



City of Northfield

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

Meeting Agenda

City Council

Tuesday, January 21, 2025

6:00 PM

Council Chambers

6:00 PM - CITY COUNCIL MEETING AGENDA

CALL TO ORDER

Mayor: Zweifel

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

LISTENING SESSION

Persons may take one opportunity to address the Council on any topic not on the regular agenda. The Council or staff may respond immediately or at a later date, depending on time and complexity. Speakers are encouraged to sign up to speak by 12:00 noon the day of the meeting on the City's website or through the City Clerk's office. Persons will be asked to complete a sign up card if they did not sign up in advance. Comments may also be made electronically until 12:00 noon on the day of the meeting through the eComment (electronic comment) system. Any eComments received for the meeting can be viewed on the City's website.

APPROVAL OF AGENDA

CONSENT AGENDA

Agenda items below are approved by one motion unless a Council member requests separate action. All items approved by majority vote unless noted.

1. [25-045](#) Consider Approval of January 7, 2025 City Council Meeting Minutes.

Attachments: [1 - 01-07-2025 Council Meeting Minutes](#)

2. [25-046](#) Consider Approval of January 14, 2025 City Council Work Session Minutes.

Attachments: [1 - 01-14-25 Council Work Session Minutes](#)

3. [25-047](#) Consider Approving Disbursements totaling \$2,204,646.98

Attachments: [1 - Disbursements](#)

[2 - Disbursements](#)

[3 - Disbursements](#)

4. [Res. 2025-013](#) 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.012025](#)

5. [Res. 2025-008](#) Consider Resolution Approving Updated Charter Commission Administrative Process Policy 13.01.

Attachments: [1 - Resolution Charter Commission Process](#)
 [2 - 13.01 Charter Commission Administrative Process CLEAN UPDATE](#)
 [3 - 1.09 Charter Commission Administrative Process REDLINE](#)
 [4 - Current Version \(1.09\) Charter Administrative Process](#)

6. [Res. 2025-009](#) Consideration of City Council Policy 10.04 Low Income Rental Classification (LIRC) Program, 4d Affordable Housing Incentive Program.

Attachments: [1 - Resolution Approving Council Policy 10.04 Low Income Rental Classification Prog](#)
 [2 - Minnesota Housing LIRC Guide](#)
 [3 - Minnesota Statutes 2023, Section 273.128](#)
 [4 - MN Housing LIRC application](#)
 [5 - Policy 10.04 LIRC 4d Program](#)

7. [Res. 2025-010](#) Consider Resolution Approving Donation to MNSCU Riverland Community College.

Attachments: [1 - 2025 Donation Resolution of Command Van to College](#)
 [2 - 2025 Bill of Sale - Command Van to RCC](#)
 [3 - 2025 Northfield RCC Command Van Acknowledgement and Acceptance](#)

8. [25-049](#) Lease Agreement of 411 Water Street with the Northfield Arts Guild

Attachments: [1 - Lease Agreement - 411 Water - Northfield Arts Guild](#)
 [2 - Memo from Arts Guild](#)

PUBLIC HEARINGS AND RELATED ACTION

The public will have the opportunity to speak for or against the issue for a maximum of two (2) minutes (not including interpreter's time) per item. The Mayor will recognize speaker at podium and conversation will be between the Mayor and speaker. Persons 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. Citizens who have material to be handed out shall provide a minimum of 12 copies of the material to the City Administrator. The City Administrator will then pass the information to the appropriate people.

9. [25-050](#) Public Hearing on Adopting the Street Reconstruction and Overlay Plan (SROP) and Issuance of Street Reconstruction and Overlay Bonds.
- Attachments:** [1 - Northfield SROP 2025 to 2029 \(1.21.25 Public Hearing version\)](#)
 [2 - 250121 Public Hearing SROP Presentation](#)
10. [Res. 2025-011](#) Consider Resolution Adopting the Street Reconstruction and Overlay Plan (SROP) and Issuance of Street Reconstruction and Overlay Bonds.
- Attachments:** [1 - DOCSOPEN-#999310-v1-Northfield SRP 2025A RESOLUTION APPROVING S](#)
 [2 - Northfield SROP 2025 to 2029 \(1.21.25 Public Hearing version\)](#)
11. [25-051](#) Public Hearing for Ordinance 1074 Vacating a Portion of Right-of-Way Adjacent to 2000 Jefferson Road.
- Attachments:** [1 - Vacation Survey](#)
 [2 - Legal Descriptions](#)
 [3 - Public Hearing Notice Newspaper](#)
 [4 - Public Hearing Notice Mailing](#)
 [5 - Public Hearing Vacation Ordinance Presentation](#)
12. [Ord. 1074](#) Consider First Reading of Ordinance 1074 Vacating Right-of-Way Adjacent to 2000 Jefferson Road.
- Attachments:** [1 - Ordinance](#)
 [2 - Location Map](#)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

13. [25-052](#) Reports From the Mayor and Council Members.

REGULAR AGENDA

Persons that wish to speak on a regular agenda item must provide name and address by completing & submitting a sign up card. Persons may also use the electronic register to speak option on the City's website or contact the City Clerk no later than 12:00 noon on the day of the meeting. Persons may also provide comments through the eComment (electronic comment) system no later than 12:00 noon on the day of the meeting. The Mayor will call up individuals to speak, based on preregistration and cards submitted, after the staff report on an item. Please be respectful of the public's and the Council's time. Members of the public wishing to speak must adhere to the following guidelines:

- *Speak only once for no more than two minutes (not including interpreter's time) on the topic unless the speaker is addressed by the Council;*
- *Identify your relationship to the topic;*
- *Have a spokesperson or two for your group to present your comments;*
- *Persons wanting a response to a question must submit the question in writing to the City Clerk, including name and how you would like to be contacted.*

14. [Res. 2025-012](#) Consider Accepting Bids and Awarding Contract - Water Treatment Plant Project.

Attachments: [1 - Res. Accept Bids and Award Contract](#)
 [2 - Bid Tabulation](#)
 [3 - Bid Recommendation](#)
 [4 - Water Rates Report](#)
 [5 - Water Treatment Plant Award Presentation](#)
 [6 - SUPPLEMENTAL 1 - City Council Supplemental Agenda Background Memo No. 1](#)
 [7 - SUPPLEMENTAL 1 - Beumer WTP Memo](#)
 [8 - SUPPLEMENTAL 1 - Dahlen January 21 Council Minutes request](#)
 [9 - SUPPLEMENTAL 1 - Dahlen WTP Jan 8 memo to KathleenJessica](#)
 [10 - SUPPLEMENTAL 2 - City Council Supplemental Agenda Background Memo No.](#)
 [11 - SUPPLEMENTAL 2 - Water Treatment Plant Award Presentation](#)

15. [25-053](#) City Council discussion on the 2026 Spring Creek Road Reconstruction & Mill Towns State Trail Improvements Project Feasibility Report.

Attachments: [1 - Project Location Map](#)
 [2 - Feasibility Report - Draft](#)
 [3 - Woodley Street and Spring Creek Road Traffic Safety and Stop Analysis.pdf](#)
 [4 - Project Process](#)
 [5 - Council Presentation](#)

ADMINISTRATORS UPDATE

16. [25-054](#) City Administrator's Update.

Attachments: [1 - Upcoming Agenda Items \(01-15-25\)](#)

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