

## ORDINANCE NO. 1090

### AN ORDINANCE AMENDING NORTHFIELD CITY CODE, CHAPTER 2, RELATED TO CITY BOARDS AND COMMISSIONS

**THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT** (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. Northfield Code, Chapter 2 – Administration, Article I. – In General, Division 5. – Public Art Program, Section 2-51. – Administration of public art program, is hereby amended as follows:

#### **Sec. 2-51. - Administration of public art program.**

(a) Responsibilities.

- (1) Subject to the provisions of this division and applicable law and charter relating to expenditures for the arts, the city staff shall be responsible for administering the city's public art ~~program with the assistance of the public art commission~~, as outlined in this division and other related city council adopted policies.
- (2) City staff, ~~in consultation with the public art commission~~, shall prepare an annual fiscal year report to the city council presented no later than March annually, which shall include at least the following:
  - a. A description of the artwork completed, obtained or commenced in the previous year;
  - b. A description of the city capital improvement projects designated for inclusion of public art by the city council in the upcoming year and of the funding source; and
  - c. A budget for the income and expenditures for such city capital improvement projects.
- (3) City staff, ~~in consultation with the public art commission~~, shall review artwork proposed for permanent or long-term placement on city property to determine an appropriate location for the placement of the artwork. Artwork to be placed in a museum or gallery is excepted from this process. To make the determination, City staff, ~~in consultation with the public art commission~~, may examine the artwork itself or a design or model of the same.
- (4) Prior to moving or removing any artwork placed in, on or about city property pursuant to the public art program, city staff shall first consult with any relevant parties, as determined by staff ~~submit such proposed change to the public art commission input prior to completing.~~
- (5) During the design phase of artwork, city staff shall determine the maintenance requirements of every artwork, recommend to the responsible department the type, frequency and extent of maintenance required to preserve the quality and value of every artwork, and inspect such maintenance work for the guidance of the city departments concerned. It is the responsibility of the site manager or appropriate department head to provide for the maintenance of artwork in their routine site maintenance program.

SECTION 2. Northfield Code, Chapter 2 – Administration, Article I. – In General, Division 5. – Public Art Program, Section 2-52. – Administration of funds, Subsection (d) Disbursement procedures, is hereby amended as follows:

- (d) *Disbursement procedures.* Eligible funds and other amounts deposited into the public art account shall be

budgeted and expended in the same manner as other city revenues and used for public art projects commissioned pursuant to this division. Eligible funds and other amounts deposited into the public art account shall be disbursed in accordance with procedures established by the city's finance director for public art projects commissioned pursuant to this division. Each disbursement from such public art account or from other appropriations for public art shall be documented by the public art commission city staff liaison and presented at monthly public art commission meetings, and authorized in accordance with applicable law and accounting principles governing expenditures from the city's budget. Disbursement of funds from the public art account to pay for public art acquired pursuant to this section shall be made in accordance with procedures established by the city's finance director.

SECTION 3. Northfield Code, Chapter 2 – Administration, Article VI. – Boards and Commissions, Division 4. – Public Art Commission, is hereby repealed in its entirety as follows:

#### ***DIVISION 4. ~~PUBLIC ART COMMISSION RESERVED~~***

##### ***Sec. 2-356. Established; purpose.***

~~There is hereby established within the city public art commission to advise the city council in planning, commissioning, acquiring, promoting, and enhancing public art and creative placemaking activities throughout the city.~~

##### ***Sec. 2-357. Membership; term.***

- ~~(a) The public art commission shall consist of up to seven regular voting members. In addition to the seven regular commission members, there shall be one student voting member and up to three student ex-officio nonvoting members on the commission. Up to two of the foregoing members may, but need not, be appointed from and reside outside city limit. All appointments shall be as provided in section 2-284.~~
- ~~(b) Members, except as otherwise provided herein with respect to student members, shall be appointed for terms of three years. Members shall be limited to three consecutive terms, not counting partial terms, across one or multiple boards and commissions.~~
- ~~(c) The public art commission may invite to meetings and consult periodically with artists and arts organizations to advise the commission on arts projects as deemed necessary by the commission in its discretion. These arts consultants/advisors may include artists, arts organizations, Carleton and St. Olaf Colleges, local schools, the business community, or be members of the community at large, but the same shall not be considered members or act as part of the commission.~~

##### ***Sec. 2-358. Duties and Responsibilities.***

~~The public arts commission shall be advisory to the city council and its responsibilities shall include the following:~~

- ~~(1) Provide leadership for completing the city's comprehensive plan sections regarding arts goals and planning, and provide ongoing input for plan revisions;~~
- ~~(2) Facilitate collaboration and joint planning among public and private agencies involved with related issues such as economic development, tourism, and arts education;~~
- ~~(3) In cooperation with existing city departments and with the city council, develop and advocate design standards for city facilities, public areas, and private development, in order to advance a coherent image of Northfield as a place of unique aesthetic, architectural, and cultural identity;~~

- (4) ~~Develop policies, procedures and standards for evaluating offers of gifts of art made to the city and recommend that gifts of art be accepted or not accepted by the city council;~~
- (5) ~~Advise the city council and city departments on commissioning, placement and maintenance of works of art that have been purchased or accepted by the city, or which are owned by the city because they have been produced or created with public funds;~~
- (6) ~~Operate in accordance with division I of this article VI.~~

**Secs. 2-35956—2-374. Reserved.**

SECTION 4. Northfield Code, Chapter 2 – Administration, Article VI. – Boards and Commissions, Division 6. – Northfield Alliance for Substance Abuse Prevention, is hereby repealed in its entirety as follows:

**~~DIVISION 6. YOUTH SUBSTANCE PREVENTION ALLIANCE RESERVED~~**

**~~Sec. 2-391. Established; purpose.~~**

~~There is hereby established within the city a commission entitled "Youth Substance Prevention Alliance" (the "commission") for the purpose of: raising awareness about youth alcohol and drug use; supporting and encouraging efforts to increase community education about youth alcohol and drug use; providing a citizen voice in community efforts to reduce youth alcohol and drug use; examining existing policies and practices in the community around youth alcohol and drug use; understanding and addressing the impact of youth mental health issues on substance use and abuse; facilitating collaborative efforts with community partners on youth alcohol and drug use prevention, and developing and making recommendations to the city council regarding youth alcohol and drug use prevention efforts. The primary, but not exclusive, focus of the commission's efforts will be school-age youth of 18 years of age or younger.~~

**~~Sec. 2-392. Membership; term.~~**

- (a) ~~The commission shall consist of 11 voting volunteer members, including seven regular members and four student members. Up to two of the foregoing members may, but need not, be appointed from and reside outside city limit, provided such person(s) has a demonstrated interest in the city, knowledge, and/or background that is beneficial to the commission in the judgment of the mayor. All appointments shall be as provided in section 2-284.~~
- (b) ~~Members, except as otherwise provided herein with respect to student members, shall be appointed for terms of three years. Members shall be limited to three consecutive terms, not counting partial terms, across one or multiple boards and commissions.~~
- (c) ~~Youth commission members either must attend school within the Northfield Public School district, or live or work within the geographic boundaries of the City of Northfield.~~

**~~Sec. 2-393. Reserved.~~**

**~~Sec. 2-394. Duties and Responsibilities.~~**

- (a) ~~The duties and responsibilities of the commission shall be to:~~
  - (1) ~~Raise awareness about youth alcohol and drug use;~~
  - (2) ~~Support and encourage efforts to increase community education about youth alcohol and drug use;~~
  - (3) ~~Provide a citizen voice in community efforts to reduce youth alcohol and drug use;~~

- ~~(4) Examine existing policies and practices in the community around youth alcohol and drug use;~~
  - ~~(5) Understand and address the impact of youth mental health issues on substance use and abuse;~~
  - ~~(6) Facilitate collaborative efforts with community partners on youth alcohol and drug use prevention;~~
  - ~~(7) Develop and make recommendations to the city council regarding youth alcohol and drug use prevention efforts; and~~
  - ~~(8) Operate in accordance with division 1 of this article VI.~~
- ~~(b) The duties and responsibilities of the commission shall be exercised upon the request of the mayor, the city council, or directly upon the initiative of the commission.~~

**Secs. 2-39591—2-400. Reserved.**

SECTION 5. Northfield Code, Chapter 2 – Administration, Article VI. – Boards and Commissions, Division 8. – Housing and Redevelopment Authority, is hereby amended as follows:

**Sec. 2-411. Established; purpose.**

There is established in the city by and through city council enabling resolution adopted January 27, 1969, and by city council resolution no. 90-250, dated August 6, 1990, as amended by city ordinance no. 851, dated November 6, 2006, and as amended by city council resolution no. 2020-001, dated January 28, 2020, and as amended by city council resolution no. 2025-093, dated September 23, 2025, as the same may be further amended from time to time by the city council, a housing and redevelopment authority with the duties and responsibilities as provided in said enabling documents, as amended, and Minnesota Statutes, Chapter 469.

**Sec. 2-412. - Membership; appointment; term; vacancies.**

The size of the commission, appointment of members, terms, and procedures to fill vacancies shall be as provided in Minn. Stat. § 469.003. Council members, acting as a housing and redevelopment authority under Minnesota Statutes, Chapter 469, shall be appointed to and serve as the commissioners of the housing and redevelopment authority. The council members' respective terms as commissioners shall coincide with their respective term of office as a council member.

**Sec. 2-413. - Removal; bylaws; officers; organization; compensation.**

The authority to remove commissioners, and the authority to adopt bylaws and rules of procedure, the election of officers, and other organizational matters shall be as provided in Minn. Stat. §§ 469.010 and 469.011, respectively.

SECTION 6. Northfield Code, Chapter 2 – Administration, Article VI. – Boards and Commissions, Division 12. – Parks and Recreation Advisory Board, is hereby repealed in its entirety as follows:

**~~DIVISION 12. – PARK AND RECREATION ADVISORY BOARD RESERVED~~**

**~~Sec. 2-451. Established; purpose.~~**

~~There is hereby established a park and recreation advisory board for the purpose of advising the city on matters concerning parks and recreation in the city.~~

**~~Sec. 2-452. — Membership; term.~~**

- ~~(a) — The park and recreation advisory board shall consist of seven voting members. In addition to the seven regular members, there shall be one student voting member and up to three student ex-officio non-voting members. Up to two of the foregoing members may, but need not, be appointed from and reside outside city limit, provided such person(s) has a demonstrated interest in the city, knowledge, and/or background that is beneficial to the commission in the judgment of the mayor. All appointments shall be as provided in section 2-284.~~
- ~~(b) — Members, except as otherwise provided herein with respect to student members, shall be appointed for terms of three years. Members shall be limited to three consecutive terms, not counting partial terms, across one or more boards and commissions.~~

**~~Sec. 2-453. — Duties and responsibilities.~~**

~~The park and recreation advisory board shall act in an advisory capacity to the city council regarding the public parks system and all public recreational facilities and programs of the city. The board shall assist in the long range planning for land acquisition for parks, as well as detailed plans for park development and use. The board shall operate in accordance with division 1 of this article VI.~~

**~~Secs. 2-454~~51 — 2-460. - Reserved.**

SECTION 7: This Ordinance shall take effect thirty days after its publication.

Passed by the City Council of the City of Northfield, Minnesota, this \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

VOTE:        \_\_\_\_ ZWEIFEL \_\_\_\_ BEUMER \_\_\_\_ DAHLEN \_\_\_\_ HOLMES  
              \_\_\_\_ NESS \_\_\_\_ PETERSON WHITE \_\_\_\_ SOKUP

First Reading:	
Second Reading:	
Published:	