where none previously existed.

A Street Reconstruction and Overlay Plan (SROP) is a document designed to anticipate street reconstruction and overlay expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost-effective method. A SROP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the city considers the benefits, costs, alternatives and potential impact on operating expenditures.

The City of Northfield, Minnesota (the "City") believes the street reconstruction and overlay process, as part of its larger Capital Improvement Planning process, is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. Good planning is essential for the wise use of limited financial resources. The SROP is designed to be updated on an as needed basis as a supplement to the City's adopted Capital Improvement Plan (CIP). In this manner, they become an ongoing fiscal planning tools that continually anticipates future capital expenditures and funding sources.

III. PLANNING PROCESS

The City Council annually reviews its capital expenditures according to their priority, fiscal impact, and available funding as part of its CIP process. The City staff is instructed to assemble the specific capital expenditures to be undertaken within the next five years and the City Council prepares a plan based on the available funding sources. From this information, a preliminary CIP is prepared for public discussion from citizens and other governmental units. Changes are made based on that input, and a final plan is established. The City's most recent 2026 to 2030 CIP was adopted December 2, 2025.

Over the life of the CIP, once the funding becomes available the individual capital expenditures can be made as part of individual project approvals. In subsequent years, the process is repeated as expenditures are completed and new needs arise.

When bonding is necessary, the City works with its municipal advisor to prepare for a bond sale, consider alternatives for the anticipated repayment schedule, and coordinate the authorization process. Street reconstruction and overlay planning occurs separately from the CIP process focusing specifically on street reconstruction and overlay projects to be financed with general obligation street reconstruction bonds under provisions of the Act. The SROP is to describe the identified street reconstruction and overlay projects to be financed, their estimated costs, and any additional planned reconstruction or overlay of other streets in the

City over the next five years. Over the life of the SROP each individual project scope is finalized, and contracts are bid and awarded by the Council. Capital expenditures are made once the identified funding, including proceeds from the bond sale(s), becomes available.

Prior to authorization, the city must hold a public hearing for public input on a SROP. Notice of such hearing must be published in the official newspaper of the city at least ten, but not more than 28 days prior to the date of the public hearing. Following the public hearing, the council must approve the SROP and issuance of street reconstruction bonds by a two-thirds majority vote of its membership present at the meeting.

Although this process does not require an election, a so-called "reverse referendum" petition period is mandatory. If a valid petition requesting an election on the issuance of street reconstruction bonds bearing the signatures of at least 5 percent of the votes cast in the last municipal general election is filed with the municipal clerk within 30 days after the public hearing, an election on the question of the issuance of the bonds shall be required to authorize the issuance of street reconstruction and overlay bonds. If the City then elects not to submit the question to the voters, the City shall not propose the issuance of street reconstruction and overlay bonds under the Act for the same purpose for a period of 365 days from the date of receipt of the petition.

IV. PROJECT SUMMARY

The planned reconstruction and overlay of streets in the City to be undertaken with this 2026 to 2030 SROP are listed in Appendix A. The listed projects are subject to the approval of the Council and may be funded in part, or as a whole, with proceeds of bonds issued under the Act or other designated funds. All other foreseeable capital expenditures within the City government will come through other means or through an amendment to this SROP.

The specific expenditures to be undertaken with this SROP are listed as 2026 Expenditures below and have been submitted for inclusion:

- 2026 Expenditures: $8,336,616
- 2027-2030 Potential Expenditures: See Appendix A

V. FINANCING

In addition to amounts authorized under prior street reconstruction plans, the City expects to fund up to $8,336,616 of 2026 Street Reconstruction and Overlay Plan project and financing expenditures under the SROP. If the expenditures are authorized, the funding is anticipated to be generated through the City's franchise fees, Municipal State Aid, utility funds, tax levy and the sale of general obligation street reconstruction plan bonds.

In the financing of the SROP, one statutory limitation applies. Under Chapter 475, with few exceptions, cities cannot incur debt in excess of 3.0% of the assessor's estimated market value (EMV) for the city. The City's Pay 2025 EMV is $2,328,302,300. As noted in the table below, the City's debt subject to this requirement, including the proposed SROP bond issue, is within the required threshold:

Net Debt Limit	
Assessor's Estimated Market Value	2,328,302,300
Multiply by 3%	0.03
Statutory Debt Limit	69,849,069
Less: Existing Debt	(49,260,000)
Less: Proposed SROP Bond Issue(s)	(4,750,000)
Unused Debt Limit	15,839,069

The City plans to issue general obligation bonds in an aggregate principal amount not to exceed $4,750,000, in one or more series, at one time or from time to time, to finance the identified 2026 Street Reconstruction and Overlay Plan projects. The bond sizing is based upon funding the estimated project amount listed in Appendix A inclusive of estimated issuance costs and/or contingency. Current estimates of the repayment at the maximum amount of general obligation street reconstruction and overlay bonds under consideration is shown in Appendix B.

VI. PLAN CONTINUATION

This SROP will be reviewed annually as needed by the City Council using the process outlined in this document. If additional project needs are identified for future years and additional bonding authority is deemed necessary, the Council will prepare an update to this SROP.

APPENDIX A – SROP Projects

The 2026 capital expenditures identified within this SROP are for the City's costs to conduct various projects: the 2026 Mill an Overlay Project, Jefferson Parkway Mill and Overlay / Trail Improvements, Mill Towns Trail Improvements, Prairie Street Sidewalk Project, Spring Creek Road Reconstruction, and Spring Street and Fremouw Avenue Railroad Crossing Improvements. The total amount of expenditures is anticipated to be $8,336,616.

The following table summarizes the anticipated project sources and uses:

2026 Street Reconstruction Plan Projects		
Sources:		Amount
	Street Reconstruction Plan Bonds	$ 4,750,000
	Franchise Fees	$ 800,000
	MSA	$ 1,887,468
	Water Fund	$ 662,401
	Waste Water Fund	$ 42,208
	Stormwater Fund	$ 194,539
	Total Sources:	**$ 8,336,616**
Uses:		
	2026 Mill and Overlay Project	$ 1,242,276
	2026 Fremouw Ave Railroad Crossing	$ 290,000
	2026 Jefferson Parkway Mill and Overlay / Trail	$ 2,383,424
	2026 Mill Towns Trail / Prairie Street Sidewalk	$ 1,350,353
	2026 Spring Creek Road Reconstruction	$ 2,406,218
	2026 Spring Street Cul-de-Sac	$ 500,000
	Financing / Contingency	$ 164,345
	Total Uses:	**$ 8,336,616**

Up to $4,750,000 in new bond issuance offset is anticipated to provide the funding for the designated projects, potentially with additional city sources identified as franchise fees, Municipal State Aid (MSA), and utility enterprise funds (Storm Fund, Sanitary Fund and Water Fund). The actual amount of the City's bond issuance will be determined after the projects have been bid so as not to issue debt for expenditures that may not be incurred.

The full list of planned 2026-2030 Street Reconstruction and Overlay Plan capital expenditures that have been adopted within the City's Capital Improvement Plan

and may be funded in part, or in whole, with proceeds of bonds issued under the Act follows:

SROP Projects			
Year	**Project**		**Amount**
2026	2026 Mill and Overlay Project	$	1,242,276
2026	Fremouw Avenue Railroad Crossing	$	290,000
2026	Jefferson Parkway Mill and Overlay / Trail	$	2,383,424
2026	Mill Towns Trail / Prairie Street Sidewalk	$	1,350,353
2026	Spring Creek Road Reconstruction	$	2,406,218
2026	Spring Street Cul-de-Sac	$	500,000
2027	Reclamation Project	$	2,054,448
2028	2028 Sidewalk/Trail Improvements	$	2,115,986
2028	2028 Street Reclamation Project	$	1,313,290
2028	Armstrong Road Recon and Reclamation	$	2,878,544
2028	TH 19 Reconstruction	$	1,106,626
2029	2029 Reclamation Project	$	1,538,732
2029	2029 Sidewalk Improvements	$	415,680
2029	Eaves Avenue Mill and Overlay	$	581,491
2029	Spring Creek Road Reclamation	$	1,342,706
2029	Water Street Mill and Overlay	$	756,205
2030	Sidewalk/Trail Improvements	$	526,637
2030	Cannon Valley Drive Mill and Overlay	$	402,153
2030	Greenvale Avenue Mill and Overlay	$	1,272,546
2030	Jefferson Road Mill and Overlay	$	2,189,636
2030	Presidential Commons Mill and Overlay	$	1,146,784
TOTAL		**$**	**27,813,735**

APPENDIX B – SROP Bond Estimates

City of Northfield, Minnesota

$4,750,000 General Obligation Street Reconstruction Plan Bonds, Series 2026
Assumes Current Market Non-BQ "AA" Rates plus 50bps
15 Years Debt Repayment Structure

Estimated Debt Service Schedule and Levy Calculation

Date	Principal	Coupon	Interest	Total P+I	105% Overlevy
02/01/2027	-	-	-	-	-
02/01/2028	175,000.00	3.100%	248,182.50	423,182.50	444,341.63
02/01/2029	265,000.00	3.050%	160,030.00	425,030.00	446,281.50
02/01/2030	270,000.00	3.050%	151,947.50	421,947.50	443,044.88
02/01/2031	280,000.00	3.000%	143,712.50	423,712.50	444,898.13
02/01/2032	290,000.00	3.050%	135,312.50	425,312.50	446,578.13
02/01/2033	300,000.00	3.100%	126,467.50	426,467.50	447,790.88
02/01/2034	305,000.00	3.200%	117,167.50	422,167.50	443,275.88
02/01/2035	315,000.00	3.250%	107,407.50	422,407.50	443,527.88
02/01/2036	325,000.00	3.350%	97,170.00	422,170.00	443,278.50
02/01/2037	340,000.00	3.450%	86,282.50	426,282.50	447,596.63
02/01/2038	350,000.00	3.600%	74,552.50	424,552.50	445,780.13
02/01/2039	365,000.00	3.650%	61,952.50	426,952.50	448,300.13
02/01/2040	375,000.00	3.850%	48,630.00	423,630.00	444,811.50
02/01/2041	390,000.00	4.250%	34,192.50	424,192.50	445,402.13
02/01/2042	405,000.00	4.350%	17,617.50	422,617.50	443,748.38
Total	**$4,750,000.00**	**-**	**$1,610,625.00**	**$6,360,625.00**	**$6,678,656.25**

NOTICE OF PUBLIC HEARING

CITY OF NORTHFIELD
RICE COUNTY AND DAKOTA COUNTY
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the City Council of the City of Northfield (the "City"), Rice and Dakota Counties, State of Minnesota, will hold a public hearing on January 6, 2026 beginning at approximately 6:00 PM, at the City Council Chambers located at 801 Washington Street, Northfield, Minnesota, relating to the City's proposed: (1) adoption of a five-year street reconstruction and overlay plan (the "Plan") and (2) issuance of general obligation street reconstruction bonds (the "Bonds") to finance certain street reconstruction and overlay projects described in the Plan, all pursuant to Minnesota Statutes, Section 475.58, subdivision 3b. The Bonds will be issued in a principal amount not to exceed $4,750,000. A draft copy of the Plan is on file with the City Clerk and is available for public inspection at City Hall during regular business hours.

If a valid petition requesting an election on the issuance of the Bonds, signed by voters equal to five percent of the votes cast in the last general election in the City, is filed with the City Clerk within 30 days after the public hearing (i.e. February 5, 2026), the City may issue Bonds under Minnesota Statutes, Section 475.58, subdivision 3b for the proposed projects only after obtaining approval of a majority of voters voting on the question at an election.

All interested persons may appear at the hearing and present their views orally or prior to the meeting in writing as follows:

- eComment – Residents can comment on agenda items until 12 Noon on the day of the meeting by using the eComment (electronic comment) system. Once the City Council agenda is published, the eComment link will be active. Residents can review agenda item details, indicate their position on an item and leave feedback by clicking on the eComment tab on the City Council meetings page: https://northfield.legistar.com/Calendar.aspx
- Send an email no later than 12:00 Noon the day of the meeting to the City Clerk Lynette Peterson at lynette.peterson@northfieldmn.gov noting public hearing comment in the subject line and type your comment in the body of the email or attach a document if necessary. These emails will be distributed but not read at the meeting.
- Send a letter containing your input to: City Clerk Lynette Peterson, City of Northfield, 801 Washington Street, Northfield, MN 55057.
  - Letters must be received prior to the meeting and will be distributed but not read at the meeting.

The City Council meeting is livestreamed while in progress on the City's meetings page: https://northfield.legistar.com/Calendar.aspx. Videos of the meetings are typically available on this page the day following the meeting. Questions may be directed to Lynette Peterson, City Clerk, at 507-645-3001 or via e-mail: lynette.peterson@northfieldmn.gov.

BY ORDER OF THE CITY COUNCIL OF
THE CITY OF NORTHFIELD, MINNESOTA

/s/
City Clerk

File #: Res. 2026-009, **Version:** 1

City Council Meeting Date: January 6, 2025

To: Mayor and City Council
City Administrator

From: David E. Bennett, Public Works Director/City Engineer
Sean M. Simonson, Engineering Manager

Consider Resolution Adopting the Street Reconstruction and Overlay Plan (SROP) and Issuance of Street Reconstruction and Overlay Bonds.

Action Requested:
The Northfield City Council approves Adopting the Street Reconstruction and Overlay Plan and Issuance of Street Reconstruction and Overlay Bonds.

**Requires 2/3 majority of those present.*

Summary Report:
The City will hold a public hearing on the adoption of a street reconstruction and overlay plan and set the general obligation bond principal amount not to exceed $4,750,000.

The City's 5-Year Street Reconstruction and Overlay Plan is attached. Ehlers Financial Advisors has prepared the plan for the City. The plan identifies the streets proposed for improvements from 2026-2030.

Upon closing of the hearing, Council will weigh any information from the hearing before considering a resolution to adopt the plan and authorize the bonding amount for 2026. The maximum amount for the bond is $4,750,000.00. This includes the 2026 Mill and Overlay Project along with Fremouw Ave and Spring St. improvements related to supplemental safety improvements by the railroad crossings.

Alternative Options:
This is the recommended option to continue to move the 2026 projects forward.

Financial Impacts:
Once bids are received for the project, bonds will be issued based on adjusted amounts after the bid.

Tentative Timelines:
Sale of bonds will occur in the summer of 2026.

CITY OF NORTHFIELD
COUNTIES OF DAKOTA AND RICE
STATE OF MINNESOTA

RESOLUTION NO. 2026-009

APPROVING A STREET RECONSTRUCTION AND OVERLAY PLAN AND GIVING PRELIMINARY APPROVAL TO THE ISSUANCE OF STREET RECONSTRUCTION BONDS

WHEREAS, the City of Northfield, Minnesota (the "City") is authorized under *Minnesota Statutes*, Section 475.58, subdivision 3b, as amended (the "Act") to prepare a plan for reconstruction of streets in the City over the next five years, including a description of the affected streets and estimated costs (the "Plan"), and to issue general obligation bonds to finance the cost of street reconstruction activities described in the Plan; and

WHEREAS, pursuant to the Act, the City has caused to be prepared a Five-Year Street Reconstruction Plan and Overlay Plan (the "Plan"), which describes expected street reconstruction activities in the City for the years 2026 through 2030; and

WHEREAS, the City has determined that it is in its best interests to give preliminary approval to the issuance and sale of street reconstruction bonds pursuant to the Act in the maximum principal amount of $4,750,000 (the "Bonds"), to finance a portion of the street reconstruction and overlay costs described in the Plan (the "Projects"); and

WHEREAS, the Act requires the City to hold a public hearing regarding the Plan and issuance of the Bonds; and

WHEREAS, on this date, the Council held a public hearing on the Plan and the issuance of the Bonds, after publication in the City's official newspaper of a notice of public hearing at least 10 days but no more than 28 days before the date of the public hearing;

NOW, THEREFORE, BE IT RESOLVED by the City Council (the "Council") of the City of Northfield, Minnesota (the "City"), as follows:

Section 1. Plan Approved.

1.01. The Council finds that the Plan will improve the City's street system, which serves the interests of the City as a whole.

1.02. The Plan is approved in the form on file in City Hall.

Section 2. Bonds Authorized.

2.01. The City hereby preliminarily approves the issuance of Bonds in the maximum principal amount of $4,750,000, in order to finance the Project described in the Plan, including

costs of issuance of the Bonds, subject to further details regarding the sale of the Bonds to be set forth in a resolution to be considered by the City Council at a subsequent meeting.

2.02. If a valid petition requesting an election on the question of the issuance of the Bonds, signed by voters equal to 5% of the votes cast in the last municipal general election, is filed with the City Clerk within 30 days after the date of the public hearing, the City may issue the Bonds under Minnesota Statutes, Section 475.58, subdivision 3b for such Projects described in the Plan currently proposed to be financed with the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

2.03. City staff are authorized and directed to take all other actions necessary to carry out the intent of this resolution.

PASSED by the City Council of the City of Northfield, Minnesota on this 6th day of January, 2026.

ATTEST:

_____ _____

City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES
___ NESS ___ PETERSON WHITE ___ SOKUP

January 6, 2026

FIVE-YEAR STREET RECONSTRUCTION & OVERLAY PLAN:

NORTHFIELD MINNESOTA

2026 - 2030

EHLERS
PUBLIC FINANCE ADVISORS

Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

TABLE OF CONTENTS

I.	INTRODUCTION	2
II.	PURPOSE	2
III.	PLANNING PROCESS	3
IV.	PROJECT SUMMARY	4
V.	FINANCING	5
VI.	PLAN CONTINUATION	5
	APPENDIX A: SROP PROJECTS	6
	APPENDIX B: BOND ISSUE SUMMARY	8

I. INTRODUCTION

In 2002, the Minnesota State Legislature passed into law a bill which generally exempts city bonds issued under a street reconstruction program from the referendum requirements usually required for bonding expenditures. In 2013 the Legislature amended the law to allow bituminous overlays to be included in the street reconstruction program. In 2021 the Legislature amended the definition of street reconstruction and bituminous overlays to include the addition or reconstruction of turn lanes, bicycle lanes, sidewalks and paths having a substantial public safety function. In addition, widening a street and adding curbs and gutters where none previously existed is an allowable cost in connection with safety improvements; realignments; intersection modifications; and the local share of state and county road projects. The authorization is contained in *Minnesota Statutes, Section 475.58, subdivision 3b* (the "Act").

II. PURPOSE

A street reconstruction program represents a major expenditure of city funds for the reconstruction or bituminous overlay of public streets. As defined in the Act, street reconstruction and bituminous overlay projects may include utility replacement and relocation and other incidental costs, turn lanes and other improvements having a substantial public safety function, realignments, other modifications to intersect with state and county roads, and the local share of state and county road projects. Except in the case of turn lanes, safety improvements, realignments, intersection modifications, and local share of state and county road projects, street reconstruction and overlays do not include the portion of project costs allocable to widening a street or adding curbs and gutters where none previously existed.

A Street Reconstruction and Overlay Plan (SROP) is a document designed to anticipate street reconstruction and overlay expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost-effective method. A SROP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the city considers the benefits, costs, alternatives and potential impact on operating expenditures.

The City of Northfield, Minnesota (the "City") believes the street reconstruction and overlay process, as part of its larger Capital Improvement Planning process, is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. Good planning is essential for the wise use of limited financial resources. The SROP is designed to be updated on an as needed basis as a supplement to the City's adopted Capital Improvement Plan (CIP). In this manner, they become an ongoing fiscal planning tools that continually anticipates future capital expenditures and funding sources.

III. PLANNING PROCESS

The City Council annually reviews its capital expenditures according to their priority, fiscal impact, and available funding as part of its CIP process. The City staff is instructed to assemble the specific capital expenditures to be undertaken within the next five years and the City Council prepares a plan based on the available funding sources. From this information, a preliminary CIP is prepared for public discussion from citizens and other governmental units. Changes are made based on that input, and a final plan is established. The City's most recent 2026 to 2030 CIP was adopted December 2, 2025.

Over the life of the CIP, once the funding becomes available the individual capital expenditures can be made as part of individual project approvals. In subsequent years, the process is repeated as expenditures are completed and new needs arise.

When bonding is necessary, the City works with its municipal advisor to prepare for a bond sale, consider alternatives for the anticipated repayment schedule, and coordinate the authorization process. Street reconstruction and overlay planning occurs separately from the CIP process focusing specifically on street reconstruction and overlay projects to be financed with general obligation street reconstruction bonds under provisions of the Act. The SROP is to describe the identified street reconstruction and overlay projects to be financed, their estimated costs, and any additional planned reconstruction or overlay of other streets in the

City over the next five years. Over the life of the SROP each individual project scope is finalized, and contracts are bid and awarded by the Council. Capital expenditures are made once the identified funding, including proceeds from the bond sale(s), becomes available.

Prior to authorization, the city must hold a public hearing for public input on a SROP. Notice of such hearing must be published in the official newspaper of the city at least ten, but not more than 28 days prior to the date of the public hearing. Following the public hearing, the council must approve the SROP and issuance of street reconstruction bonds by a two-thirds majority vote of its membership present at the meeting.

Although this process does not require an election, a so-called "reverse referendum" petition period is mandatory. If a valid petition requesting an election on the issuance of street reconstruction bonds bearing the signatures of at least 5 percent of the votes cast in the last municipal general election is filed with the municipal clerk within 30 days after the public hearing, an election on the question of the issuance of the bonds shall be required to authorize the issuance of street reconstruction and overlay bonds. If the City then elects not to submit the question to the voters, the City shall not propose the issuance of street reconstruction and overlay bonds under the Act for the same purpose for a period of 365 days from the date of receipt of the petition.

IV. PROJECT SUMMARY

The planned reconstruction and overlay of streets in the City to be undertaken with this 2026 to 2030 SROP are listed in Appendix A. The listed projects are subject to the approval of the Council and may be funded in part, or as a whole, with proceeds of bonds issued under the Act or other designated funds. All other foreseeable capital expenditures within the City government will come through other means or through an amendment to this SROP.

The specific expenditures to be undertaken with this SROP are listed as 2026 Expenditures below and have been submitted for inclusion:

- 2026 Expenditures: $8,336,616
- 2027-2030 Potential Expenditures: See Appendix A

V. FINANCING

In addition to amounts authorized under prior street reconstruction plans, the City expects to fund up to $8,336,616 of 2026 Street Reconstruction and Overlay Plan project and financing expenditures under the SROP. If the expenditures are authorized, the funding is anticipated to be generated through the City's franchise fees, Municipal State Aid, utility funds, tax levy and the sale of general obligation street reconstruction plan bonds.

In the financing of the SROP, one statutory limitation applies. Under Chapter 475, with few exceptions, cities cannot incur debt in excess of 3.0% of the assessor's estimated market value (EMV) for the city. The City's Pay 2025 EMV is $2,328,302,300. As noted in the table below, the City's debt subject to this requirement, including the proposed SROP bond issue, is within the required threshold:

Net Debt Limit	
Assessor's Estimated Market Value	2,328,302,300
Multiply by 3%	0.03
Statutory Debt Limit	69,849,069
Less: Existing Debt	(49,260,000)
Less: Proposed SROP Bond Issue(s)	(4,750,000)
Unused Debt Limit	15,839,069

The City plans to issue general obligation bonds in an aggregate principal amount not to exceed $4,750,000, in one or more series, at one time or from time to time, to finance the identified 2026 Street Reconstruction and Overlay Plan projects. The bond sizing is based upon funding the estimated project amount listed in Appendix A inclusive of estimated issuance costs and/or contingency. Current estimates of the repayment at the maximum amount of general obligation street reconstruction and overlay bonds under consideration is shown in Appendix B.

VI. PLAN CONTINUATION

This SROP will be reviewed annually as needed by the City Council using the process outlined in this document. If additional project needs are identified for future years and additional bonding authority is deemed necessary, the Council will prepare an update to this SROP.

APPENDIX A – SROP Projects

The 2026 capital expenditures identified within this SROP are for the City's costs to conduct various projects: the 2026 Mill an Overlay Project, Jefferson Parkway Mill and Overlay / Trail Improvements, Mill Towns Trail Improvements, Prairie Street Sidewalk Project, Spring Creek Road Reconstruction, and Spring Street and Fremouw Avenue Railroad Crossing Improvements. The total amount of expenditures is anticipated to be $8,336,616.

The following table summarizes the anticipated project sources and uses:

2026 Street Reconstruction Plan Projects		
Sources:		Amount
	Street Reconstruction Plan Bonds	$ 4,750,000
	Franchise Fees	$ 800,000
	MSA	$ 1,887,468
	Water Fund	$ 662,401
	Waste Water Fund	$ 42,208
	Stormwater Fund	$ 194,539
	Total Sources:	**$ 8,336,616**
Uses:		
	2026 Mill and Overlay Project	$ 1,242,276
	2026 Fremouw Ave Railroad Crossing	$ 290,000
	2026 Jefferson Parkway Mill and Overlay / Trail	$ 2,383,424
	2026 Mill Towns Trail / Prairie Street Sidewalk	$ 1,350,353
	2026 Spring Creek Road Reconstruction	$ 2,406,218
	2026 Spring Street Cul-de-Sac	$ 500,000
	Financing / Contingency	$ 164,345
	Total Uses:	**$ 8,336,616**

Up to $4,750,000 in new bond issuance offset is anticipated to provide the funding for the designated projects, potentially with additional city sources identified as franchise fees, Municipal State Aid (MSA), and utility enterprise funds (Storm Fund, Sanitary Fund and Water Fund). The actual amount of the City's bond issuance will be determined after the projects have been bid so as not to issue debt for expenditures that may not be incurred.

The full list of planned 2026-2030 Street Reconstruction and Overlay Plan capital expenditures that have been adopted within the City's Capital Improvement Plan

and may be funded in part, or in whole, with proceeds of bonds issued under the Act follows:

SROP Projects			
Year	**Project**		**Amount**
2026	2026 Mill and Overlay Project	$	1,242,276
2026	Fremouw Avenue Railroad Crossing	$	290,000
2026	Jefferson Parkway Mill and Overlay / Trail	$	2,383,424
2026	Mill Towns Trail / Prairie Street Sidewalk	$	1,350,353
2026	Spring Creek Road Reconstruction	$	2,406,218
2026	Spring Street Cul-de-Sac	$	500,000
2027	Reclamation Project	$	2,054,448
2028	2028 Sidewalk/Trail Improvements	$	2,115,986
2028	2028 Street Reclamation Project	$	1,313,290
2028	Armstrong Road Recon and Reclamation	$	2,878,544
2028	TH 19 Reconstruction	$	1,106,626
2029	2029 Reclamation Project	$	1,538,732
2029	2029 Sidewalk Improvements	$	415,680
2029	Eaves Avenue Mill and Overlay	$	581,491
2029	Spring Creek Road Reclamation	$	1,342,706
2029	Water Street Mill and Overlay	$	756,205
2030	Sidewalk/Trail Improvements	$	526,637
2030	Cannon Valley Drive Mill and Overlay	$	402,153
2030	Greenvale Avenue Mill and Overlay	$	1,272,546
2030	Jefferson Road Mill and Overlay	$	2,189,636
2030	Presidential Commons Mill and Overlay	$	1,146,784
TOTAL		**$**	**27,813,735**

APPENDIX B – SROP Bond Estimates

City of Northfield, Minnesota

$4,750,000 General Obligation Street Reconstruction Plan Bonds, Series 2026
Assumes Current Market Non-BQ "AA" Rates plus 50bps
15 Years Debt Repayment Structure

Estimated Debt Service Schedule and Levy Calculation

Date	Principal	Coupon	Interest	Total P+I	105% Overlevy
02/01/2027	-	-	-	-	-
02/01/2028	175,000.00	3.100%	248,182.50	423,182.50	444,341.63
02/01/2029	265,000.00	3.050%	160,030.00	425,030.00	446,281.50
02/01/2030	270,000.00	3.050%	151,947.50	421,947.50	443,044.88
02/01/2031	280,000.00	3.000%	143,712.50	423,712.50	444,898.13
02/01/2032	290,000.00	3.050%	135,312.50	425,312.50	446,578.13
02/01/2033	300,000.00	3.100%	126,467.50	426,467.50	447,790.88
02/01/2034	305,000.00	3.200%	117,167.50	422,167.50	443,275.88
02/01/2035	315,000.00	3.250%	107,407.50	422,407.50	443,527.88
02/01/2036	325,000.00	3.350%	97,170.00	422,170.00	443,278.50
02/01/2037	340,000.00	3.450%	86,282.50	426,282.50	447,596.63
02/01/2038	350,000.00	3.600%	74,552.50	424,552.50	445,780.13
02/01/2039	365,000.00	3.650%	61,952.50	426,952.50	448,300.13
02/01/2040	375,000.00	3.850%	48,630.00	423,630.00	444,811.50
02/01/2041	390,000.00	4.250%	34,192.50	424,192.50	445,402.13
02/01/2042	405,000.00	4.350%	17,617.50	422,617.50	443,748.38
Total	**$4,750,000.00**	**-**	**$1,610,625.00**	**$6,360,625.00**	**$6,678,656.25**

File #: 26-012, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator

Reports From the Mayor and Council Members.

Summary Report:
During this portion of the meeting, the Mayor and Council will provide updates on work being done on the boards, commissions, and committees they are a part of, as well as other City events they have participated in.

Below are the 2026 board, commission and committee appointments of the City Council.

Mayor Zweifel
- City/Hospital Governance Committee
- Housing and Redevelopment Authority (HRA)
- Mayor's Youth Council

Councilor Beumer
- Beyond the Yellow Ribbon
- Economic Development Authority (EDA)
- Housing and Redevelopment Authority (HRA)

Councilor Dahlen
- Council Employment Committee
- Housing and Redevelopment Authority (HRA)
- Northfield Area Fire & Rescue Services (NAFRS)
- Mill Towns Trail Joint Powers Board

Councilor Holmes
- Council Employment Committee
- City/Hospital Governance Committee
- Housing and Redevelopment Authority (HRA)
- Planning Commission & Zoning Board of Appeals (PC/ZBA)

Councilor Ness
- Age Friendly Steering Committee

- Convention and Visitors Bureau Board
- Council Employment Committee
- Housing and Redevelopment Authority (HRA)
- Northfield Area Fire & Rescue Services (NAFRS)
- Rice/Steele 911 Center Board

Councilor Peterson White

- City/Hospital Governance Committee
- Friends of Downtown Northfield
- Economic Development Authority (EDA)
- Hiawathaland Transit Advisory Committee
- Hospital Board
- Housing and Redevelopment Authority (HRA)
- Northfield Transportation Advisory Committee

Councilor Sokup

- Environmental Quality Commission (EQC)
- Housing and Redevelopment Authority (HRA)
- Mill Towns Trail Joint Powers Board

Alternative Options:
N/A

Financial Impacts:
N/A

Tentative Timelines:
N/A

File #: 26-013, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor & City Council

From: Lynette Peterson, City Clerk
Ben Martig, City Administrator

Subject:
Consideration of Election of President Pro Tem.

Action Requested:
Staff recommends a motion to consider the appointment of Councilor _____ as President Pro Tem for 2026.

Summary Report:
Section 3.9 of the City Charter states that "the council shall choose from its members a president pro tem who shall hold office at the pleasure of the council and shall serve as mayor in case of the mayor's absence or temporary disability." Additionally, Section 2-57 of City Code states that "at the first meeting of the year Council shall choose a president pro tem."

The primary duties are to fill in to chair a council meeting in the absence of the Mayor. There is a hyperlink in the attachments to other Mayoral duties called out within the City Charter and Code of Ordinances.

Staff will give a summary introduction to the topic as outlined in the memo for public awareness. The Mayor will entertain a motion for a nomination. Any Councilor wishing to make a motion to consider appointment may raise their hand until identified by the Mayor to make the motion. A second will be required. Thereafter, any discussion on the nomination may be made. The motion must pass by a majority vote.

The President Pro Tem will take office immediately after election of all officers is completed as there are no special bylaw provisions for a later date to take office.

The following are the President Pro Tem for the last ten years:

2025 Councilor Sokup
2024 Councilor Holmes
2023 Councilor Zuccolotto
2022 Councilor Reister
2021 Councilor Peterson White
2020 Councilor Grabau
2019 Councilor Ness
2018 Councilor Nakasian
2017 Councilor Peterson White

2016 Councilor Ludescher

Since 2017, the City has been practicing an annual rotation of City Council members to serve based on the most years of service. In cases of equal service years the City Council has determined the appointment as a group. Councilor Beumer and Councilor Dahlen have not served in the role previously. If a similar rotation were conducted again they could potentially be brought forward for the role.

Alternative Options:
Council may discuss or make motions to nominate particular members of the Council to fill the position.

Financial Impacts:
N/A

Tentative Timelines:
City Code Sec. 2-57 states that at the first meeting of the year Council shall choose a president pro tem.

File #: Res. 2026-010, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: David E. Bennett - Public Works Director/City Engineer
Sean M. Simonson - Engineering Manager

Subject:
Consider Resolution Approving Sponsorship of the MnDOT Transportation Alternatives Grant Application for the funding year 2030 - Lincoln Parkway Walking and Biking Improvement Project.

Action Requested:
The Northfield City Council approves the attached Resolution sponsoring the 2025/26 Transportation Alternatives Solicitation for the funding year 2030.

Summary Report:
For the 2025/26 application cycle, MnDOT is conducting a solicitation for Transportation Alternatives (TA) projects (Attachment 2). The TA funding available through this solicitation is for project construction in fiscal year 2030. TA funding requires a 20 percent local match. Maximum funding awards are set by each Area Transportation Partnership.

The Transportation Alternatives Solicitation is a competitive grant opportunity for local communities and regional agencies to fund projects for pedestrian and bicycle facilities, historic preservation, Safe Routes to School and more. Minnesota will be soliciting projects for approximately $12.5 million in available grant funding across the state where the total is sub-targeted to the seven area transportation partnerships (ATP). The City of Northfield is in the Southeast Minnesota ATP, where $2,100,000 is available for the Fiscal Year (FY) 2030.

The City of Northfield completed a Corridor Analysis on Lincoln Parkway (Attachment 3), and City Council accepted this study at the February 20, 2024, City Council Meeting via Resolution 2024-019. This resolution also authorized staff to explore grant opportunities and funding partnerships for the improvements. The corridor analysis identified a preferred roadway improvement option for the entire corridor, which included four phases of construction. This grant application would address Phase 2 of the corridor analysis on Lincoln Parkway from Cannon Valley Place to Dresden Avenue. The proposed improvement includes:

- Pavement Mill and Overlay
- Off-street bikeway (north side/west side/east side)
- Curb extensions

In addition to the proposed work approved with the corridor analysis, this grant application is proposed to

include an off-street bikeway on Lincoln Parkway from Cannon Valley Place to Greenvale Avenue, and on Spring Street from Dresden Avenue to Greenvale Avenue. This off-street bikeway would be built in what is the current parking lane on Lincoln Parkway/Spring Street (Attachment 1).

City Plans & Policies Relevance:
The proposed Lincoln Parkway safety improvement project is strongly aligned with both the City of Northfield's adopted 2045 Comprehensive Plan and the 2025-2028 Strategic Plan, which together establish a clear policy direction prioritizing pedestrian safety, multimodal accessibility, infrastructure sustainability, equity, climate resilience, community engagement, and responsible financial stewardship.

The Northfield 2045 Comprehensive Plan emphasizes "connecting people to places" and "designing streets for safe access," with specific direction to improve sidewalks, crossings, bicycle facilities, and Safe Routes to School, and to design streets as public spaces that safely serve people of all ages and abilities. The Plan further calls for transportation investments that enhance equitable access to schools, parks, and essential services, particularly in areas where residents have expressed concerns about unsafe crossings, speeding traffic, and limited bicycle and pedestrian infrastructure. The Lincoln Parkway Corridor Analysis directly implements these adopted policy priorities by addressing documented safety challenges near Greenvale Park Elementary School and Northfield Community Education Center (NCEC), including difficult pedestrian crossings, lack of bicycle facilities, speeding vehicles, and disorderly school pick-up and drop-off operations, while proposing multimodal improvements that improve safety, connectivity, and neighborhood livability. The other public elementary schools including Bridgewater and Spring Creek have had substantial improvements to address similar concerns that are contextually relevant to their locations and operations.

The project also advances Strategic Priority 3 - Achieve Infrastructure Sustainability in the City's 2025-2028 Strategic Plan, which includes specific performance targets for improved pedestrian safety, expanded pedestrian crossings, completion of Safe Streets planning, and implementation of pedestrian and biking improvements. In addition, the project strongly supports the Comprehensive Plan's core principles of economy, equity, and environment by improving safe access to schools, strengthening multimodal connectivity, and proactively reinvesting in existing neighborhoods to avoid higher long-term maintenance and public safety costs.

Importantly, the proposed funding strategy directly advances the City's adopted goals for financial stewardship and fiscal responsibility. If awarded, grant funding combined with the City's annual state transportation aid for regional roadways would fund 100 percent of the estimated $3.7 million project cost using non-local revenue sources, resulting in no impact to local property taxes. This approach aligns with both the Comprehensive Plan's direction to seek grants and external funding to offset capital costs and manage long-term infrastructure expenses, and the Strategic Plan's priority to improve financial strength and deliver infrastructure improvements in a fiscally responsible manner. By leveraging external funding sources to deliver a critical safety project with no property tax impact, the City is advancing its commitment to equitable service delivery, responsible use of public resources, and long-term financial sustainability.

This project is also rooted in extensive community and stakeholder engagement, consistent with the Comprehensive Plan's emphasis on inclusive, community-driven decision-making and equitable investment. The initial impetus for the Lincoln Parkway Corridor Analysis originated from neighborhood concerns regarding speeding traffic, difficult pedestrian crossings, and safety challenges for children traveling to and from Greenvale Park Elementary School and the Northfield Community Education Center (NCEC). These resident-identified issues prompted City Council to authorize a corridor study to better understand conditions and develop appropriate safety-focused solutions. The study itself incorporated structured opportunities for neighborhood feedback, public engagement, and direct coordination with Northfield Public Schools, school

staff, and families, ensuring that lived experiences and daily travel patterns informed the design concepts. This engagement-driven approach reflects the Comprehensive Plan's guiding values related to equity, connectivity, and community partnership, and helps ensure that the proposed improvements respond directly to documented community needs while building public trust and accountability in City infrastructure investment.

Alternative Options:
Council could not elect to submit for this project grant.

Financial Impacts:
The total project costs are estimated to be $3,660,730. for this project. This grant requires a 20% local match commitment to receive the grant. The City of Northfield would propose to use its State-Aid Funding to cover the City of Northfield's portion of the project costs. See the table below for the proposed project costs and project funding. This current funding plan, subject to awards and final details in the future, estimate no property tax impact at this time of application.

Estimated Project Costs	
Construction Subtotal	$2,910,730
Admin and Engineerin	$750,000
Total Project Costs	**$3,660,730**

Estimated Project Funding	
Proposed 2030 Grant	$1,978,744
City Funding (State-A	$1,681,986
Total Project Costs	**$3,660,730**

Tentative Timelines:

Council Action for Grant	January 6, 2026
Grant Application Due	January 9, 2026
Grant Award Notice	March 30, 2026

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2026-010
2025-2026 MNDOT TRANSPORTATION ALTERNATIVE SOLICITATION
SPONSORSHIP APPROVAL

WHEREAS, the Minnesota Department of Transportation has solicited applications for funding of the Transportation Alternatives (TA) Program; and,

WHEREAS, the Transportation Alternatives Solicitation is a competitive grant opportunity for local communities and regional agencies to fund projects for pedestrian and bicycle facilities, historic preservation, Safe Routes to School and more, and,

WHEREAS, Minnesota will be soliciting projects for approximately $12.5 million in available grant funding across the state where the total is sub-targeted to the seven area transportation partnerships; and,

WHEREAS, MnDOT District 6, which Northfield is part of, will have $2,100,000 available in 2030; and,

WHEREAS, the City of Northfield has identified a need for the bikeway in the City walking and biking network map; and,

WHEREAS, The City of Northfield completed a Lincoln Parkway Corridor Analysis and identified the need for completing this improvement to improve the safety for walking and biking along the Lincoln Parkway corridor.

NOW, THERFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The City of Northfield agrees to act as sponsoring agency for the project identified as the Lincoln Parkway Walking and Biking Improvements Project seeking Transportation Alternatives Funding and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

PASSED by the City Council of the City of Northfield on this 6th day of January 2026.

ATTEST

_____ _____
City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ PETERSON WHITE ___ SOKUP

Lincoln Parkway Walking and Biking Improvement Projec Greater Minnesota Transportation Alternatives Solicitation

2025/26 Full Application

Funding in year 2030

Table of Contents

Table of Contents 2
Overview 3
2025/26 Solicitation Timeline 3
Related Documents 3
Transportation Alternatives Full Application 4
General Information 4
Project Budget 5
ATP Project Evaluation 7
MPO Project Evaluation 12
Sponsoring Agency Resolution 13
Resolution Agreeing to Maintain Facility 14
Application Checklist 15
Signatures 17

Notes: The solicitation for Transportation Alternatives funding for the seven-county Twin Cities metropolitan area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties) is conducted by the Metropolitan Council and the Transportation Advisory Board. For more information about the metro area solicitation, visit the Met Council website.

Applications should be submitted by e-mail to: kurt.wayne@state.mn.us

For more information contact:

Kurt Wayne, Planning Director
MnDOT District 6
2900 48th St NW
Rochester, MN 55901
507-273-7052

Overview

For the 2025/26 application cycle, MnDOT is conducting a solicitation for Transportation Alternatives (TA) projects. Important eligibility requirements to be aware of are noted below.

- The TA funding available through this solicitation is for project construction in fiscal year 2030. TA funding requires a 20 percent local match. Only projects located outside of the seven-county metropolitan area are eligible for TA funding. Maximum funding awards are set by each Area Transportation Partnership.

See the TA Solicitation Guidebook for more information about the program and additional eligibility requirements.

2025/26 Solicitation Timeline

- **Monday October 6th, 2025** – Announce TA solicitation. Open letter of intent period.
- **Friday, October 31st, 2025** – Deadline for applicants to submit letters of intent.
- **Wednesday, November 26th, 2025** – Deadline for RDO/MPO/district review of letters of intent. Recommendation to proceed forward with full application given to applicants.
- **Monday, December 1st, 2025** – Official start of full application period.
- **Friday, January 9th, 2026**– Deadline for applicants to submit full applications.
- **Monday, March 30th, 2026** – Deadline for ATPs to select TA projects.

Related Documents

- **TA Solicitation Guidebook –** includes information related to the overall solicitation process and eligibility requirements for TA funding.

Transportation Alternatives Full Application

General Information

Notes:

- If the overall project contains ineligible elements, please mention the entire project in the brief project description but concentrate the application and budget on the elements that are eligible for the funding you are seeking.
- Sponsoring Agencies (if sponsoring for another project applicant) are advised to have dialog with the project applicant to ascertain the level of commitment by the applicant to follow through on delivery of the project, including the potential use of eminent domain.

Project Information

Name of project: Lincoln Parkway Walking and Biking Improvement Projec

Project is located in which county(ies): Rice

Brief project description: The proposed project as identified by the Lincoln Parkway Corridor Analysis approved by Northfield City Council would include a mill and overlay of Lincoln Parkway from Cannon Valley Place from to Dresden Avenue with the addition of an off-street trail and curb bump outs. In addition, an off-street trail would be installed from Greenvale Avenue to Dresden Avenue, and from Greenvale Avenue to Cannon Valley Place. The corridor, which includes Greenvale Park Elementary School, Northfield Community Education Center along the majority of the north side of this corridor, and a new 106 Unit multi-family apartment complex on the south side of this corridor would include an off-street bikeway along the entire corridor, new turn lanes into Greenvale Elementary, a school access median, curb extensions, and lighting improvements along the project corridor.

Project year: 2030

Project applicant: City of Northfield

Contact Information

Contact person (from applicant agency/organization): Sean Simonson

Mailing address: 801 Washington Street

City: Northfield **State:** MN **Zip:** 55018

Phone: 507-645-3049 **Fax:** 507-645-3055 **Email:** sean.simonson@northfieldmn.gov

Sponsoring agency (if different than applicant): Click here to enter text.

Contact person (from sponsoring agency, if different than applicant): Click here to enter text.

Project Budget

Notes:

- Please identify what costs will be incurred to carry out the proposed project, using the following budget categories as a guideline. Where appropriate, break down your costs by units purchased. For example: number of acres, cubic yards of fill, etc. Attach additional sheets if necessary.
- Cost estimates are to be submitted in FY 2030 dollars[1].

Table A – Eligible Items

Eligible work/construction item	Estimated quantity	Unit cost	Total cost
Mobilization	1	$82,300	$82,300
Remove Bituminous Pavement	10500	$12	$126,000
Remove Concrete Sidewalk	16000	$2	$32,000
Remove Curb and Gutter	6800	$4	$27,200
Remove Concrete Driveway Pavement	310	$17	$5,270
Excavation – Common	4320	$28	$120,960
Common Embankment (CV)	630	$33	$20,790
Aggregate Base (CV) Class 5	1280	$81	$103,680
Select Granular Embankment (CV)	2450	$38	$93,100
8” Concrete Driveway Pavement	60	$148	$8,880
Type SP 9.5 Wearing Course Mix (4,F)	1145	$90	$103,050
Type SP 12.5 Wearing Course Mix (4,F)	532	$90	$47,880
Curb and Gutter B424	5210	$50	$260,500
Curb and Gutter B618	2700	$30	$81,000
4” Concrete Walk and Concrete Median	16120	$11	$177,320
Salvage and Reinstall RRFB	1	$25,000	$25,000
Misc Removals	1	$40,000	$40,000
Signing and Pavement Markings	1	$50,000	$50,000
Turf Establishment & Erosion Control	1	$100,000	$100,000
Landscaping	1	$50,000	$50,000
Traffic Control	1	$73,500	$73,500

[1] Grant recipients will need to provide a match based on the year of construction estimate developed when the grant is awarded.

Misc Removals	1	$35,000	$35,000
Urban Drainage	1	$320,000	$320,000
Roadway Lighting	1	$140,000	$140,000
Construction Contingency	1	$350,000	$350,000
Total			$2,473,430

Table B – Ineligible Items[2]

Ineligible work/construction item	Estimated quantity	Unit cost	Total cost
Mobilization	1	$12,700.00	$12,700.00
Misc Removals	1	$5,100.00	$5,100.00
Type SP 12.5 Wearing Course Mix (4,F)	2500	$90.00	$225,000.00
Mill Bituminous Surface	21500	$3.00	$64,500.00
Drainage System	1	$40,000.00	$40,000.00
Signing and Pavement Markings	1	$7,600.00	$7,600.00
Turf Establishment	1	$12,700.00	$12,700.00
Landscaping	1	$6,400.00	$6,400.00
Traffic Control	1	$12,700.00	$12,700.00
Construction Contingency	1	$50,600.00	$50,600.00
Total			$437,300

Total Project Budget

1. Total cost of proposed project (Total Table A + Total Table B): $2,910,730
2. Items not eligible for TA funding (Total Table B): $437,300
3. Total eligible costs – recommended range $200,000 to $2.1 million[3] (Total Table A): $2,437,430
4. Applicant's contribution toward the eligible alternative project costs – minimum 20% match required: $494,686
5. Total amount requested in transportation alternatives funds (#3 minus #4): $1,978,744

[2] Includes Right of Way or Land Acquisition (e.g. appraisal fees, legal fees), Administrative Costs (e.g. preliminary and construction engineering and contingencies)

[3] See the ATP Project Evaluation section of this document for any additional requirements related to project costs.

ATP Project Evaluation

Each ATP is responsible for developing this section of the TA application. This section should include the additional information and questions required in order to implement the specific project selection process and criteria developed by each ATP. The information requested in this section should be above and beyond what is already asked for in the previous pages of this document, not duplicated.

Project Name:

Below are criteria that the application must satisfy. Based on the information you provide; the ATP will determine project eligibility and prioritization.

1. **Eligibility.** The project is eligible for Transportation Alternatives funding.
   a. The project must fall within one of the eligible activities listed below (please check the appropriate category(ies)):

ELIGIBLE ACTIVITIES
☒ On-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.
☐ Conversion and use of abandoned railroad corridors for trails for pedestrian, bicyclists, or other non-motorized transportation users.
☒ Safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
☐ Transportation projects to achieve Americans with Disabilities Act of 1990 compliance.
☐ Construction of turnouts, overlooks, and viewing areas.
☐ Inventory, control, or removal of outdoor advertising.
☐ Vegetation management to improve roadway safety, prevent against invasive species, and to provide erosion control.
☐ Archaeological activities.
☐ Environmental mitigation to address storm water management.
☐ Reduce vehicle-caused wildlife mortality or restore/maintain habitat connectivity.
☐ Scenic byways
☒ Safe Routes to School projects

   b. Describe the work you want to do for which you are seeking Transportation Alternative funding*:*

   This project would include an off-street bikeway, sidewalk on Lincoln Parkway from Cannon

Valley Place to Dresden Avenue. In addition to the off-street bikeway, sidewalk would be relocated for bikeway, along with roadway modification to facilitate moving the north curb line south. Additionally, an off street bikeway would be installed on Spring Street from Greenvale Avenue to Dresden Avenue, and on Linclon Parkway from Cannon Valley Place to Greenvale Avenue. Lastly, curb extensions would be added along the project corridor to enhance pedestrian and bicycle safety.

2. **Serves a Transportation Purpose.** TA projects must serve a transportation purpose.
For the TA program, "Transportation purpose" is defined as primarily serving a commuting purpose and / or that connect two destinations points; a facility may serve both transportation and recreation purposes; a facility that connects people to recreational destinations may be considered to have a transportation purpose.

a. Describe how your project serves a transportation purpose:

With the addition of the newly constructed multi-family apartments opened in 2024 and the newly constructed Greenvale Park Elementary School which opened in 2020, additional roadway safety issues have been identified, including disorderly pick-up and drop-off operations at Greenvale Park Elementary School, lack of dedicated bicycle facilities, difficult pedestrian crossings, and high vehicle speeds. The concept developed through the corridor study addresses all of these corridor issues

b. Describe who the anticipated users of your project will be, once implemented.

This project is adjacent to Greenvale Park Elementary School and the Northfield Community Education Center on the north side of the project corridor. In addition to the Public Institutional Centers mentioned above, to the east is Viking terrace a mobile home community that is primarily serving the Latino population. To the south of the project corridor is mostly single family residential except for the recently redeveloped multi-family residential property which includes a large apartment building. In addition, there is a large retirement community campus just to the west of the project corridor as well. The project's goal is to increase multi-modal connections along this corridor, improve walking and bike to Greenvale Park Elementary and Northfield Community Education Center and the broader connection to improving biking in Northfield.

3. **Safety.** Describe how the proposed project will address or alleviate safety issues or concerns.

As mentioned above, the added off-street multimodal facilities will lessen vehicle interactions with pedestrians and bicyclists, hence improving safety. In addition, curb extensions at strategic locations will also improve the safety for all along the entire project corridor.

4. **Planning.** Preference will be given to projects that have undergone a public input/participation and review process. Examples of plans include: State, Regional, MPO Transportation Plan, Safe

Routes to School Plan, Scenic Byway Corridor Management Plan, ADA Transition Plan, GreenStep City, Active Living Plan, Comprehensive/Land Use Plan. Please include pages from the plan(s) that relate to or support the project described in this application (do not send the entire plan).

a. Describe the public process this project has undergone and/or where this project emerged.
This project is the result of larger corridor study along Lincoln Parkway and Dresden Avenue the City of Northfield initiated after the construction of the new Greenvale Park Elementary School and the Multi-family residential property that developed adjacent to the corridor. The City of Northfield hosted a multiphase public engagement initiative from June 2023 to January 2024. This multiphase process included a combination of on-line and in-person engagement tools to reach the community where they are and learn more about their experiences in the corridor study area. The digital engagement tools included a project website, social media posts, and an interactive project map which allowed community members the opportunity to identify concerns, ideas, and general feedback by leaving comments for reacting to others' comments. Throughout the public engagement process, over 80 community members attended the in person open houses, and over 700 interactions were received on the project websites.

b. Describe the goals of the plan and how this project will advance those goals.
The goals for this project are to increase multimodal connection and safety along this project corridor. The proposed off-street bikeway along the entire project corridor will provide for a safe all ages and ability bikeway, that will continue to foster the development of appropriate bikeways that serves intended users.

c. Describe how the project serves current and future land use.
The proposed project will integrate well with the surrounding land use, as most land is developed. This will also connect to a future bikeway on Cannon Valley Place, that connects to North Avenue bike facilities that will connect for future growth in the NW area.

d. Describe if there have been objections to the project and how were they resolved, responded to, or handled.
There are no known objections to this project, multiple concepts were developed through the public engagement process, the city is requesting funding for the preferred concept from the public.

e. Describe how this project will address system gaps (if applicable).
This project will help develop all ages and abilities bikeway in the NW area of our community and is identified on the City's walking and biking network plan.

f. How it will increase the connectivity of transportation facilities.

This bikeway is phase 2 of a multiphase project, the next phase is the bikeway on Dresden Avenue, this future bikeway connect to the local transit stop near Fremouw Ave. and Dresden Ave.

g. If the project is not part of a plan at this time, please indicate what will be the process to obtain public input and gauge public support for the project. When will the public input occur?

NA, Project is part of a plan

5. **Economic Opportunity (EO).** Please describe how this project benefits disadvantaged communities. These communities can be defined with census data and/or by a clear description of the populations directly served, and please focus on households without a motor vehicle and people with a disability. Please provide a narrative response below and attach any supplemental data or maps to your application submittal.

This project is adjacent to areas defined by the Department of Housing and Urban Development as areas that are Low to Moderate Income by Block group in which 51% or more of households earn less than 80% of the Area Median Income.

6. **Ensure Project Deliverability.** Transportation Alternative funds must be used in the federal fiscal year in which they are approved. In previous years, ATPs permitted projects to slide a year if they were not ready for construction. The ATP no longer has this flexibility. It is important that the applicant describe processes that have been completed/planned and will lead to timely project delivery:

a. Describe the project development and deliverability using a timeline with estimated dates (consult an engineer if needed).

2028 – Preliminary Design; 2029 – Final Design and Bidding; 2030 Construction

b. Describe the Project Sponsor and Applicant's (recipient agency) role and support of the project (e.g. staff and elected official roles, project funding, commitment to on-going maintenance needs). If the applicant is different than the sponsor, describe how the responsibilities will be delegated and indicate Project Sponsor and Applicant's knowledge and experience with administering projects funded with federal dollars.

Click here to enter text.

c. To ensure project delivery Applicant's should be aware of the following potential issues. Please mark "yes" or "no" next to each of the items below:

POTENTIAL ISSUES		
Does the project use Section 4(f) Park Lands or properties and / or Section 6(f)?	☐Yes	xNo
Does the project occur within any areas of effect on properties listed, or eligible for listing, on the National Register of Historic Places?	☐Yes	xNo
Does the project affect species or critical habitat protected by the Endangered Species Act?	☐Yes	xNo

POTENTIAL ISSUES		
Does the project involve placement of fill into Waters of the U.S.?	☐Yes	xNo
Does the project encroach into a floodplain /wetlands?	☐Yes	xNo
Does the project add sidewalk in a residential area?	☐Yes	xNo
Is the project anticipated to be controversial?	☐Yes	xNo
Will the project involve relocation of utilities? (water, sewer, electric, cable)	☐Yes	xNo
Will the project involve assessing costs to affected property owners?	☐Yes	xNo
Have maintenance responsibilities been determined?	xYes	☐No
Does the project involve removal of trees?	xYes	☐No
Does the property involve redevelopment of an area?	☐Yes	xNo
Does the project involve properties with previous uses that involved hazardous materials?	☐Yes	xNo
Does the project involve work on or immediately adjacent to railroad right of way?	☐Yes	xNo
Is the project within the airport influence zone?	☐Yes	xNo

COMMENTS (If you would like to further explain any of your responses to 5c, please feel free to do so in the comment box below):

The trees removed would make way for the new off-street bikeway. All trees removed would be replaced at a 2:1 ratio

d. Describe potential supporters and potential opponents of the project.

This project has support of the Northfield School District, who was instrumental in the Lincoln Parkway Corridor Study, in which this project was derived from.

e. If the project takes place within a local unit of government, where the LUG is not the project applicant, nor the project sponsor, describe how all LUG's have come to support and approve the project. Attach resolutions of support from the applicant, the sponsor if different from the applicant) and any other local unit of government affected by the project *(affected entities may include townships, tribal governments, school districts, municipalities, counties, byways, etc)*.

N/A

f. Transportation Alternative projects must be submitted through/by a public agency, regional transportation authority, tribal government, county or a city with a population greater than 5,000 persons. Cities with less than 5,000 population, townships, school districts, and organizations must have their alternative application/project sponsored by their respective county. The sponsoring county or city must pass a resolution indicating their willingness to be the project sponsoring agency with responsibility for seeing the project through to its completion. **The local unit of government, if different from the Sponsoring Agency, must also adopt a Resolution of Support.**

MPO Project Evaluation

For projects in MPO areas, the MPO may have its own ranking criteria. Each MPO is responsible for developing this section of the TA application. This section should include the additional information and questions required in order to implement the specific project selection process and criteria developed by each MPO. The information requested in this section should be above and beyond what is already asked for in the previous pages of this document, not duplicated.

Sponsoring Agency Resolution

Notes:

- A resolution of sponsorship from the sponsoring agency is required for each project. The resolution must be approved by an eligible sponsoring agency. Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

Sample Resolution Language

Be it resolved that [city, county or agency name] agrees to act as sponsoring agency for the project identified as [project name] seeking [type of funding seeking] and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

Be it further resolved that [sponsoring agency contact person name] is hereby authorized to act as agent on behalf of this sponsoring agency.

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by [city, county or agency name] on this [date] day of [month], [year].

SIGNED:	WITNESSED:
(Signature)	*(Signature)*
(Title)	*(Title)*
(Date)	*(Date)*

Resolution Agreeing to Maintain Facility

Notes:

- A Resolution agreeing to maintain the facility for its useful life is also required for each project. The resolution must be approved by an eligible sponsoring agency. Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

Sample Resolution Language

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: [city county or agency name] is the sponsoring agency for the transportation alternatives project identified as [project name].

THEREFORE BE IT RESOLVED THAT: the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by [city, county or agency name] on this [date] day of [month], [year].

SIGNED:	WITNESSED:
_____	_____
(Signature)	*(Signature)*
_____	_____
(Title)	*(Title)*
_____	_____
(Date)	*(Date)*

Application Checklist

CHECKLIST OF COMPLETION: This checklist is for the convenience of the Applicant to ensure all Transportation Alternative elements have been addressed. Applications must specifically and directly address each criterion to qualify and receive points.

_____**Applicant completed the Letter of Intent (LOI)**

____MnDOT District 6/MPO reviewed LOI and recommended that the project move forward to full application

____MnDOT District 6/MPO reviewed LOI and suggested applicant wait until project is further developed, but we are submitting anyway

____No LOI was submitted

_____ **Application Form Information**

Section 1

_____Provided brief project description

_____Has an eligible sponsoring agency

_____Contact Person/information for sponsoring agency and applicant

_____Appropriate signatures/approvals have been obtained

Section 2

_____Itemized Project Budget

_____Meets Minimum ($250,000 project cost, $200,000 minimum request) eligible cost for Transportation Alternative funding

_____Documentation of 20% or more funding match

Section 3

_____Project is eligible for SRTS funding

_____Resolution of Support from School Board and Local Agency

_____Appropriate attachments have been provided

Section 4

_____Project is eligible for TA funding

_____Project was in a plan and a copy of the page was provided

_____Identified how it serves a transportation purpose

_____Project Deliverability – answered risk assessment questions

_____Adequately identified role of Project Sponsor vs. Project Applicant

_____Resolution of Support from Local Unit(s) of Government (Section 7)

_____Letter of Support from State or Federal agency(ies), if applicable

Section 5

_____Project is eligible for TA funding and meets requirement of MPO.

Section 6

_____Resolution of Sponsorship from Eligible Agency

Section 7

_____Resolution to Maintain / Operate Facility

_____ **Other Enclosures (where applicable)**

_____Project Location Map (w*ith enough detail to show the proposed project in relation to surrounding features)*

_____Documentation of financial support *(letters, agreements, etc)*

_____Documentation of Plans and Public participation

_____Additional data, maps, or charts on the project's ability to serve disadvantaged communities (project EO)

_____Maps, Graphics, photos

As part of the application process, applicants are <u>required</u> to present their project to ATP 6 TA Subcommittee on **Friday February 14th, 2025** in Rochester, MN at District 6's Rochester Headquarters. The TA subcommittee will contact you with further details.

Signatures

Notes: Signatures are required from the following – project applicant; sponsoring agency engineer, if different than the project applicant; a representative of the local unit of government in which the project is located; and the MPO Executive Director, if the project is located in a MPO area.

(Applicant Signature) *(Date)*

(Sponsoring Agency Engineer Signature) *(Date)*

(Local Unit of Government Signature) *(Date)*

(If in MPO area, signature of MPO Executive Director) *(Date)*


CANNON VALLEY DR E
SUMMERFIELD DR
CANNON VALLEY PL
JOANN CT
LATHROP DR
LINCOLN PKWY
GREEN MEADOW CT
JUNIPER AVE W
JUNIPER AVE
IVANHOE DR
IVANHOE AVE
HIGHLAND AVE
HIGHLAND AVE
GREENVALE AVE
LINCOLN ST N
LINCOLN LN
GINSENG CT
MANITOU ST N
OXFORD ST N
ORCHARD ST N
PLUM ST N
CHERRY ST
LINDEN ST N
LINDEN ST N
VIKING TER
VIKING TER
VIKING TER
DRESDEN AVE
DRESDEN AVE
HEADLEY CT
NORTHFIELD COMMUNITY EDUCATION CENTER
GREENVALE PARK ELEMENTARY SCHOOL
VALLEY VIEW ASSISTED LIVING
EMMAUS BAPTIST CHURCH
RAISED CROSSING
RAISED CROSSING
RRFB ENHANCED CROSSING
SHARED USE PATH
EXISTING SIDEWALK
Proposed Off-Street Bikeway
0
300
600
N

Lincoln Street N / Spring Street N

Greenvale Ave to Cannon Valley Pl

Existing Conditions

Right-of-Way: 80' of 80'



3	5	10	1	8	12.5	12.5	8	1	18
3 Fr	5 Walk	10 Buffer		9.5 Parking	25 Travel Lanes		9.5 Parking		18 Buffer
18 L. Roadside				44 Curb to Curb					18 R. Roadside

Lincoln Street N / Spring Street N

Greenvale Ave to Cannon Valley Pl

Proposed Conditions

Right-of-Way: 80' of 80'



3	5	10	10	2	1	11.5	11	6.5	1	18
3 Fr	5 Walk	10 Buffer	10 Bike	2	24 Travel Lanes			8 Parking		18 Buffer
30 L. Roadside					32 Curb to Curb					18 R. Roadside

Grant Authorization

Transportation Alternatives

City Council Meeting | January 6, 2026



A safe transportation network for all

Project Location – Transportation Alternatives Grant

- 2023 Lincoln Parkway Corridor Study – preferred Concept

- Lincoln Parkway from Cannon Valley Place to Dresden Avenue

  - Mill and Overlay
  - Off Street Bikeway Installation (North Side)
  - Curb Extensions

After Opening Observed Congestion Issues









When Greenvale Elementary School Opened

After Opening Observed Congestion Issues









When Greenvale Elementary School Opened

After Opening Observed Congestion Issues









When Greenvale Elementary School Opened

2022 Observed Congestion Issues



Vehicle confusion on shoulder

When Greenvale Elementary School Opened

2022 Observed Congestion Issues



Vehicle confusion (White Tahoe), turning into the outbound lane of the driveway, Van blocking sidewalk

When Greenvale Elementary School Opened

2022 Observed Congestion Issues



Vehicle confusion on shoulder

When Greenvale Elementary School Opened

2022 Observed Congestion Issues



Vehicle confusion (White Tahoe), turning into the outbound lane of the driveway, Van blocking sidewalk

When Greenvale Elementary School Opened

2022 Observed Congestion Issues



Vehicle confusion on shoulder

When Greenvale Elementary School Opened

2022 Observed Congestion Issues



Vehicle confusion (White Tahoe), turning into the outbound lane of the driveway, Van blocking sidewalk

When Greenvale Elementary School Opened

2022 Observed Congestion Issues



Vehicle thinking two inbound lanes, and truck bypassing into coming traffic

When Greenvale Elementary School Opened

2022 Observed Congestion Issues



Parking on the South side of Lincoln Parkway picking up

When Greenvale Elementary School Opened

2022 Observed Congestion Issues



Bus bypassing on south shoulder

When Greenvale Elementary School Opened

Transportation Alternatives (TA) Information/Requirements

- The Transportation Alternatives (TA) Solicitation is a competitive grant opportunity for local communities and regional agencies to fund projects for pedestrian and bicycle facilities, historic preservation, Safe Routes to School and more. Minnesota will be soliciting projects for approximately $12.5 million in available grant funding for the Fiscal Year (FY) 2030 across the state where the total is sub-targeted to the seven area transportation partnerships. (ATP)

Grant Solicitation Information/Requirements – TA Grant

- Southeast Minnesota ATP (Northfield)
  - $2,100,000 available for the FY 2030

- Grant Requires a 20% Local Match

Grant Solicitation Information/Requirements – TA Grant

- Solicitation Timeline
  - October 31, 2025– Deadline for applications to submit Letter of Intent
  - January 9, 2026 – Deadline for applications to submit full applications
  - March 30, 2026– Deadline for ATPs to select TA Projects

Project Location – TA Grant

- 2023 Lincoln Parkway Corridor Study – preferred Concept

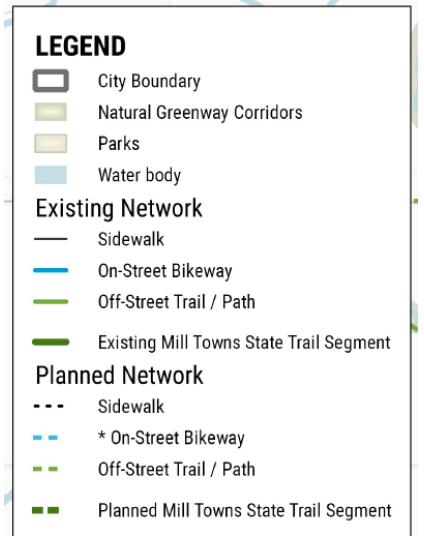
- Lincoln Parkway from Cannon Valley Place to Dresden Avenue

  - Mill and Overlay
  - Off Street Bikeway Installation (North Side)
  - Curb Extensions

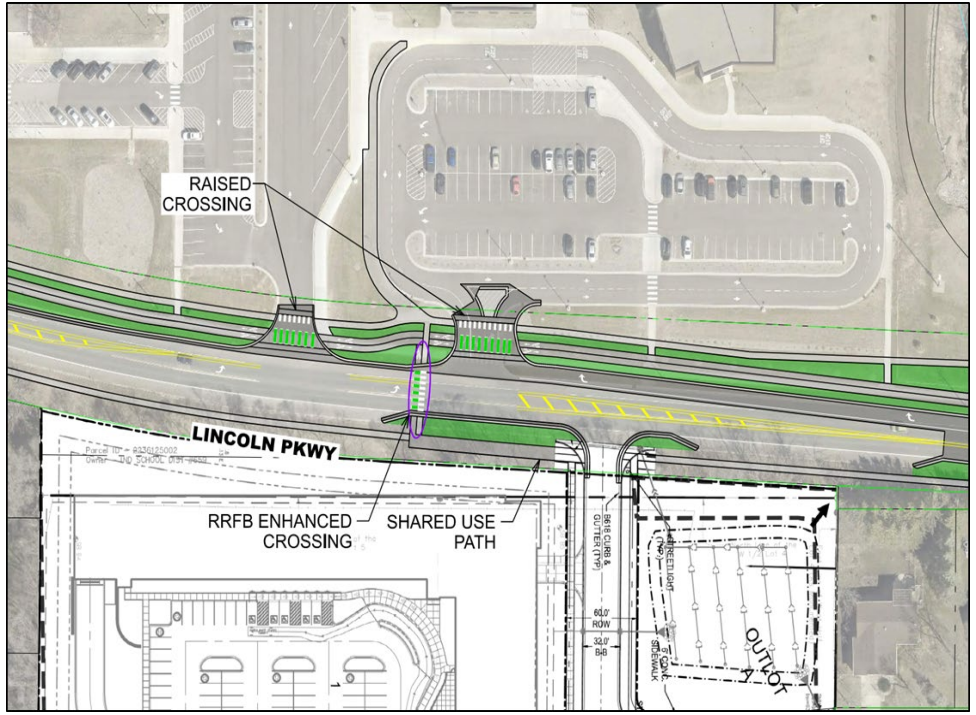
Project Location – TA Grant

- Lincoln Parkway from Cannon Valley Place to Greenvale Avenue & Dresden Avenue to Greenvale Avenue
  - Mill and Overlay
  - Off Street Bikeway Installation (East Side/West Side)
  - Noted in the Ped Bike Plan



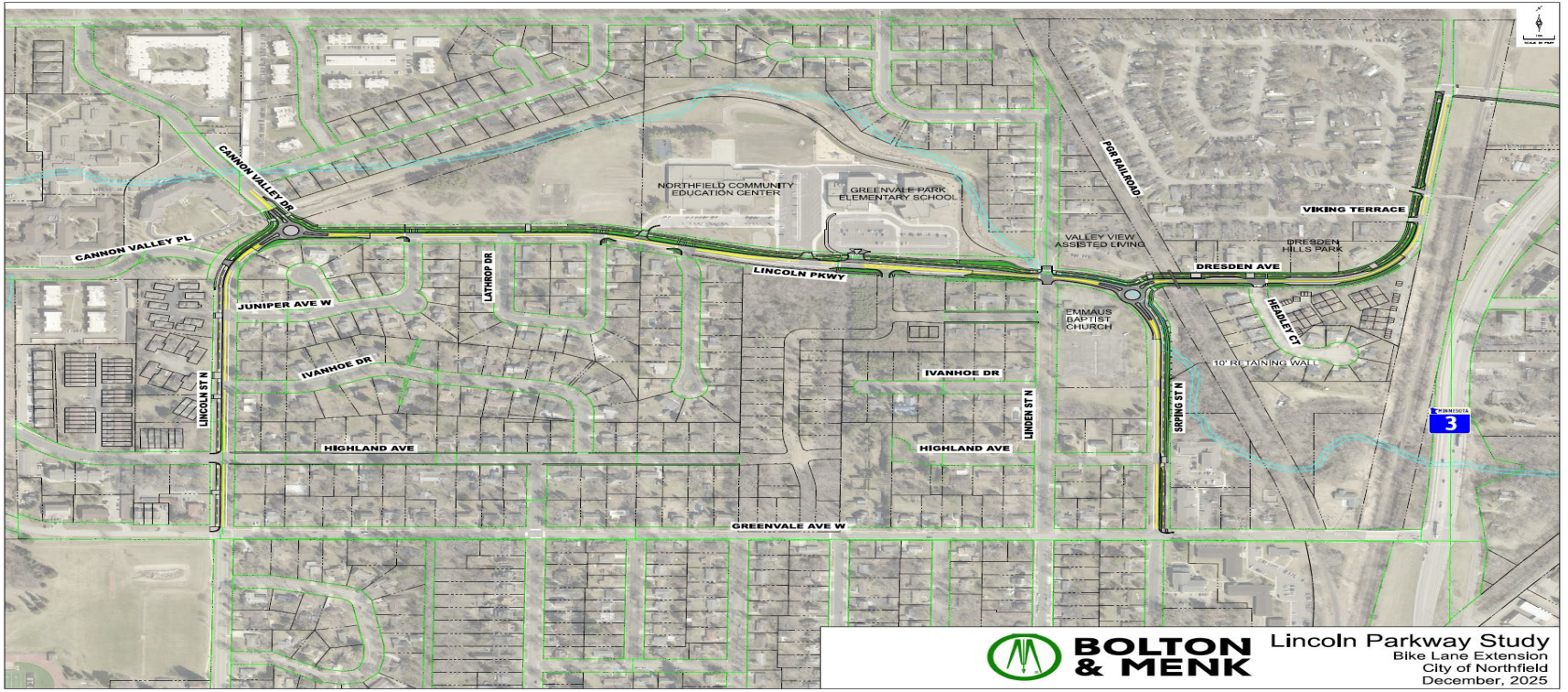


TA Grant
Improved Function and Safety
Greenvale Park Elementary



- **Revise Access Drive**
  - Median to reduce illegal maneuvers
  - Two-stage bike/ped crossing
  - Extend walk along west side of lot to increase pick-up/drop-off space
- **Pedestrian crossing**
  - Curb extension to reduce illegal maneuvers, shorten crossing distance
  - RRFB since primary school crossing
- **Revised roadway section**
  - EB left turn lane and WB right turn lane to reduce extensive congestion
  - Still allow buses/vehicles to progress
- **Off-street bikeway**

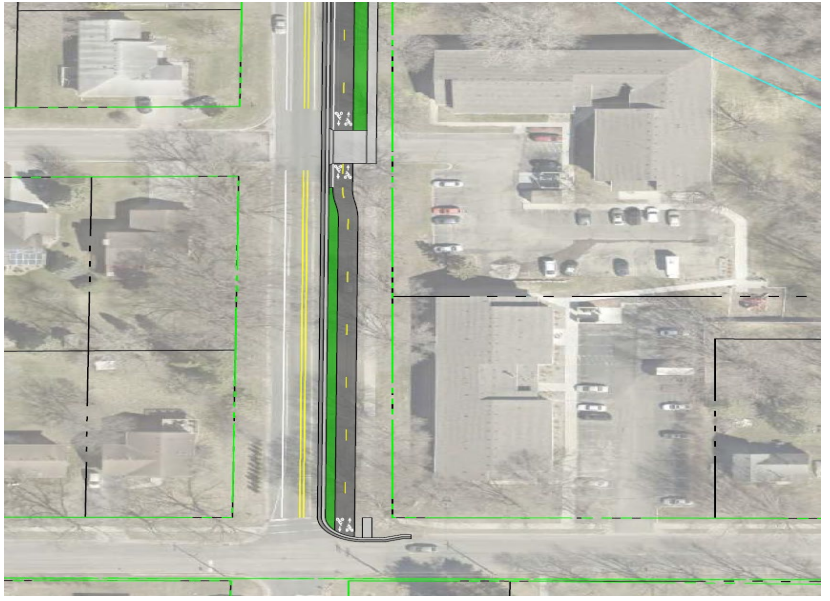
Project Location – TA Grant



Project Location – TA Grant

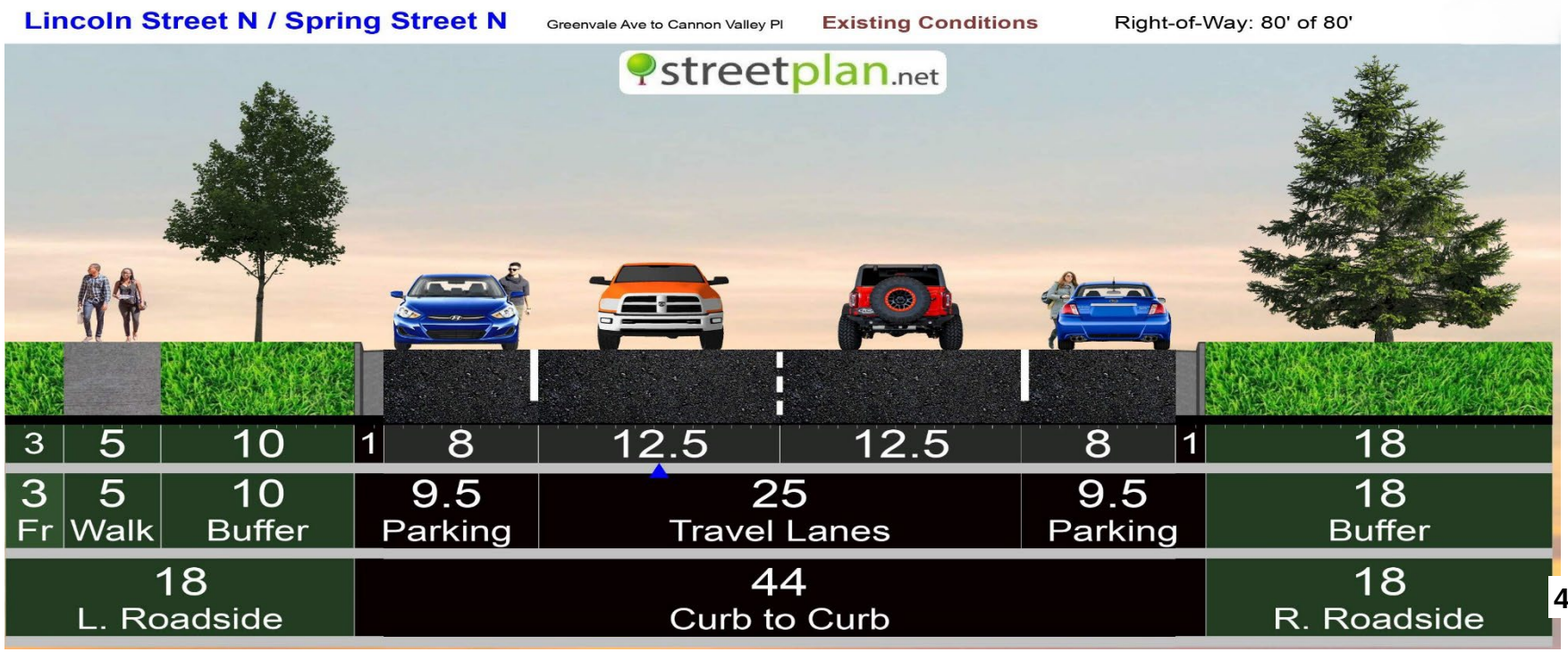


Lincoln Parkway – West Side



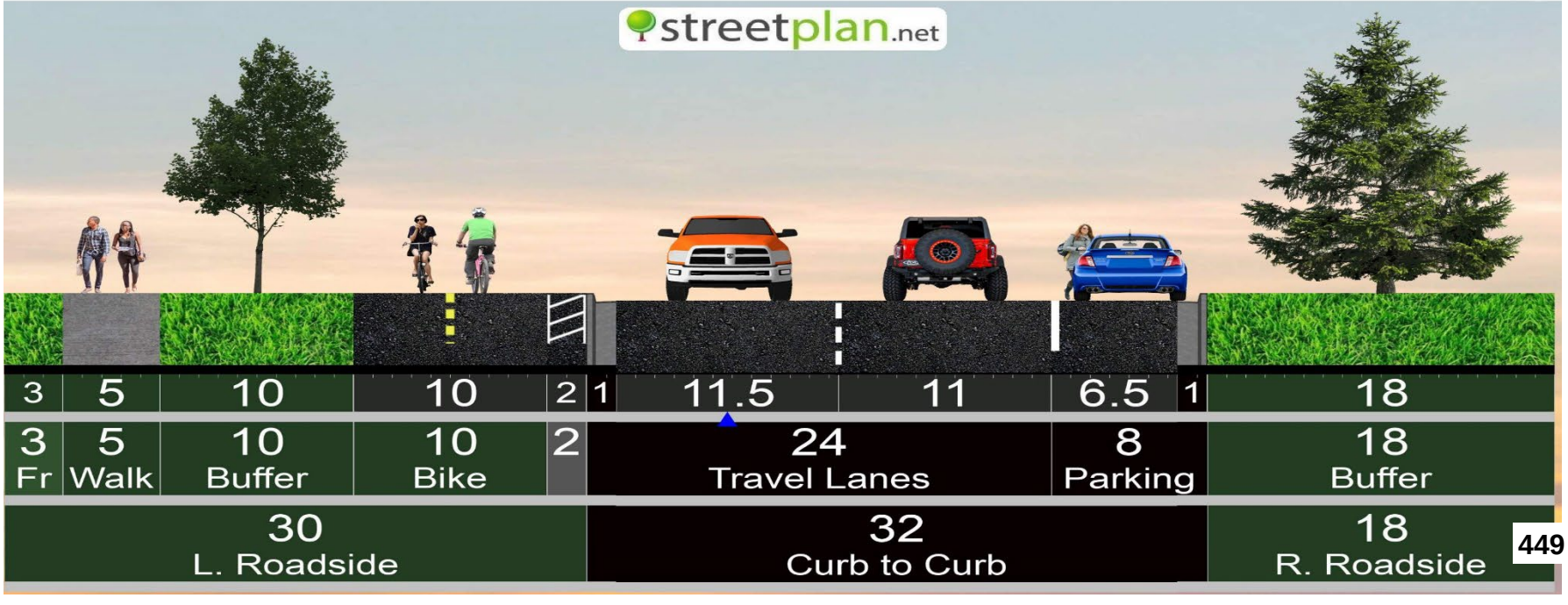
Spring Street – East Side

Lincoln Parkway Existing Typical Section



Lincoln Parkway Proposed Typical Section

Lincoln Street N / Spring Street N Greenvale Ave to Cannon Valley Pl **Proposed Conditions** Right-of-Way: 80' of 80'



Project Cost/Funding – TA Grant 2030

Estimated Project Costs	
Construction Subtotal	$2,910,730
Admin and Engineering	$750,000
Total Project Costs	**$3,660,730**

Estimated Project Funding	
Proposed 2030 Grant	$1,978,744
City Funding (State-Aid)	$1,681,986
Total Project Costs	**$3,660,730**

Total Eligible Costs - $1,978,744

City of Northfield Funding - $1,681,986

Action Tonight

Consider Resolution Approving Sponsorship of the MnDOT Transportation Alternatives Grant Application for the funding year 2030 – Lincoln Parkway Walking and Biking Improvement Project

Consider Resolution Approving Maintenance responsibility for the proposed Lincoln Parkway Walking and Biking Improvement Project related to the Transportation Alternatives Grant Solicitation.

THE CITY OF
NORTHFIELD
MINNESOTA
ESTD 1855

Questions?

MEMORANDUM

DATE: January 6, 2026

To: Honorable Mayor & City Council

CC: Dave Bennett, Director of Public Works/City Engineer; Jeff Schroepfer, Police Chief; Scott Wopata, Community Development Director; Lynette Peterson, City Clerk; Michelle Mahowald, Communications & Human Resources Director; Natalie Draper, Director of Library Services; Brenda Angelstad, Finance Director; Chris Hood, City Attorney

From: Ben Martig, City Administrator

RE: "Supplemental Agenda Background Memo" for January 6, 2026 No. 1.

Summary Report:
The following is an update on agenda items as supplemental background agenda information made available for Tuesday January 6, 2026:

23. Res. 2026-011 Consider Resolution Approving Sponsorship of the MnDOT Transportation Alternatives Grant Application for the funding year 2030 - Lincoln Parkway Walking and Biking Improvement Project
Please see the alternative resolution and revised presentation.

At the November 4, 2025 City Council Meeting, Council discussed and authorized staff to prepare a Transportation Alternatives grant for the Walking and Biking Improvement project on Lincoln Parkway. During the discussion, some Councilors requested an option of a shared use path for the walking and biking facility (combined facility) vs. a separated biking and walking facility. The combined walking and biking facility is different from the approved concept from Council (2024-019).

Staff has prepared an alternative resolution that would clarify that Council intent is to submit for the shared use path for a combined walking and biking facility. Staff does not have a revised cost at this point but is expected to be significantly less in cost, which would benefit in reduced State Aid Funds that could be used for another designated roadway in the City for either maintenance or other improvement. If this option is approved, staff will update and finalize the grant with this intention. All other items in front of the schools, such as turn lanes and bumpouts would still be included

with the project. Council can also choose to pass the initial resolution included in the packet that does not support a combined walking and biking facility.

Also, at a meeting with Erin Bailey (Director of Community Education) and Sam Richardson (Greenvale Principal) they are very supportive of the project and also brought up one item related to a left turn lane into the Northfield Community Education Center that the City would explore further should we be awarded the grant.

A motion to approve the “original resolution” or to approve the “alternative shared use path resolution” would be sufficient for either option.

If an application is approved, staff will follow up with additional information including revised cost estimates after prepared.

25. Res. 2026-012 Consider Resolution Approving Plans and Specifications and Order Advertisement for Bids for the Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84).
Please see the attached presentation.

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2026-010
2025-2026 MNDOT TRANSPORTATION ALTERNATIVE
SOLICITATION SPONSORSHIP APPROVAL – ALTERNATIVE OPTION 1

WHEREAS, the Minnesota Department of Transportation has solicited applications for funding of the Transportation Alternatives (TA) Program; and,

WHEREAS, the Transportation Alternatives Solicitation is a competitive grant opportunity for local communities and regional agencies to fund projects for pedestrian and bicycle facilities, historic preservation, Safe Routes to School and more, and,

WHEREAS, Minnesota will be soliciting projects for approximately $12.5 million in available grant funding across the state where the total is sub-targeted to the seven area transportation partnerships; and,

WHEREAS, MnDOT District 6, which Northfield is part of, will have $2,100,000 available in 2030; and,

WHEREAS, the City of Northfield has identified a need for the bikeway in the City walking and biking network map; and,

WHEREAS, The City of Northfield completed a Lincoln Parkway Corridor Analysis and identified the need for completing this improvement to improve the safety for walking and biking along the Lincoln Parkway corridor; and,

WHEREAS, The City of Northfield is recommending to combine the walking and biking facility with a shared use pathway along with other safety improvements identified in the Lincoln Parkway Corridor Analysis.

NOW, THERFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The City of Northfield agrees to act as sponsoring agency for the project identified as the Lincoln Parkway Walking and Biking Improvements Project seeking Transportation Alternatives Funding and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

PASSED by the City Council of the City of Northfield on this 6th day of January 2026.

ATTEST

_____ _____
City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ PETERSON WHITE ___ SOKUP

Grant Authorization

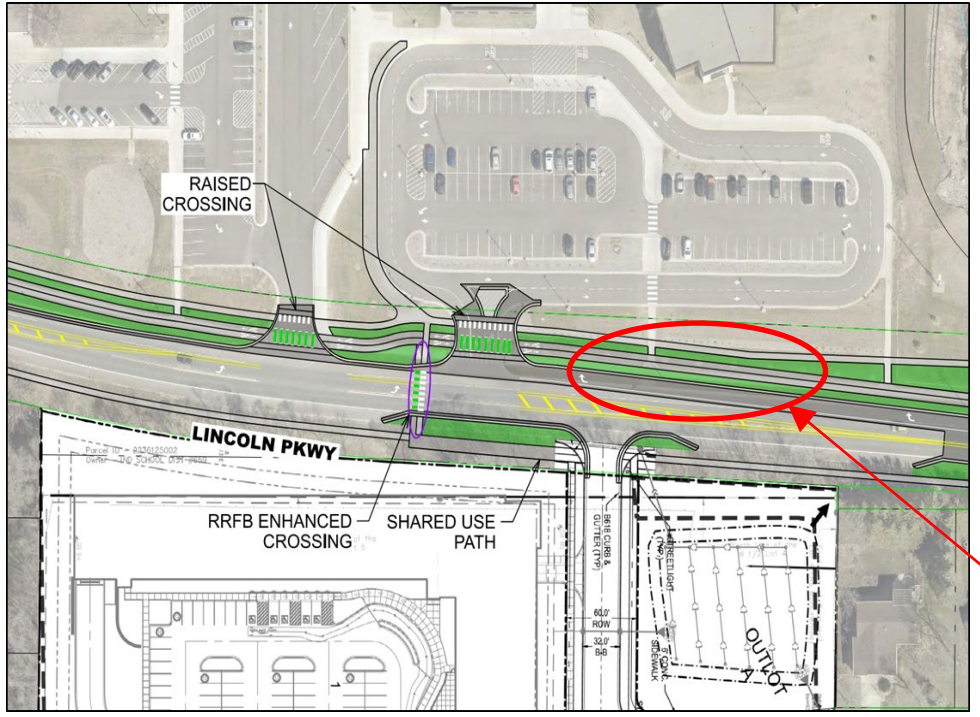
Transportation Alternatives

City Council Meeting | January 6, 2026



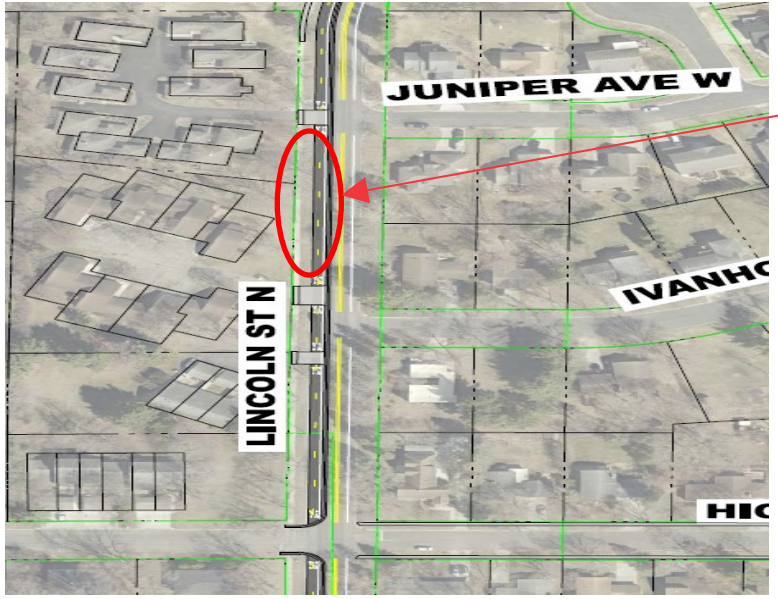
A safe transportation network for all

TA Grant
Improved Function and Safety
Greenvale Park Elementary



- **Revise Access Drive**
  - Median to reduce illegal maneuvers
  - Two-stage bike/ped crossing
  - Extend walk along west side of lot to increase pick-up/drop-off space
- **Pedestrian crossing**
  - Curb extension to reduce illegal maneuvers, shorten crossing distance
  - RRFB since primary school crossing (completed)
- **Revised roadway section**
  - EB left turn lane and WB right turn lane to reduce extensive congestion
  - EB left turn lane to NCEC analyzed during final design
- **10' Shared Use Path**
  - combined pedestrian and biking facility alon entire project corridor

Project Location – TA Grant

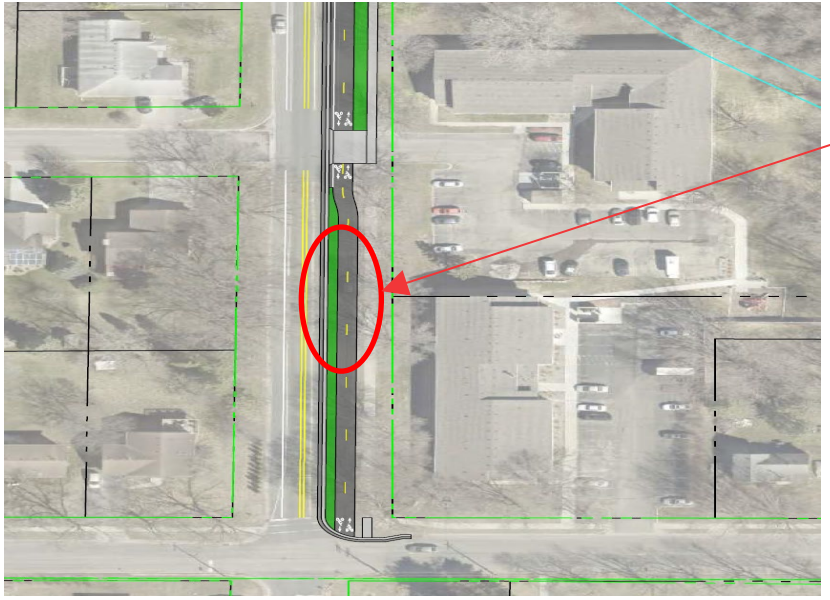


Lincoln Parkway – West Side

Lincoln Street – West Side

- Remove existing sidewalk and replace with a 10' shared use path
  - combined pedestrian and bicycle facilities

Project Location – TA Grant



Spring Street – East Side

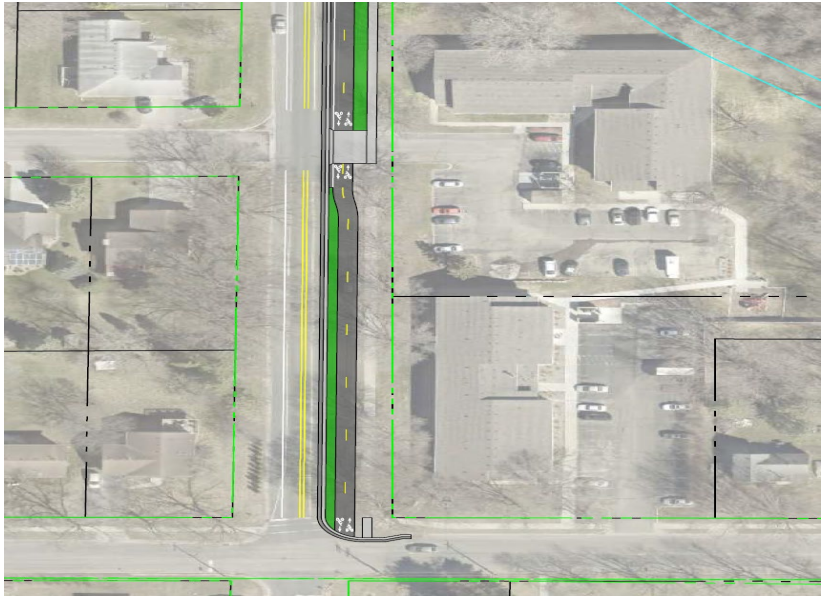
Spring Street – East Side

- Remove existing curb and gutter
  - eliminate parking
- Move curbline west approximately 8’
- Remove existing sidewalk and replace with a 10’ shared use path (no separated facilities)
  - Combined pedestrian and bicycle facilties
- Add approximately 7.5’ boulevard

Project Location – TA Grant



Lincoln Parkway – West Side



Spring Street – East Side

Action Tonight

Consider Resolution Approving Sponsorship of the MnDOT Transportation Alternatives Grant Application for the funding year 2030 – Lincoln Parkway Walking and Biking Improvement Project

Consider Resolution Approving Maintenance responsibility for the proposed Lincoln Parkway Walking and Biking Improvement Project related to the Transportation Alternatives Grant Solicitation.

THE CITY OF
NORTHFIELD
MINNESOTA
ESTD 1855

Questions?

File #: Res. 2026-011, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: David E. Bennett - Public Works Director/City Engineer
Sean M. Simonson - Engineering Manager

Subject:
Consider Resolution Approving Maintenance responsibility for the proposed Lincoln Parkway Walking and Biking Improvement Project related to the Transportation Alternatives Grant Solicitation.

Action Requested:
The Northfield City Council approves the attached Resolution assuming maintenance responsibilities for the Lincoln Parkway Walking and Biking Improvements Project.

Summary Report:
The City of Northfield is requesting funding for the 2030 Construction year from the Transportation Alternatives Grant Program. As part of the Grant Application, a Resolution agreeing to maintenance of the installed facility must be submitted with the application. The details on the grant were included in that agenda item.

No additional presentation is planned for this item. If not for the resolution to authorize the grant being on the regular agenda this item would have typically been a consent agenda item.

City Plans & Policies Relevance:
See prior agenda item for additional background related to the resolution sponsoring the 2025/26 Transportation Alternatives Solicitation for the funding year 2030.

Alternative Options:
Council could elect not to approve this resolution; however, the grant application would be incomplete.

Financial Impacts:
Normal maintenance costs can be assumed for this improvement project.

Tentative Timelines:
Grant Award Notice April 15, 2026

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2026-011
2025-2026 MNDOT TRANSPORTATION ALTERNATIVE SOLICITATION
MAINTENANCE RESPONSIBILITY

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, City of Northfield is the sponsoring agency for the transportation alternatives project identified as Lincoln Parkway Walking and Biking Improvements Project.

NOW, THERFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

PASSED by the City Council of the City of Northfield on this 6th day of January 2026.

ATTEST

_____ _____
City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ PETERSON WHITE ___ SOKUP

File #: Res. 2026-012, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council
City Administrator

From: Sean Simonson, Engineering Manager
David E. Bennett, PE - Public Works Director/City Engineer

Subject:
Consider Resolution Approving Plans and Specifications and Order Advertisement for Bids for the Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84).

Action Requested:
The Northfield City Council approves the attached Resolution (Attachment 1) Approving the Plans and Specifications for the Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84) and Authorizes the Ad for Bid.

Summary Report:
City Council Accepted the Feasibility Report and Authorized Preparation of Plans and Specifications for the Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84) at the February 4, 2025, City Council meeting via Resolution 2025-018 which included the following improvements (Attachment 3):

- Spring Creek Road from Huron Court to Woodley Street (Reconstruction)
- Mill Towns State Trail Construction - Woodley Street to Spring Creek

Staff held a third neighborhood meeting on Wednesday, December 10, 2025, to present final plans to adjacent property owners along the project corridor. There were no strong opinions against the design that is being proposed, and overall feedback was positive about the upcoming project.

The final design includes the following improvements that were added to the Woodley Street and Spring Creek Road intersection since the approval of the feasibility report: (Attachment 4)

- High visibility crosswalk markings
- Crosswalk warning signs
- Overhead streetlights
- Dynamic feedback speed sign

Alternative Options:
The City Council could delay this project; however, the deterioration of these roads will continue.

Financial Impacts:

This project will be funded through a variety of sources including Bonding, Franchise Fees, Capital Reserve Fund, Storm Fund, Sanitary Fund, Water Fund, and Municipal State Aid (MSA) The proposed project costs and funding tables are below:

ESTIMATED PROJECT COSTS		
	FEASIBILITY COSTS	**APPROVE PLANS**
Street	$1,119,403	$1,086,394
Trail	$61,496	$126,612
Storm Sewer	$119,010	$177,655
Sanitary Sewer	$2,650	$34,265
Watermain	$336,985	$503,514
Subtotal	$1,639,544	$1,928,440
Construction Contingency (10%)	$327,909	$192,844
Total Construciton	**$1,967,453**	**$2,121,283**
Art (1%)	$19,675	$21,213
Total with Art	$1,987,127	$2,142,496
Overhead (20 %)	$397,425	$428,499
Easement Costs	$25,600	$30,400
Total Project Costs	**$2,410,153**	**$2,601,396**

ESTIMATED TOTAL PROJECT FUNDING		
	FEASIBILITY FUNDING	**APPROVE PLANS**
Municipal State Aid (MSA)	$1,588,687	$1,617,179
Franchise Fees	$400,000	$30,400
Storm Fund	$160,107	$236,850
Sanitary Fund	$3,565	$45,682
Watermain Fund	$453,353	$671,285
Art (Capital Reserve)	N/A	$21,213
Total Project Costs	**$2,605,711**	**$2,601,396**

ART 1% FUNDING ALLOCATION	
	APPROVE PLANS
Storm Fund	$1,954
Sanitary Fund	$377
Watermain Fund	$5,539
Capital Resreve Fund (Street Share	$13,343
Total Project Costs	**$21,213**

Tentative Timelines:
See the attached project process (Attachment 4) which details the timeline for the Spring Creek Road Reconstruction & Mill Towns State Trail Project.

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2026-012
APPROVING PLANS AND SPECIFICATIONS AND
AUTHORIZING ADVERTISEMENT FOR BIDS
SPRING CREEK ROAD RECONSTRUCTION AND MILL TOWNS STATE TRAIL
IMPROVEMENTS PROJECT
STRT2026-A84

WHEREAS, City staff has prepared plans and specifications for 2026 Improvement No. A84 – Spring Creek Road Reconstruction and Mill Towns State Trail Improvements Project; and, has presented such plans and specifications to the Council for approval; and,

WHEREAS, the following improvements are included in Improvement No. A84:

- Spring Creek Road from Huron Court to Woodley Street (Street Reconstruction)
- Mill Towns State Trail from Woodley Street to Spring Creek (Trail Construction)

NOW, THERFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. Such plans and specifications, copies of which are available on the City of Northfield's website, are hereby approved.

2. The City Clerk shall prepare and cause to be inserted in the official paper, Northfield News, and on the MnDOT e-Advert website, advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the clerk until 2:00 p.m. on February 5, 2026 at which time they will be publicly opened in the Council Chambers of the City Hall by the City Clerk and City Engineer, will then be tabulated, and will be considered by the Council at 6:00 p.m. on February 17, 2026, in the Council Chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for five percent (5%) of the amount of such bid.

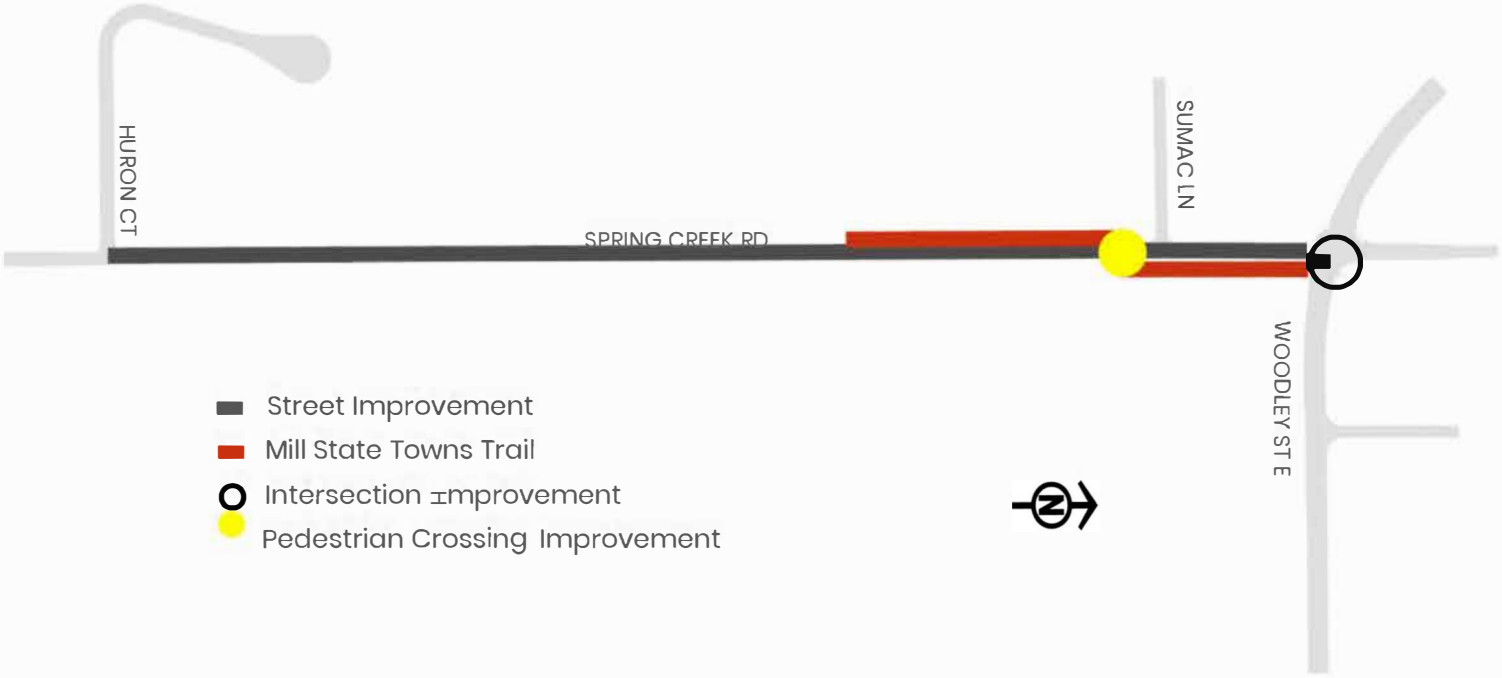
PASSED by the City Council of the City of Northfield on this 6th day of January 2026.

ATTEST

_____ _____
City Clerk Mayor

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES

___ NESS ___ PETERSON WHITE ___ SOKUP


HURON CT
SPRING CREEK RD
SUMAC LN
WOODLEY ST E
Street Improvement
Mill State Towns Trail
Intersection ımprovement
Pedestrian Crossing Improvement

NORTHFIELD MINNESOTA

2026 SPRING CREEK ROAD RECONSTRUCTION & MTST IMPROVEMENTS

CITY OF NORTHFIELD

INTERSECTION IMPROVEMENTS

DECEMBER 2025

BOLTON & MENK

SPRING CREEK ROAD S

WOODLEY ST E

FAREHAVEN CT

HORZ. SCALE 0 25 50 FEET

OVERHEAD STREET LIGHT (BY OTHERS)







SPEED LIMIT 35 YOUR SPEED

R60'

R35'

6'

8'

32' F-F

11'

11'

10'

8'

5'

LEGEND

- BITUMINOUS PAVEMENT
- CONCRETE PAVEMENT & B618 CURB & GUTTER
- CONCRETE SIDEWALK
- BITUMINOUS TRAIL
- PEDESTRIAN CROSS WALK BLOCKS
- EXISTING RIGHT-OF-WAY

H:\NOFD\24X134891000\2_Preliminary\B_Layouts\134891_LAYOUT2.dwg 12/12/2025 8:45:02 AM

2026 Spring Creek Road Reconstruction & Mill Towns State Trail Improvements Project (STRT2026-A84)

The following actions detail the proposed process track for local improvements.

Date[1]	Project Step	Purpose of Step	Council Action	Staff Action
June 4, 2024	Order preparation of Feasibility Report	Ordering the Feasibility Report will allow Staff to create a Feasibility Report that will allow the Engineer to analyze the potential project and estimate initial project costs.	Resolution 2024-056	
July 9, 2024	Approve Professional Services Agreement	Approve Professional Services Agreement for Design and Construction Services	Motion	
October 10, 2024	Neighborhood Meeting	The intent of this meeting is to inform the neighborhood of the upcoming project and seek input on the improvements, which will be summarized for City Council.		Mail Notice September 26, 2024
January 21, 2025	Council discussion of Draft Feasibility Report			
February 4, 2025	Accept Feasibility Report and Authorize Preparation of Plans and Specifications	The engineer will present the Feasibility Report, the proposed project, and an initial cost estimate.	Resolution 2025-018	
May 20, 2025	Council discussion on the Woodley Street and Spring Creek Road Intersection			
February 2025 – Jan 2026	**ROW / Easement acquisition**			
December 10, 2025	2nd Neighborhood Meeting	The intent of this meeting is to inform the neighborhood of the upcoming project and seek input on the improvements, which will be summarized for City Council.		Mail Notice November 25, 2025
January 6, 2026	**Approve Plans and Order Advertisement for Bids**	**Final approval of plans for bidding**	**Resolution 2026-XXX**	
January 14, 21, 28, 2026	Publish Ad for Bid in Northfield News	A step in the bidding process. The project will also be advertised on the MnDOT e-Advert website.		Send Ad to NNews January 9, 2026
February 5, 2026	Bid Opening – 2:00 P.M.	Final step in the bidding process. Bids are opened by staff and tabulated. From here staff will make a recommendation to the City Council for award.		
February 17, 2026	Accept Bids and Award Contract	This step follows the uniform municipal contracting law, 471.345, the City's purchase policy and allows for the project to move forward with beginning the actual construction process.	Resolution 2026-XXX	
May 2026	Property Owner Meetings	Individual meetings with property owners will be scheduled to go over the details of construction and document existing conditions.		
May – October, 2026	Construction	The City Engineer recommends to City Council when the final payment should be made to the Contractor. The City Council may accept the work by resolution; however, if the city fails to pay the amount due within 30 days of a monthly estimate, or 90 days after the final estimate, the city must pay interest on the past due amount as prescribed by law.		
July 2027	Accept Improvements and Authorize Final Payment		Resolution 2027-XXX	

1 – Dates in grey text indicate actions that have taken place. Dates in **bold** text indicate the next planned step. Dates in *italics* denote tentatively scheduled future actions.

MEMORANDUM

DATE: January 6, 2026

To: Honorable Mayor & City Council

CC: Dave Bennett, Director of Public Works/City Engineer; Jeff Schroepfer, Police Chief; Scott Wopata, Community Development Director; Lynette Peterson, City Clerk; Michelle Mahowald, Communications & Human Resources Director; Natalie Draper, Director of Library Services; Brenda Angelstad, Finance Director; Chris Hood, City Attorney

From: Ben Martig, City Administrator

RE: "Supplemental Agenda Background Memo" for January 6, 2026 No. 1.

Summary Report:
The following is an update on agenda items as supplemental background agenda information made available for Tuesday January 6, 2026:

23. Res. 2026-011 Consider Resolution Approving Sponsorship of the MnDOT Transportation Alternatives Grant Application for the funding year 2030 - Lincoln Parkway Walking and Biking Improvement Project
Please see the alternative resolution and revised presentation.

At the November 4, 2025 City Council Meeting, Council discussed and authorized staff to prepare a Transportation Alternatives grant for the Walking and Biking Improvement project on Lincoln Parkway. During the discussion, some Councilors requested an option of a shared use path for the walking and biking facility (combined facility) vs. a separated biking and walking facility. The combined walking and biking facility is different from the approved concept from Council (2024-019).

Staff has prepared an alternative resolution that would clarify that Council intent is to submit for the shared use path for a combined walking and biking facility. Staff does not have a revised cost at this point but is expected to be significantly less in cost, which would benefit in reduced State Aid Funds that could be used for another designated roadway in the City for either maintenance or other improvement. If this option is approved, staff will update and finalize the grant with this intention. All other items in front of the schools, such as turn lanes and bumpouts would still be included

with the project. Council can also choose to pass the initial resolution included in the packet that does not support a combined walking and biking facility.

Also, at a meeting with Erin Bailey (Director of Community Education) and Sam Richardson (Greenvale Principal) they are very supportive of the project and also brought up one item related to a left turn lane into the Northfield Community Education Center that the City would explore further should we be awarded the grant.

A motion to approve the “original resolution” or to approve the “alternative shared use path resolution” would be sufficient for either option.

If an application is approved, staff will follow up with additional information including revised cost estimates after prepared.

25. Res. 2026-012 Consider Resolution Approving Plans and Specifications and Order Advertisement for Bids for the Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84).
Please see the attached presentation.

THE CITY OF
NORTHFIELD
MINNESOTA
ESTD 1855

Spring Creek Road Reconstruction and Mill Towns State Trail Improvements

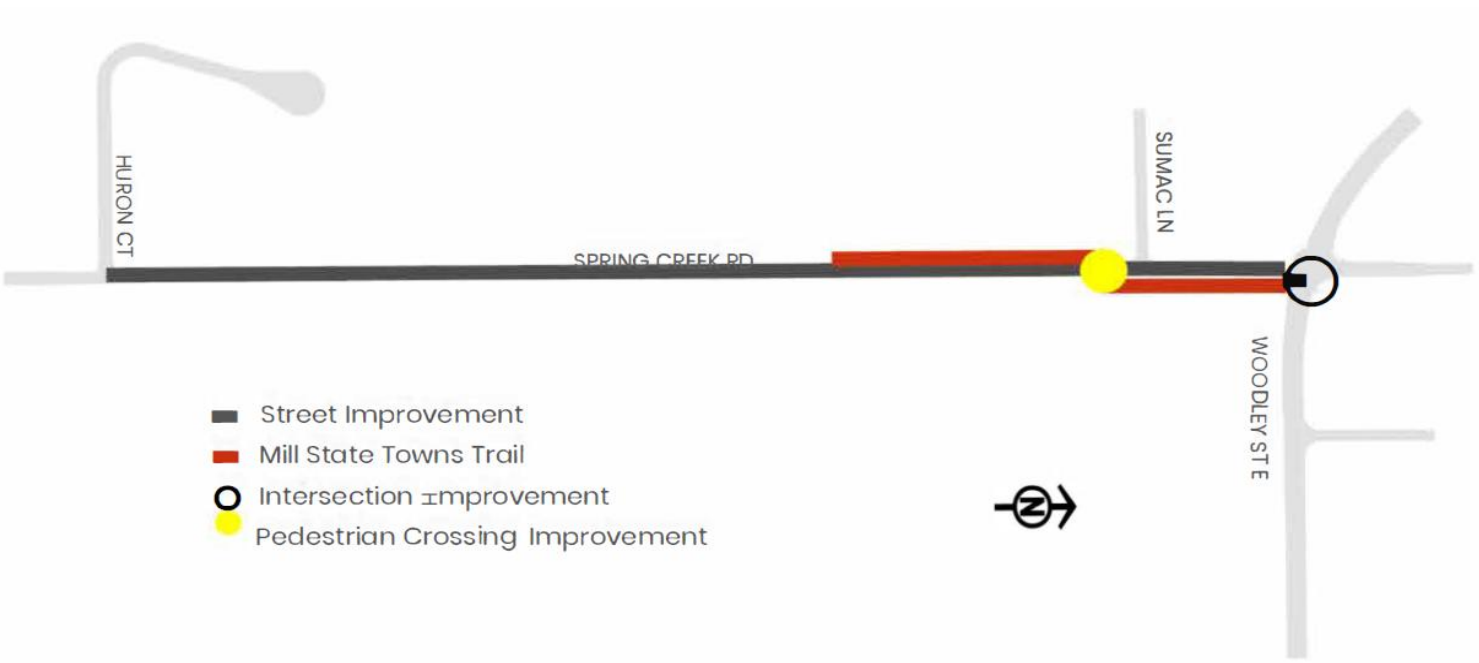
Approving Plans and Specifications and Order Advertisement for Bids for the Spring Creek Road Reconstruction & Mill Towns State Trail Project

City Council Meeting
January 6, 2026

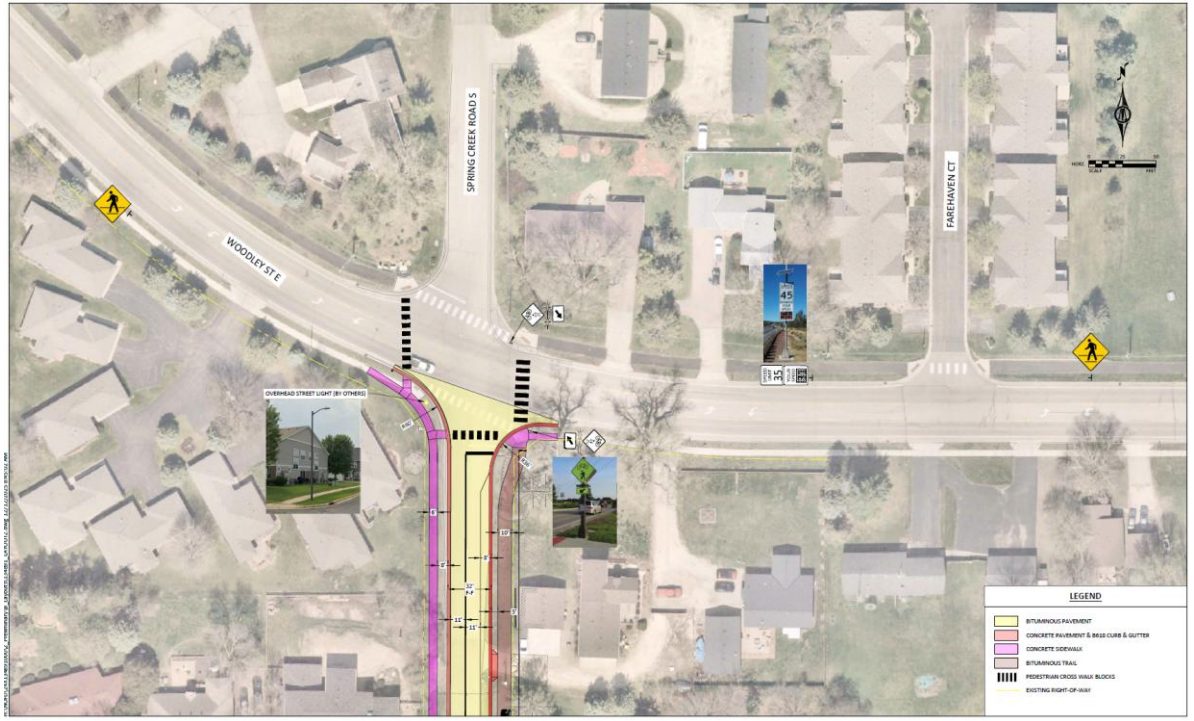
Agenda

- Project Location
- Woodley Street and Spring Creek Road Intersection Improvements
- Estimated Project Costs & Funding
- Project Schedule

Project Location



Proposed Intersection Improvements



- High Visibility Crosswalk Markings
- Crosswalk Warning Signs
- Overhead Streetlights
- Dynamic Feedback Speed Sign
- Rapid Rectangular Flashing Beacon (by others)

Estimated Project Costs & Funding

Estimated Project Costs	
Streets	$ 1,086,964
Trail/Walk	$ 126,612
Storm	$ 177,655
Sanitary Sewer	$ 34,265
Watermain	$ 503,514
Subtotal	$ 1,928,440
Construction Contingency (10%)	$192,844
Total Construction	$2,121,283
Art (1%)	$21,213
Total with Art	$2,142,496
Overhead (20%)	$428,499
Easement Costs	$30,400
Total Project Costs	$ 2,601,396

Project Funding Sources	
Municipal State Aid	$ 1,617,179
City Franchise Fees	$ 30,400
Storm Fund	$236,850
Sanitary Sewer Utility Fund	$ 45,682
Watermain Utility Fund	$ 671,285
Total Funding	$ 2,601,396

Project Schedule

June 4, 2024 ..... City Council Order Preparation of Feasibility Report

October 10, 2024 ..... Neighborhood Meeting #1

January 21, 2025 ..... Council Discussion of Draft Feasibility Report

February 4, 2025 ..... Council Meeting to Accept Feasibility Report & Authorize Preparation of Plans & Specifications

February – Jan 2026 ..... Right-of-Way and Easement Acquisition

December 10, 2025 ..... Neighborhood Meeting #2

January 6, 2026 ..... Council Meeting to Approve Plans and Specifications and Order Advertisement for Bids

February 5, 2026 ..... Bid Opening

February 17, 2026 ..... Accept Bids and Award Contract

May 2026 – November 2026 ..... Constructio

THE CITY OF
NORTHFIELD
MINNESOTA
ESTD 1855

Questions?

Spring Creek Road Reconstruction and Mill Towns State Trail Improvements

Approving Plans and Specifications and Order Advertisement for Bids for the Spring Creek Road Reconstruction & Mill Towns State Trail Project

File #: 26-014, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator
Sara Hoffman, Deputy City Clerk/Executive Assistant

Consider Council Member Roles on Boards and Commissions for 2026-2027.

Action Requested:
The Northfield City Council consider a motion to approve which boards and commissions will have council representation on them for the coming year.

**Boards that are discretionary to be considered in the "Alternative Actions" section of this memo and attached slides for summary illustration of the options. Staff recommends Option #2 but defers to the Council on which boards to be included.*

Summary Report:
Per city code, state statute, agreements, or other enabling legislation, select boards, commissions, and committees are required to have a Council representative(s) on their board, commission or committee. These include the following:

Economic Development Authority (EDA)	2 members
City/Hospital Governance Committee	3 members
Council Employment Committee	3 members
Convention and Visitor Bureau (CVB) Board	1 member
Mill Towns Trail Joint Powers Board	2 members
Rice/Steele 911 Center Board	1 member

In recent years, Council members have also been placed on other boards, commissions, and committees per the mayor's discretion. As part of the board and commission governance review, Council decided, via Ordinance 1081, that they will decide annually if there are boards and commissions, outside those required, the Council will have a representative on and if their role will be voting or advisory. See the referenced code update below.

SECTION 4. Northfield Code, Chapter 2 - Administration, Article VI. - Boards and Commissions, Division 1. - Generally, Section 2-283 - Membership types and eligibility, Subsection (c) - City council ex-officio and liaison members:

(c) *City council member roles.* The mayor may appoint, with the confirmation of the council, council members to attend meetings of boards, commissions, committee, or like where state statute, agreements, or other enabling legislation or document indicates the requirement to do so or where the council deems a

need. The council will decide annually prior to the appointment process for the following year what boards, commissions, committees, or like shall have representation by a member(s) of the council and if their role shall be voting or advisory. Unless specifically stated in state statutes, agreements, or other enabling legislation or document, only one council member shall serve as a voting or advisory member to a board, commission, committee, or like. Council members shall act as intermediaries between the boards and commissions and the council, facilitate a close working relationship with the council, and periodically report back to the council activities of such boards and commissions. Council members appointed as voting members shall serve as fully participating members of the board, commission, committee or like and be counted for the purpose of establishing quorum for a meeting. Council members appointed as advisory members shall serve as fully participating members of the board, commission, committee or like, but shall not have a vote and shall not be counted for the purpose of establishing quorum for a meeting.

In 2025, the following boards, commissions and committees had Council representation:

Planning Commission	1 member (voting)*
Environmental Quality Commission	1 member (non-voting)
Northfield Area Fire and Rescue Services	2 members (voting)
Hospital Board	1 member (voting)

**A second non-voting Council member was initially appointed but that appointment was reversed in 2025.*

Related to the Hospital Board, the City Council and Hospital Board approved *Northfield City + Hospital Playbook* indicates that, "To maximize success, there is recognized value in maintaining cohesive alignment of the City Council and Hospital Board. Therefore, it may be a strategic advantage to have one or two active City Council members or the Mayor serve as a seated Hospital Board member while they also serve in elected office." This may be a particularly relevant issue considering the current environment both for the Northfield Hospital & Clinics and those in the region and nation.

Other boards and commissions Council could decide to place Council representative(s) on, but did not in 2025, include:

Library Board
Heritage Preservation Commission
Human Rights Commission

It should be acknowledged that the City Council have additional obligations starting in 2026 serving as the Housing & Redevelopment Authority Board. This will require additional time for Councilors to familiarize themselves, in greater detail, with the work of the HRA and to provide full governance to that commission.

Additionally, staff is exploring public engagement opportunities for the City Council. The added time commitments of these should be considered along with how many boards, commissions, and committees Council Members are serving on.

Starting in 2026, the board and commission timeline shifts to April appointments with a May start date. However, some boards, commissions, and committees will still need to be on a January 1st start date. Because of this, the following Council appointments were approved by the City Council on December 2, 2025:

Housing and Redevelopment Authority (HRA)	All members of Council
Council Employment Committee	Dahlen, Holmes and Ness
City/Hospital Governance Committee	Peterson White, Holmes and Zweifel
Age Friendly Steering Committee*	Ness
Beyond the Yellow Ribbon*	Beumer
Convention and Visitors Bureau Board	Ness
Friends of Downtown Northfield*	Peterson White
Hiawathaland Transit Advisory Committee*	Peterson White
Mayor's Youth Council*	Zweifel
Mill Towns Trail Joint Powers Board	Dahlen and Sokup
Rice/Steele 911 Center Board*	Ness

**These committees are optional but were appointed for 2026. For next year's appointments, they can be added to the larger Council discussion.*

Alternative Options:
See attached slides for summary view of the options. The following is a written summary with some additional explanations under Option #2.

Option #1 The City Council places Council representation for the coming year (May 2026-April 2027) on only required boards and commissions and not any additional optional ones.

Option #2 The City Council places Council representation for the coming year (May 2026-April 2027) on required boards and commissions along with the Hospital Board and NAFRS.

** NAFRS is identified due to the importance of the budgeting process for there to be support of the Council in funding and the related importance of interdependency of the joint powers board. The other members do have elected leadership on their boards from their respective political jurisdictions.*

***The Hospital inclusion relates to the reference in the "Northfield City + Hospital Playbook" that it may be strategic to have one or two active City Council members on the board. This seems to be a particularly important environment to consider keeping a Council representative on the board (Peterson White has been serving).*

Option #3 The City Council places Council representation for the coming year (May 2026-April 2027) on all required and optional boards or commissions.

Option #4 Some other combination the City Council may prefer.

Per City Charter and City Code, Mayor Zweifel would bring forward the actual individual to serve for confirmation at an upcoming Council meeting dependent on Council determination of which boards to include for 2026.

Financial Impacts:
N/A

Tentative Timelines:

January 6, 2026 Mayoral board and commission appointments brought to Council for select boards and commission on the January-December timeline (NAFRS).

April 7, 2026 Mayoral board and commission appointments brought to Council boards and commissions on the May-April timeline.

THE CITY OF
NORTHFIELD
MINNESOTA
ESTD 1855

Council Member Roles on Boards and Commissions

City Council Meeting
January 6, 2026
Ben Martig, City Administrator

City of Northfield Boards, Commissions, and Committees

REQUIRED

- City/Hospital Governance Committee
- Convention and Visitors Bureau
- Council Employment Committee
- Economic Development Authority
- Mill Towns Trail Joint Powers Board
- Rice/Steele 911 Center

OPTIONAL

- Environmental Quality Commission
- Heritage Preservation Commission
- Hospital Board
- Human Rights Commission
- Library Board
- Northfield Area Fire and Rescue Services
- Planning Commission

Option #1

Only required boards, commissions, and committees

- City/Hospital Governance Committee
- Convention and Visitors Bureau
- Council Employment Committee
- Economic Development Authority
- Mill Towns Trail Joint Powers Board
- Rice/Steele 911 Center

Option #2

Required boards, commissions, and committees, plus Hospital and NAFRS

- City/Hospital Governance Committee
- Convention and Visitors Bureau
- Council Employment Committee
- Economic Development Authority
- Mill Towns Trail Joint Powers Board
- Rice/Steele 911 Center
- Hospital Board
- Northfield Area Fire and Rescue Services

Option #3

All required and optional boards, commissions, and committees.

- City/Hospital Governance Committee
- Convention and Visitors Bureau
- Council Employment Committee
- Economic Development Authority
- Mill Towns Trail Joint Powers Board
- Rice/Steele 911 Center
- Hospital Board
- Northfield Area Fire and Rescue Services
- Environmental Quality Commission
- Heritage Preservation Commission
- Human Rights Commission
- Library Board
- Planning Commission

Option #4

Required boards, commissions, and committees plus other at Council discretion

- City/Hospital Governance Committee
- Convention and Visitors Bureau
- Council Employment Committee
- Economic Development Authority
- Mill Towns Trail Joint Powers Board
- Rice/Steele 911 Center
- ????
- ????

File #: 26-015, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator
Brenda Angelstad, Finance Director
David Bennett, Public Works Director/City Engineer
Natalie Draper, Library Director

Review & Discuss Options for Potential Resolution Supporting the Authority to Impose a Local Sales Tax to Fund Specific Capital Improvements Providing Regional Benefit, to Establish the Duration of the Tax and the Revenue to be Raised by the Tax, and to Authorize the City to Issue Bonds Supported by the Sales Tax Revenue.

Action Requested:
Discussion only.

Summary Report:
The City Council had expressed interest to explore alternative revenue sources in conjunction with the current Strategic Plan. One alternative revenue source that may be used for certain capital projects is a local sales tax. There is a deadline pending for applying for the ability to seek legislative authorization for a local sales tax. The legislative authorization would still require voter approval and an additional authorization from the City Council after legislative approval if there was still interest to pursue.

The moratorium on local sales taxes expired on May 31, 2025, and cities may submit requests to the legislature during the 2026 legislative session. Cities need to follow strict rules and procedures to obtain legislative authority for the creation of a local sales tax. Cities seeking local sales tax authority must file requests with legislators on the House and Senate Taxes committees by January 31, 2026.

The city must submit a resolution proposing the local sales tax, details on the projects that will be funded by the tax, and documentation on regional significance. Cities may request legislative authority to impose a local sales tax to fund up to five capital projects of "regional significance" (Minn. Stat. § 297A.99).

Up to five projects can be identified for local option sales tax. Two projects have been identified as potential priorities during the budget process: the library's site renewal plans for accessibility, safety, and sustainability, and safety, security, and other important updates to the Northfield Community Resource Center. Other projects may also be considered.

Links to MN State Statue 297A.99 Local Sales Tax and League of Minnesota Cities *Process to Obtain Local Sales Tax Authority* are attached for reference.

City Administrator Martig and staff are working on additional information as supplemental.

City Plans & Policies Relevance:
Information to come.

Alternative Options:
Information to come.

Financial Impacts:
Information to come.

Tentative Timelines:

January 6, 2026	Discussion
Jan 20, 2026	Council Resolution Consideration
Jan 31, 2026	Deadline to submit the approved resolution and supporting documents to the senate and house tax committee chairs
July 3, 2026	Once legislative approval is given, revised and reaffirmed resolution must be passed at least 90 days before a general election
November 3, 2026	General Election

File #: 26-016, **Version:** 1

City Council Meeting Date: January 6, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator

City Administrator's Update.

Summary Report:
Please see the following

- Upcoming Agenda Items List.

Alternative Options:
N/A

Financial Impacts:
N/A

Tentative Timelines:
N/A

City of Northfield

Upcoming Agenda Items

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

City Council

Tuesday, January 13, 2026

TMP 26-025 Council Update on 5th & Washington Redevelopment Project.

Drafter: Martig

Notes: Work Session #1 (80 min.)

Tuesday, January 20, 2026

TMP 26-042 Consideration of a Capital Membership Agreement with the City of Lakeville for Use of the FiRST Center Public Safety Training Facility

Drafter: Schroepfer

Notes: consent

TMP 25-647 Consider approval of agreement with Post Holding Inc. for Ames Mill Dam Ownership Transfer to the City of Northfield.

Drafter: Bennett

Notes: Regular #3 (15 min.)

TMP 25-874 Consider Approving Minnesota Employment and Economic Development Grant Agreement for Phase II of the Northfield Skateboard Park Project.

Drafter: Bennett

Notes: consent

TMP 25-921 Consider Approval of Contract for NW Area Trunk Sanitary Sewer Preliminary Design and Environmental Review.

Drafter: Bennett

Notes: Consent

TMP 25-924 Consider Motion approving the Dresden Hill Park Playground Improvement Project.

Drafter: Tussing

Notes: Regular #1 (15 min.)

TMP 25-928 Consider Motion approving the Central Park Playground Improvement Project

Drafter: Tussing

Notes: Regular #2 (15 min.)

TMP 25-943 Consider Approving Disbursements totaling $

Drafter: Grant

Notes: consent

TMP 25-909 Consider Approval of Mayoral Board and Commission Appointments.

Drafter: Hoffman

Notes: consent

TMP 25-914 Consider Resolution Dedicating Source of Public Revenue for the Local Housing Trust Fund.

Drafter: Martig

Notes: consent

TMP 25-996 Consider Resolution Supporting the Authority to Impose a Local Sales Tax to Fund Specific Capital Improvements Providing Regional Benefit, to Establish the Duration of the Tax and the Revenue to be Raised by the Tax, and to Authorize the City to Issue Bonds Supported by the Sales Tax Revenue.

Drafter: Martig

Notes: Regular #4 (30 min.)

TMP 25-942 Consider Resolution to Accept Public Improvements - Kraewood Development

Drafter: Simonson

Notes: consent

TMP 26-043 Approve application for premises permit for the Waterford Warriors Snowmobile Club at Applebee’s.

Drafter: Peterson

Notes: Consent

TMP 26-022 Council Resolution Amending Redevelopment Tax Increment Financing District and a TIF Assistance Agreement for the Archer Redevelopment Project.

Drafter: Martig

Notes: Regular #5 (30 min.)

TMP 25-945 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 26-045 Oath of Office Ceremony for Northfield Police Department Officer Kyle Sladek.

Drafter: Schroepfer

Notes: Presentation #1 (10 min.)

TMP 25-722 Consider Approval of January 6, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-723 Consider Approval of January 13, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent

Tuesday, February 3, 2026

TMP 25-696 Consider Resolution Approving Plans and Specifications and Order Advertisement for Bids for the 2026 Mill and Overlay & Mill Towns State Trail Project (STRT2026-A83).

Drafter: Simonson

Notes: Regular #__ (__ min.)

TMP 25-799 Approve Resolution accepting the Rice County All Hazard Mitigation Plan.

Drafter: Schroepfer

Notes: consent

TMP 25-815 Consider Resolution Approving a New Joint Resolution for Orderly Annexation By and Between Bridgewater Township and the City of Northfield.

Drafter: Martig

Notes: consent; on hold until further discussion (12-11-25)

TMP 25-916 Consider Resolution Awarding Bond Sale for Utility Bonds for Jefferson Parkway/Sandstone Street Utility Extension Project.

Drafter: Bennett

Notes: Consent/Regular?

TMP 26-016 Consider Resolution Authorizing the Purchase of Property at 1400 Jefferson Road for Northfield Hospital & Clinic.

Drafter: Martig

Notes: Regular #1 (15 min.)

TMP 25-846 Consider Resolution approving Contract with the State of Minnesota for the Reconstruction of the Mill Towns State Trail in Sechler Park.

Drafter: Bennett

Notes: Consent

TMP 26-007 First Reading Consideration of a Zoning Map Amendment for 304 2nd St. W.

Drafter: Hughey

Notes: consent/regular (pending PC mtg.)

Ord. 1082 Consider Ordinance Amending Northfield City Code, Chapter 30 - Health and Sanitation, Article II. - Tobacco (First Reading).

Drafter: Martig

Notes: Regular #__ (45 min.); Postponed from Aug. 2025

TMP 25-724 Consider Approval of January 20, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, February 10, 2026

TMP 25-832 Review of Tree Ordinance (Beumer/Zweifel Request).

Drafter: Bennett

Notes: #__ (___ min.)

Tuesday, February 17, 2026

TMP 26-006 Summary Publication Notice for the Text Amendment to Park Dedication Fees.

Drafter: Schmidt

TMP 25-699 Consider Accepting Bids and Awarding Contract - Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84).

Drafter: Simonson

Notes: Consent

TMP 26-008 2nd Reading Consideration of a Zoning Map Amendment for 304 2nd St. W.

Drafter: Hughey

Notes: consent

TMP 26-009 Summary Publication of a Zoning Map Amendment for 304 2nd St. W.

Drafter: Hughey

Notes: consent

TMP 26-005 Second Reading of Ordinance to Amend the Text Related to Park & Trail Dedication Fees.

Drafter: Schmidt

Notes: Consent

TMP 25-974 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 25-725 Consider Approval of February 3, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-742 Consider Approval of February 10, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent

Tuesday, March 3, 2026

TMP 25-786 Review and Discussion of Organized Collection for Curbside Compost Service (food/wet waste) & Request for Proposal.

Drafter: Bennett

Notes: Regular #__ (60 min.)

TMP 25-883 Approve Vehicle for Hire License Renewals.

Drafter: Peterson

Notes: consent

TMP 25-884 Approve Refuse License Renewals.

Drafter: Peterson

Notes: consent

TMP 25-885 Consider Approval of Liquor License Renewals.

Drafter: Peterson

Notes: consent

TMP 26-018 Consider Amendment to Chapter 34: Land Development Code: Article 5. Subdivision of Land. 5.26 Parks, Trails and Open Space Dedication (First Reading).

Drafter: Martig

Notes: Regular #__ (__ min.)

TMP 26-003 First Reading of Ordinance to Amend the Text Related to Park & Trail Dedication Fees.

Drafter: Schmidt

Notes: Regular #__ (20 min.)

TMP 25-819 Presentation on Youth First Activities

Drafter: Hoffman

Notes: Presentation #1 (10 min.); confirmed 10/22/25

TMP 25-743 Consider Approval of February 17, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

Tuesday, March 17, 2026

TMP 25-697 Consider Accepting Bids and Awarding Contract - 2026 Mill and Overlay & Mill Towns State Trail Improvements Project (STRT2026-A83)

Drafter: Simonson

Notes: Consent

TMP 25-977 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 25-744 Consider Approval of March 10, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent

TMP 25-767 Consider Approval of March 3, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent