

City of Northfield

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



Meeting Agenda

Tuesday, February 17, 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**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.

1. [26-084](#) Consider Approval of February 10, 2026 City Council Meeting Minutes.

Attachments: [1 - 02-10-2026 Council Meeting Minutes](#)

2. [26-085](#) Consider Approval of February 10, 2026 City Council Work Session Minutes.

Attachments: [1 - 02-10-2026 Council Work Session Minutes](#)

3. [26-086](#) Consider Approving Disbursements totaling \$703,542.51

Attachments: [1 - Disbursements](#)

4. [Ord. 1091](#) Consideration of the Second Reading of Ordinance 1091, a Zoning Map Amendment for the property at 304 2nd St. W. from R1 - Low Density Residential to C1 - Downtown.

Attachments: [1 - Ordinance 1091 Re-Zoning Action](#)

[2 - PC Resolution Recommeding Re-Zoning to Council](#)

5. [26-087](#) Consideration of Summary Publication of Ordinance No. 1091 a Zoning Map Amendment for 304 2nd St. W. from R1-B: Residential to C1-B: Downtown Commercial.

Attachments: [1 - Summary Publication](#)

6. [26-088](#) Consider Motion approving Contract Amendment #1 with ISG for Professional Services for the Mill Towns State Trail (Woodley Street to Waterford Bridge) Project (PARK2023-F16).

Attachments: [1 - 30059 Const Services Fee Rev 01 Proposal 2026-01-15](#)

7. [Res. 2026-024](#) Consider Accepting Bids and Awarding Contract - Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84).

Attachments: [1 - Resolution Accept Bid](#)

[2 - Resolution 2026-012.pdf](#)

[3 - Project Location Map](#)

[4 - STRT2026-A84 2026 Spring Creek Road Reconstruction and Mill Towns State Trail](#)

[5 - Project Process](#)

8. [26-089](#) Consider Motion Approving Permanent and Temporary Easements for the Spring Creek Road Reconstruction & Mill Towns State Trail Improvements Project.

Attachments: [1 - Temporary and Permanent Easements](#)

[2 - Easements Spreadsheet](#)

[3 - Project Process](#)

9. [26-090](#) Consider Approval of Contract for Comprehensive Sewer Plan.

Attachments: [1 - Bolton and Menk Comp Sewer Plan Contract](#)

[2 - 2026-01-12 Northfield \(Wagner\) Sewer Sys Comp Plan Updated Proposal LTR with](#)

10. [Res. 2026-025](#) Consider Resolution Dedicating Source of Public Revenue for the Local Housing Trust Fund.

Attachments: [1 - Resolution Designating Statewide Affordable Housing Aid](#)

[2 - HRA Resolution 2024-001 \(Amended on 3-6-2025\)](#)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

11. [26-091](#) 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.

12. [26-092](#) Sustainable Building Policy

Attachments: [1 - CC SBP Final](#)

ADMINISTRATORS UPDATE

13. [26-093](#) City Administrator's Update.

Attachments: [1 - Upcoming Council Agenda Items \(02-12-26\)](#)

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.



City of Northfield

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801 Washington Street
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Legislation Text

File #: 26-084, **Version:** 1

City Council Meeting Date: February 17, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk

Consider Approval of February 10, 2026 City Council Meeting Minutes.

Action Requested:

The City Council is asked to consider approval of the February 10, 2026 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
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Tuesday, February 10, 2026

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: Engineering Manager Sean Simonson; Public Works Director/City Engineer David Bennett; Police Chief Jeff Schroepfer; Finance Director Brenda Angelstad; City Administrator Ben Martig and City Clerk Lynette Peterson.

OPEN PUBLIC COMMENT

None.

APPROVAL OF AGENDA

Mayor Zweifel noted Supplemental Agenda Background Memo No. 1.

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

Yes: 6 - C. Ness, C. Holmes, C. Sokup, C. Beumer, C. Dahlen, and Mayor Zweifel

Not Present: 1 - C. Peterson White

CONSENT AGENDA

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

A motion was made by Council Member Ness, seconded by Council Member Holmes, 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. 26-066 Consider Approval of January 20, 2026 City Council Meeting Minutes.

2. 26-067 Consider Approving Disbursements totaling \$4,945,603.91

3. [26-068](#) Consider Approval of Mayoral Board and Commission Appointments.
4. [Res. 2026-018](#) Consider Resolution Approving the Rice County All Hazard Mitigation Plan.
5. [26-069](#) Consider Approving Minnesota Employment and Economic Development Grant Agreement for Phase II of the Northfield Skateboard Park Project.
6. [Res. 2026-020](#) Consider Resolution Supporting Further Exploration of Southeast Minnesota Transit Management Organization Feasibility Study.
7. [26-070](#) Consider Motion Authorizing Submittal of Application for the State Transportation Improvement Project (STIP) - Fiscal Year 2030 - Jefferson Road and Honeylocust Drive Mill and Overlay.
8. [Ord. 1091](#) Consideration of the First Reading of Ordinance 1091, a Zoning Map Amendment for the property at 304 2nd St. W. from R1 - Low Density Residential to C1 - Downtown.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

9. [26-071](#) Reports From the Mayor and Council Members.

Councilor Holmes - Ehlers Public Finance Seminar.
Councilor Dahlen - No report.
Councilor Beumer - Beyond the Yellow Ribbon Meeting; EDA Meeting.
Councilor Sokup - No report.
Councilor Peterson White - EDA Meeting, Hospital Board Meeting.
Councilor Ness - Beyond the Yellow Ribbon Meeting; 911 Joint Powers Board Meeting; NAFRS Board Meeting; Ice Arena 50 Year Anniversary.
Mayor Zweifel - Sharing Impacts of Operation Impact Metro Surge.

REGULAR AGENDA

10. [Res. 2026-019](#) Consider Resolution Awarding Bond Sale for Utility Bonds for Jefferson Parkway/Sandstone Street Utility Extension Project.

Finance Director Brenda Angelstad introduced Nick Anhut, Senior Financial Advisor with Ehlers and Associates. Anhut presented on the sale of \$12,335,000 General Obligation Water Revenue Bonds, Series 2026A. The bond sale includes \$12.1 million water system improvements, plus estimated issuance costs with a proposed repayment structure of 20-year debt service repayment from water funds. Anhut stated Standard and Poors affirmed the City's "AA" credit rating. The City received eight bids with the low bidder being UMB Bank at 3.5073%. Anhut indicated an updated resolution was presented to the Council with the amount reduced to \$11,385,000 with a true interest cost of 3.5346%.

A motion was made by Council Member Ness, seconded by Council Member Beumer, to approve Resolution No. 2026-019 Awarding the Sale of \$11,385,000 General Obligation Water Revenue Bonds, Series 2026A. 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

11. Res. 2026-021 Consider Resolution Approving Plans and Specifications and Order Advertisement for Bids for the 2026 Mill and Overlay and Mill Towns State Trail Improvements Project (STRT2026-A83).

Engineering Manager Sean Simonson introduced the item giving background on the project including location, improvements, project costs/funding and project process/timeline. Simonson, Public Works Director/City Engineer David Bennett and City Administrator Ben Martig answered questions from the Council.

A motion was made by Council Member Holmes, seconded by Council Member Peterson White, to approve Resolution No. 2026-021 Approving Plans and Specifications and Authorizing Advertisement for Bids 2026 Mill and Overlay and Mill Towns State Trail Improvements Project STRT2026-A83. The motion carried by the following vote:

Yes: 6 - C. Holmes, C. Sokup, C. Peterson White, C. Beumer, C. Dahlen, and Mayor Zweifel

No: 1 - C. Ness

12. Res. 2026-022 Consider Resolution requesting MnDOT provide safety solutions for Walking and Biking at grade and below the upcoming 2032 Trunk Highway TH-3 Bridge Replacement over the Cannon River and 2033 TH-3 Bridge Replacement over the Railroad.

Public Works Director/City Engineer David Bennett introduced the item giving an overview of the Southeast Minnesota Transit Management Organization Study including Northfield area studies overview; TH 3 Bridges Scoping Study; TH 3 Dundas Corridor Study; TH 19 projects update and next steps.

Bennett answered questions from the Council.

A motion was made by Council Member Peterson White, seconded by Council Member Holmes, to approve Resolution No. 2026-022 Requesting MnDOT to Provide Safety Solutions for Walking and Biking At and Below Grade in the Upcoming 2032 TH-3 Bridge Replacement over the Cannon River and 2033 TH-3 Bridge Replacement over the Railroad. 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

ADMINISTRATORS UPDATE

13. 26-072 City Administrator's Update.

City Administrator Ben Martig and Public Works Director/City Engineer David Bennett updated the Council on public works projects. Martig gave an update on the ice arena solar and current legislative issues.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member

Beumer, to adjourn the meeting at 7:11 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



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Legislation Text

File #: 26-085, **Version:** 1

City Council Meeting Date: February 17, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk

Consider Approval of February 10, 2026 City Council Work Session Minutes.

Action Requested:

The City Council is asked to consider approval of the of February 10, 2026 City Council Work Session 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
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Tuesday, February 10, 2026

6:00 PM

Council Chambers

Work Session
Will Follow the Regular City Council Meeting

6:00 PM - CITY COUNCIL WORK SESSION AGENDA

CALL TO ORDER

Mayor Zweifel called the meeting to order at 7:18 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: Police Chief Jeff Schroepfer, Finance Director Brenda Angelstad, City Administrator Ben Martig and City Clerk Lynette Peterson.

REGULAR AGENDA

1. 26-073 Discussion of Financial Review Areas of Focus, Process, and Representation.

City Administrator Ben Martig introduced the item. This item was requested by Council Member Peter Dahlen as a discussion. Council Member Dahlen gave background on his request referencing a University of Minnesota study regarding a Citizens Advisory Group to advise the Council on the revenue and spending decisions of the City. The Council discussed the concept of this type of a group and noted the pros and cons of creating a Citizens Advisory Group.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Beumer, to adjourn the meeting at 8:04 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



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Legislation Text

File #: 26-086, **Version:** 1

City Council Meeting Date: February 17, 2026

To: Mayor and City Council
City Administrator

From: Mary Grant, Accounting Supervisor

Consider Approving Disbursements totaling \$703,542.51

Action Requested:

The Northfield City Council approves disbursements totaling \$703,542.51.

Summary Report:

Disbursement Description	Date	Amount
2/06/26 Payroll	02/06/2026	315,751.62
2/06/26 PR Ck's EFT's	02/06/2026	387,790.89
Total		\$703,542.51

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 02/02/2026 - 02/06/2026

Check Date	Bank Account	Check #	Payee	Description	Account Dept	Amount
Fund: 101 General Fund						
Dept: 0000 Revenue						
02/06/2026	MAIN	139741	MN CHILD SUPPORT PAYMENT CNTR	Remittance	22170 0000	196.12
02/06/2026	MAIN	3926(E)	ICMA RETIREMENT TRUST - #303324	Remittance	22143 0000	1,211.31
				Remittance	22149 0000	713.46
			Check MAIN 3926(E) Total for Fund 101 General Fund			1,924.77
02/06/2026	MAIN	3927(E)	IRS - PAYROLL DRAFT	Remittance	22110 0000	44,072.85
				Remittance	22113 0000	20,519.83
				Remittance	22113 0000	20,519.83
				Remittance	22114 0000	6,528.07
				Remittance	22114 0000	6,528.07
			Check MAIN 3927(E) Total for Fund 101 General Fund			98,168.65
02/06/2026	MAIN	3928(E)	MINNESOTA STATE RETIREMENT SYSTEM	Remittance	22144 0000	4,490.40
				Remittance	22147 0000	3,046.25
				Remittance	22142 0000	213.05
				Remittance	22142 0000	378.44
				Remittance	22142 0000	240.57
				Remittance	22142 0000	134.00
				Remittance	22142 0000	3,315.15
				Remittance	22142 0000	1,242.20
				Remittance	22142 0000	1,803.62
				Remittance	22142 0000	609.53
				Remittance	22142 0000	218.12
				Remittance	22142 0000	205.07
				Remittance	22142 0000	1,066.96
				Remittance	22142 0000	341.78
				Remittance	22142 0000	600.28
				Remittance	22142 0000	168.84
				Remittance	22142 0000	6,051.48
			Check MAIN 3928(E) Total for Fund 101 General Fund			24,125.74
02/06/2026	MAIN	3929(E)	MN DEPT OF REVENUE	Remittance	22170 0000	150.00
02/06/2026	MAIN	3930(E)	MN DEPT OF REVENUE - PAYROLL DRAFT	Remittance	22112 0000	20,099.29
02/06/2026	MAIN	3931(E)	PERA - DRAFT FROM PAYROLL	Remittance	22140 0000	21,737.76
				Remittance	22140 0000	25,082.10
				Remittance	22140 0000	14,667.60
				Remittance	22140 0000	22,001.40
				Remittance	22140 0000	66.04
				Remittance	22140 0000	66.04
			Check MAIN 3931(E) Total for Fund 101 General Fund			83,620.94
02/06/2026	MAIN	3932(E)	VANTAGEPOINT TRANSFER AGENTS-#7061	Remittance	22148 0000	378.47
Total For Dept: 0000						
Dept: 4100 Mayor & City Council						
02/02/2026	MAIN	3920(A)	NORTHFIELD HISTORICAL SOCIETY	2026 2ND HALF CONSULTANT PAYMENT	44917 4100	23,250.00
Total For Dept: 4100						
Dept: 4110 Administration						

CHECK DISBURSEMENT REPORT FOR CITY OF NORTHFIELD
CHECK DATE 02/02/2026 - 02/06/2026

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4110 Administration							
02/02/2026	MAIN	3915(A)*#	FLAHERTY & HOOD, P.A.	GENERAL LEGAL SERVICES CIVIL COUNCIL LEGAL PLANNING LEGAL	43304	4110	512.50
					43304	4110	843.75
					43304	4110	1,177.50
			Check MAIN 3915(A) Total for Fund 101 General Fund				2,533.75
			Total For Dept: 4110				2,533.75
Dept: 4150 Human Resources							
02/02/2026	MAIN	3919(A)	NATIONAL ENROLLMENT PARTNERS LLC	SERVICE AGREEMENT-EASE SUPPORT-JAN 2026	43300	4150	284.00
			Total For Dept: 4150				284.00
Dept: 4160 Community Development							
02/02/2026	MAIN	3921(A)*#	RR LARSON & ASSOCIATES	Radio ads - Community Development	43300	4160	227.00
			Total For Dept: 4160				227.00
Dept: 4190 City Hall Operations							
02/02/2026	MAIN	3923(A)*#	STERICYCLE, INC	OCT 2025 - SHRED SVC	43302	4190	146.22
			Total For Dept: 4190				146.22
Dept: 4200 Police Administration							
02/02/2026	MAIN	3915(A)*#	FLAHERTY & HOOD, P.A.	POLICE	43300	4200	358.75
02/02/2026	MAIN	3923(A)*#	STERICYCLE, INC	PD SHRED SVCS	43300	4200	119.47
			Total For Dept: 4200				478.22
Dept: 4300 Engineering							
02/02/2026	MAIN	3921(A)*#	RR LARSON & ASSOCIATES	Radio ads - Engineering	43300	4300	227.00
			Total For Dept: 4300				227.00
Dept: 4310 Streets							
02/02/2026	MAIN	3914(A)	FERGUSON WATERWORKS #2518	COLD PATCH FOR POTHOLE COLD PATCH FOR POTHOLE	43316	4310	338.70
			Check MAIN 3914(A) Total for Fund 101 General Fund		43316	4310	1,617.52
							1,956.22
02/02/2026	MAIN	3916(A)	H & L MESABI COMPANY	SNOW PLOW EDGES	43318	4310	2,050.00
02/02/2026	MAIN	3925(A)	ZIEGLER, INC.	WO#5204 #0928 DEF SENSOR IN GRATER STOCK PARTS FOR NEW LOADER	42222	4310	270.60
			Check MAIN 3925(A) Total for Fund 101 General Fund		42222	4310	651.63
							922.23
			Total For Dept: 4310				4,928.45
Dept: 4330 Facilities							
02/02/2026	MAIN	3913(A)*#	EPIC ENTERPRISES, INC	DEC 2025 CLEANING-PW, FAC	43306	4330	1,140.00
			Total For Dept: 4330				1,140.00
Dept: 4520 General Parks							
02/02/2026	MAIN	3909(A)*#	BOLTON & MENK, INC.	PARKS/PLAYGROUND IMPROVEMENTS- 10/11-11/	43300	4520	8,818.50
			Total For Dept: 4520				8,818.50
Dept: 4550 Library							

CHECK DISBURSEMENT REPORT FOR CITY OF NORTHFIELD
CHECK DATE 02/02/2026 - 02/06/2026

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General Fund							
Dept: 4550 Library							
02/02/2026	MAIN	3918(A)	INNOVATIVE OFFICE SOLUTIONS, LLC	DUSTERS, PAPER, SANITIZER PAPER	42218	4550	105.67
Check MAIN 3918(A) Total for Fund 101 General Fund							
Total For Dept: 4550							
Total For Fund: 101							
Fund: 211 NCRC							
Dept: 4580 NCRC							
02/02/2026	MAIN	3913(A)*#	EPIC ENTERPRISES, INC	DEC 2025 - NCRC CLEANING	43306	4580	356.50
02/02/2026	MAIN	3915(A)*#	FLAHERTY & HOOD, P.A.	NCRC	45520	4580	268.75
Total For Dept: 4580							
Total For Fund: 211							
Fund: 229 Communications							
Dept: 4180 Communication							
02/02/2026	MAIN	3910(A)	CIVIC PLUS	SSL for events.northfieldmn.gov	43300	4180	40.98
Total For Dept: 4180							
Total For Fund: 229							
Fund: 425 2024 CAPITAL PROJECTS							
Dept: 4800 Other Services							
02/02/2026	MAIN	3909(A)*#	BOLTON & MENK, INC.	2024 STREET IMPROVEMENTS PROF SVCS 11/22	45520	4800	688.00
Total For Dept: 4800							
Total For Fund: 425							
Fund: 426 2025 CAPITAL PROJECTS							
Dept: 4800 Other Services							
02/02/2026	MAIN	3909(A)*#	BOLTON & MENK, INC.	WALL STREET RD IMPROVEMENTS PROF SVCS 11	45520	4800	1,830.00
02/02/2026	MAIN	3915(A)*#	FLAHERTY & HOOD, P.A.	A70 STRT2022-A70 STREET	45520	4800	205.00
Total For Dept: 4800							
Total For Fund: 426							
Fund: 427 2026 CAPITAL PROJECTS							
Dept: 4800 Other Services							
02/02/2026	MAIN	3909(A)*#	BOLTON & MENK, INC.	2026 M&O/MTST IMPROVEMENTS PROF SVCS 11/ 2026 SPRING CREEK RD/MTST IMPROVEMENTS P	45520	4800	21,413.50
Check MAIN 3909(A) Total for Fund 427 2026 CAPITAL PROJECTS							
02/02/2026	MAIN	3912(A)	ENGAGE/NCG, INC.	10 POSTERS NEIGHBORHOOD MEETING JANUARY	45520	4800	230.00
Total For Dept: 4800							
Total For Fund: 427							
Fund: 458 MILL TOWN TRAIL WOODLEY TO WATERFORD BRI							

CHECK DISBURSEMENT REPORT FOR CITY OF NORTHFIELD
CHECK DATE 02/02/2026 - 02/06/2026

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 458 MILL TOWN TRAIL WOODLEY TO WATERFORD BRI							
Dept: 4800 Other Services							
02/02/2026	MAIN	3917(A)	I&S GROUP	MTST FINAL DESIGN/CONSTRUCT PROF SVCS TO MTST FINAL DESIGN/CONSTRUCT PROF SVCS TO	45520	4800	46,260.68
				Check MAIN 3917(A) Total for Fund 458 MILL TOWN TRAIL WOODLEY TO WATERFORD BRI	45520	4800	31,736.20
							77,996.88
Total For Dept: 4800							
Total For Fund: 458							
Fund: 601 Water Fund							
Dept: 6000 Water							
02/02/2026	MAIN	3911(A)	CLEAN RIVER PARTNERS	2025 Q4 WATER CONSERVATION - OCT-DEC 202	43300	6000	1,976.00
02/02/2026	MAIN	3915(A)*#	FLAHERTY & HOOD, P.A.	WATER LEGAL	43300	6000	307.50
Total For Dept: 6000							2,283.50
Total For Fund: 601							2,283.50
Fund: 602 Sewer Fund							
Dept: 6100 Wastewater							
02/02/2026	MAIN	3913(A)*#	EPIC ENTERPRISES, INC	DEC 2025 CLEANING-WW	43302	6100	152.00
02/02/2026	MAIN	3924(A)	USA BLUE BOOK	PH SENSOR DIGITAL PH SENSOR	42216	6100	1,167.51
				Check MAIN 3924(A) Total for Fund 602 Sewer Fund	42216	6100	1,574.10
							2,741.61
Total For Dept: 6100							2,893.61
Total For Fund: 602							2,893.61
Fund: 604 Storm Water Drainage							
Dept: 6300 Storm Water Drainage							
02/02/2026	MAIN	3915(A)*#	FLAHERTY & HOOD, P.A.	K37 STRM2023 STORMWATER & DISCHARGE LEGA	43300	6300	698.75
Total For Dept: 6300							698.75
Total For Fund: 604							698.75
Fund: 609 Liquor Store							
Dept: 6410 Liquor Store - Operations							
02/02/2026	MAIN	3922(A)	SERVICE MASTER BY AYOTTE	JANITORIAL LIQ NOV 2025	43306	6410	580.64
Total For Dept: 6410							580.64
Total For Fund: 609							580.64
Report Total:							387,790.89

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

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



City of Northfield

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

Legislation Text

File #: Ord. 1091, **Version:** 1

City Council Meeting Date: February 17, 2026

To: Mayor and Members of Council
City Administrator

From: Mathias Hughey, Associate City Planner

Consideration of the Second Reading of Ordinance 1091, a Zoning Map Amendment for the property at 304 2nd St. W. from R1 - Low Density Residential to C1 - Downtown.

Action Requested:

The Northfield City Council approves the second reading of Ordinance No. 1091 a Zoning Map Amendment by the Ana Ortiz Pano for the property at 304 2nd St. W.

Summary Report:

Ana Ortiz Pano has applied for a zoning map amendment for the property at 304 2nd St. W. (PID 2236451010). The requested amendment would change the zoning of the property from R1-B: Low Density Residential to C1 -B: Downtown and enable the applicant to develop a small mixed-use building, including a grocery store on the site.

The Public Hearing for the zoning map amendment was held by the Planning Commission at the January 15, 2026 meeting.

The Planning Commission considered the zoning map amendment at the January 15, 2026, Planning Commission meeting, and voted unanimously to recommend approval with one member absent.

The staff recommendation to the Planning Commission was for approval of the rezoning request. Staff recommends approval to the City Council.

City Council approved the first reading of the ordinance at the February 10, 2026 City Council meeting. Supporting documentation was included in the agenda packet for that meeting.

Because this is rezoning from a residential district to a commercial district, pursuant to Minnesota Statutes, section 462.357, subd. 2, the adoption or amendment of any portion of a zoning ordinance that changes all or part of the existing classification of a zoning district from residential to commercial requires a two-thirds majority vote of all members of the City Council.

City Plans & Policies Relevance:

The zoning map amendment is consistent with the Comprehensive Plan and the Strategic Plan.

Alternative Options:

The City Council may deny the zoning map amendment with a simple majority vote.

Financial Impacts:

NA

Tentative Timelines:

- ✓ December 31, 2025: PH notice in newspaper
- ✓ December 31, 2025: Public hearing (PH) notice mailed out to property owners within 350'
- ✓ January 15, 2025: PH & recommendation by Planning Commission to City Council
- ✓ February 10, 2026: 1st Reading at City Council
- February 17, 2026: 2nd Reading and Summary Publication at City Council
- February 25, 2026: Summary Publication in Northfield News
- March 27, 2026: Rezoning Takes Effect

ORDINANCE NO. 1091

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA, REZONING 304 2nd St. W., IN THE CITY OF NORTHFIELD, RICE COUNTY, MINNESOTA FROM R1- B: LOW DENSITY RESIDENTIAL TO C1-B: DOWNTOWN

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT:

SECTION 1. Upon the recommendation of the Northfield Planning Commission and pursuant to Northfield City Code, Chapter 34, Sec. 8.5.14 (C), the following real property listed below and legally described in Exhibit A, which is attached hereto and incorporated herein by reference, in the City of Northfield, County of Rice, State of Minnesota, is hereby rezoned from R1-B: Low Density Residential to C1-B: Downtown:

1. 304 2nd St. W. (PID 2236451010)

SECTION 2. The official zoning map of the City of Northfield, as set forth by authority of Northfield Code, Chapter 34, Sec. 2.1, shall be amended accordingly.

SECTION 3. This Ordinance shall take effect 30 days after its publication.

Passed by the City Council of the City of Northfield, Minnesota, this 10th day of February 2026.

ATTEST:

City Clerk

Mayor

First Reading:	February 10, 2026
Second Reading:	February 17, 2026
Published:	February 25, 2026
Rezoning Takes Effect:	March 28, 2026

VOTE: ZWEIFEL BUEMER DAHLEN HOLMES
 NESS PETERSON WHITE SOKUP

EXHIBIT A

Legal Descriptions of Parcel of Real Property Rezoned

1. 304 2nd St. W. (PID 2236451010) located in Rice County Minnesota

ALL OF LOTS 1 AND 2 EXCEPT THAT PART THEREOF TAKEN FOR RAILROAD RIGHT OF WAY PURPOSES; AND ALL OF LOTS 9 AND 10 EXCEPT THE WEST 138 FEET THEREOF; ALL IN BLOCK 5 IN THE STATE SUBDIVISION OF THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 112 NORTH, RANGE 20 WEST OF THE FIFTH PRINCIPAL MERIDIAN, IN THE CITY OF NORTHFIELD, RICE COUNTY, MINNESOTA.

CITY OF NORTHFIELD, MN
PLANNING COMMISSION RESOLUTION 2026-001

PLANNING COMMISSION RECOMMENDATION TO CITY COUNCIL FOR A ZONING
MAP AMENDMENT 304 2nd St. W.

WHEREAS, Ana Ortiz Pano (the “applicant”), seeks a Zoning Map Amendment, pursuant to Northfield City Code, Ch. 34, Sec. 8.5.14, to amend the zoning map from R1-B: Low Density Residential to C1-B: Downtown for 304 2nd St. W., Northfield, MN 55057 (PID 2236451010) located in Rice County, Minnesota; and

WHEREAS, the above-referenced property is described and depicted on Exhibit A, which is attached hereto and incorporated herein by reference (the “property”); and

WHEREAS, all required notices regarding the public hearing were properly made; and

WHEREAS, the Planning Commission conducted a public hearing on January 15, 2026, and received public testimony regarding the proposed Zoning Map Amendment; and,

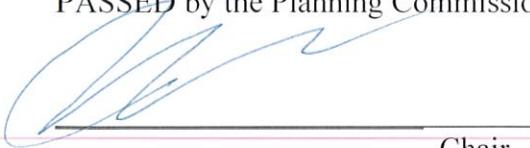
WHEREAS, the Planning Commission found that the application meets the standards in Northfield City Code, Chapter 34, the Land Development Code, for a zoning map amendment; and

WHEREAS, the Planning Commission has reviewed and recommended approval to the City Council of the Zoning Map Amendment; and,

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION THAT:

1. The Planning Commission’s findings from its January 15, 2026 meeting, which are attached hereto and incorporated herein by reference as Exhibit B, are hereby recommended for adoption.
2. The Zoning Map Amendment to amend the zoning map for the property from R1-B: Low Density Residential to C1-B: Downtown is recommended to City Council for approval.

PASSED by the Planning Commission of the City of Northfield on this 15th day of January 2026.



Chair



Member

VOTE: Y KUHLMANN Y SCHROEER Y BUCKHEIT
Absent HOLLERAN Y HOLMES Y NOWAK Y SCHMIDT

EXHIBIT A

304 2nd St. W. (PID 2236451010) located in Rice County, Minnesota.

ALL OF LOTS 1 AND 2 EXCEPT THAT PART THEREOF TAKEN FOR RAILROAD RIGHT OF WAY PURPOSES; AND ALL OF LOTS 9 AND 10 EXCEPT THE WEST 138 FEET THEREOF; ALL IN BLOCK 5 IN THE STATE SUBDIVISION OF THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 112 NORTH RANGE 20 WEST OF THE FIFTH PRINCIPAL MERIDIAN, IN THE CITY OF NORTHFIELD, RICE COUNTY, MINNESOTA.

EXHIBIT B

Planning Commission Findings

Land Development Code Approval Criteria

When reviewing a zoning map amendment, the Planning Commission and City Council is to consider several criteria as established in Article 8 of the Land Development Code (8.5.14.C). The Planning Commission and City Council shall review the necessary submittal requirements, facts, and circumstances of the proposed amendment and make a recommendation and decision on the application based on, but not limited to, consideration of the following criteria:

(1) The specific policies, goals, objectives, and recommendations of the comprehensive plan and other city plans, including public facilities and the capital improvement plans.

The Future Land Use Map contained in the Access Chapter of the Comprehensive Plan guides this parcel for “Mixed Use Commercial.” The chapter underscores the need to build on the success of downtown Northfield’s compact development pattern, and the need to encourage more commercial, industrial, and residential development, with an emphasis on intensification, infill, and redevelopment. The goal of the mixed-use commercial area west of Division St is to “create[e] places that are similar in scale and use” to the historic downtown.

The area is identified as “Enhance” by the Interventions Framework Map. Enhance areas typically need smaller-scale interventions, typically because the existing infrastructure is robust and connectivity is high. Included in the list of appropriate interventions is “infill and redevelopment that increases the range of available housing types.” The residential neighborhood west of the river is specifically identified as benefitting from improved access to services and commercial enterprises. This map identifies the area to the east as T1 “Transform” specifically calling for expansion of the downtown land use pattern into this neighborhood by increasing density of housing and commercial uses.

Access Chapter Strategies:

Strategy 1: Plan for accessibility – the proposal improves access to commercial services for the west and northwest areas of town

Strategy 2: Develop in a compact, sustainable, and fiscally responsible pattern – the proposal is for infill development, intensifying the use of an existing lot.

Sustainable Economic Future Chapter Strategies:

Strategy 3: Small business development – the proposal facilitates the growth of a locally-owned small business.

Strategy 5: Diversity Northfield’s tax base – added commercial development strengthens Northfield’s tax base.

Strategy 6: Grow in a compact, sustainable development pattern – the proposal intensifies the use of an existing site, close to downtown, making use of existing infrastructure.

The rezoning supports the Improve Financial Strength strategic priority from the 2025-2028 Strategic Plan, which calls for growing the commercial and industrial tax base. By zoning

additional land to commercial, specifically in support of compact infill development, the city improves its overall financial strength.

(2) The purpose and intent of this LDC, or in the case of a map amendment, whether it meets the purpose and intent of the individual district.

The purpose of the C1-B: Downtown zoning district is to:

- (1) The C1 district applies to those areas designated as "Core," "Center" and, in part, "Corridor" on the Framework map of the Comprehensive Plan.
- (2) The C1 district, which includes Northfield's historic town square, the Cannon River, Northfield's original flour mill, and historically preserved commercial center, creates Northfield's brand and a unique sense of place.
- (3) The purpose of the Downtown (C1) district is to sustain the historic central business district, make the Highway 3 corridor a more integral and attractive part of Downtown, provide design transitions to surrounding zoning districts, provide a strong relationship to the Cannon River and thus enhance the beauty, appreciation and benefits of the river, and to augment and increase Downtown viability and prosperity.
- (4) The C1 District aims to provide a compact, pedestrian friendly, active mix of land uses including business, hospitality, offices and services, housing, arts and culture, government, public gathering places and points of interest for residents and visitors alike.
- (5) The design standards of this district reflect the character of the historic downtown and will help create a sense of arrival and center by locating buildings close to the sidewalk or road, providing compatible facades along the Cannon River, building intimate places for people to gather outdoors, or minimizing negative effects on residential neighborhoods.

This rezoning supports the intent or purpose of the C1-B district by providing a transition from the Hwy 3 corridor and downtown to the residential neighborhood on the west and northwest side of town. The parcel is located one block from Highway 3 and the commercial uses along it, and adjacent to the Transit Hub, connected to these destinations by sidewalks which reinforces the compact, pedestrian friendly, and active mix of land uses intended for the C1-B district. Commercial development along the railroad corridor serves to buffer the low-density residential neighborhood to the west from the impacts of rail traffic.

(3) The adequacy of infrastructure available to serve the proposed action.

There is existing sewer and water infrastructure on Spring St. S. and 2nd St. W. Road infrastructure exists and the sidewalk network is nearly complete in this area of town, providing connections between St. Olaf and Carleton Colleges, Downtown, the Transit Station, and other local amenities. Spring St. S. is in the planning stages of reconfiguration to address safety concerns and the lack of a sidewalk and curb and gutter.

(4) The adequacy of a buffer or transition provided between potentially incompatible districts.

The land development code provides buffering and design standards that address compatibility between residential and commercial properties. The C1-Downtown district abuts the R1 – Low Density Residential district along most of its boundary. The parcel is bordered by C1 district to the east, northeast, and south, and the R1 to the west, northwest and north.



City of Northfield

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

Legislation Text

File #: 26-087, **Version:** 1

City Council Meeting Date: February 17, 2026

To: Mayor and Members of Council
City Administrator

From: Mathias Hughey, Associate City Planner

Consideration of Summary Publication of Ordinance No. 1091 a Zoning Map Amendment for 304 2nd St. W. from R1-B: Residential to C1-B: Downtown Commercial.

Action Requested:

The Northfield City Council approves the summary publication of Ordinance No. 1091

Summary Report:

The Northfield City Council approved the first reading of Ordinance No. 1091, a zoning map amendment for 304 2nd St. W.

The requested amendments would change the zoning of the property from R1-B: Residential to C1-B: Downtown Commercial and the second reading is a separate item on the Consent Agenda. There will be no presentation, council questions or comments, or public comment on this item.

City Plans & Policies Relevance:

Cost savings of publishing a summary of the ordinance is consistent with the Comprehensive and Strategic Plans.

Alternative Options:

The City Council could direct staff to publish the entire ordinance.

Financial Impacts:

The cost to publish the entire ordinance would be approximately twice as much as the cost to publish the summary.

Tentative Timelines:

December 31, 2025: PH notice in newspaper
December 31, 2025: Public hearing (PH) notice mailed out to property owners within 350'
January 15, 2025: PH & recommendation by Planning Commission to City Council
February 10, 2026: 1st Reading at City Council
February 17, 2026: 2nd Reading and Summary Publication at City Council
February 25, 2026: Summary Publication in Northfield News
March 27, 2026: Rezoning Takes Effect

SUMMARY PUBLICATION OF CITY OF NORTHFIELD ORDINANCE NO. 1091

ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF NORTHFIELD OF 304 2nd STREET WEST

Summary: The official zoning map of the City of Northfield, as set forth by authority of Northfield Code Ch. 34 Sec. 2.1, shall be amended upon approval by the Northfield City Council. The zoning of 304 2nd St. W. shall change from R1-B: Residential to C1-B: Downtown Commercial, located in the City of Northfield, County of Rice, State of Minnesota.

The complete text of the ordinance may be obtained at no charge at City Hall (801 Washington Street, Northfield, MN 55057) or on the City's website at www.northfieldmn.gov.



City of Northfield

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

Legislation Text

File #: 26-088, **Version:** 1

City Council Meeting Date: February 17, 2026

To: Mayor and City Council
City Administrator

From: David E. Bennett, PE, Public Works Director/City Engineer

Consider Motion approving Contract Amendment #1 with ISG for Professional Services for the Mill Towns State Trail (Woodley Street to Waterford Bridge) Project (PARK2023-F16).

Action Requested:

The Northfield City Council approves a Motion for Contract Amendment #1 with ISG for Professional Services for the Mill Towns State Trail (Woodley St. to Waterford Bridge).

Summary Report:

The City has a grant agreement with the State of Minnesota for the design and construction of Mill Towns State Trail (MTST) from Woodley Street to the Waterford Bridge. The City has a contract with ISG for design and construction administration related services for the project.

The project has progressed to the construction phase in the fall of 2025 and is currently planned to be completed mid-summer 2026. While early in the construction phase, ISG had additional services that required more time and coordination. There are three (3) primary items for these additional services.

1. Private Utility Coordination - multiple meetings on coordination/relocation efforts with private utility companies. Relocation of Xcel Energy power poles, and Lumen facilities that were not located causing more coordination time and some delays.
2. Coordination in the Carleton Arboretum. Efforts to ensure the contractor understood any restrictions/coordination in the Carleton Arboretum.
3. Contractor - ICON LLC. The contractor plan was to have the segment between Woodley Street and Wall Street completed in the Fall of 2025. ISG performed staking and coordination meetings with residents in the fall, however, ICON LLC didn't have the staff and equipment available in the fall, and that work was delayed until spring 2026.

The contract with the state for design is \$950,000, and the proposed amendment is \$120,193. This will bring the total contract amount to \$1,070,193 and will be paid for from the Grant with the state. The DNR is supportive of the approval of the contract amendment.

Alternative Options:

NA

Financial Impacts:

\$120,193 Contract Amendment, this will be covered by the grant from the DNR.

Tentative Timelines:

Construction will be completed in the summer of 2026.

January 15, 2026

Dave Bennett

Public Works Director and City Engineer
City of Northfield, MN
801 Washington Street
Northfield, Minnesota 55057
507.645.3006

ISG

**RE: Mill Town State Trail Construction Services Fee Revision
to Consultant Service Contract, Dated October 17, 2023 (ISG Project 30059) Rev.01**

Dave,

Anticipated Additional Construction Services to Existing Contract

Following the summary of construction services provided by ISG on December 2, 2025, the City of Northfield (Owner) requested a fee revision to account for additional services for the Construction Phase Services for the 2025-2026 Mill Towns State Trail (MTT) Project contract dated October 17, 2023. This fee revision documents the projected increase in ISG's administration and observation hours based on estimates provided by ICON, LLC's (Contractor) current construction schedule and the anticipated additional effort required for both administration and observation activities.

The estimated time remaining for construction is based on our understanding of the remaining construction work and contractor updates, and the weekly hours requested by the Owner for part-time inspection coverage through Substantial Completion, June 26, 2026. ISG can continue to adjust as the contractor provides revised schedules throughout construction. Based on construction observations and coordination to date, ISG understands the Owner would like ISG to provide observation services on a part-time basis through winter work on the cast-in-place retaining wall, and part-time observation for the project (three to four days per week) up to the Substantial Completion date of the construction contract (6/26/2026) as requested by the Owner. All work will be billed on a time and materials (T+M) basis.

Estimated Additional Effort for ISG Construction Services

2025 Construction and Estimated Remaining 2026 Construction Based on the Contractor's Provided Schedule

Services	Weeks	Hours Per Week	Rate Per Hour	Total Hours	Cost
Construction Observation					
2025 Work Beyond Original Contract	7	Avg. 48	\$121	336	\$40,656
Cast-In-Place Wall (Jan/Feb. 2026)	9	25	\$121	225	\$27,225
Remaining Work (May/June 2026)	8.5	32	\$121	272	\$32,912
Total					\$100,793
Construction Administration					
2025 Work Beyond Original Contract	7	5	\$194	35	\$6,790
Cast-In-Place Wall (Jan/Feb. 2026)	9	2.5	\$194	22.5	\$4,365
Remaining Work (May/June 2026)	8.5	5	\$194	42.5	\$8,245
Total					\$19,400
Total Proposed Increase to Existing Contract					\$120,193

ISG appreciates the opportunity to provide a solution tailored to the needs of the City of Northfield. Upon acceptance, please sign the acknowledgment box and return a copy of the fee revision to our office. We look forward to continuing to provide you with responsive service, a collaborative experience, and timely delivery.

Please let me know if you would like to discuss any of the project time estimates or anticipated schedule noted above.

Regards,



Kyle Renneke, PE
Civil Engineer

Kyle.Renneke@ISGInc.com

Acknowledgement of Acceptance

This proposal is valid for 30 days.

Accepted this _____ day of _____, 2026.

Company (Print): _____

Name (Print): _____

Title (Print): _____

Signature: _____



City of Northfield

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

Legislation Text

File #: Res. 2026-024, **Version:** 1

City Council Meeting Date: February 17, 2026

To: Mayor and Members of Council
City Administrator

From: David Bennett, Public Works Director/City Engineer
Sean Simonson, Engineering Manager

Consider Accepting Bids and Awarding Contract - Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84).

Action Requested:

Staff recommends approval of the attached Resolution (Attachment 1) accepting bids and awarding the contract for the Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84).

Summary Report:

Four Way Stop/Intersection Information

As directed by City Council per the last “whereas clause” of Resolution 2026-012 (Attachment 2), Staff was directed to work with the County Engineer “to bring to the County Board to explore further safety considerations at the intersection of Spring Creek Road and Woodley Street (CSAH 28) to include a 4-way stop, or Red Flashing HAWK Signal System, and implement speed control measures for vehicles entering the City from the east on CSAH 28.”

This item is scheduled on the Rice County Transportation & Ditch Committee (Commissioners Purfeest and Peters) on February 24th, 2026, and then will go to the County Board. Staff is still working to verify when the agenda item would be scheduled before the full Board of Commissioners. Members of the City Council are welcome to attend the meetings if they wish. City Staff will report back to City Council on the Rice County’s recommendations from this meeting and provide information on the scheduled full Board of Commissioner meeting when we receive that detailed information.

Overall Project Summary

The City Council is being asked to award the contract for the Spring Creek Road Reconstruction & Mill Towns State Trail Project (STRT2026-A84). The Plans and Specifications were completed by both the City of Northfield Engineering Department and Bolton and Menk, Inc. At the January 6, 2026 City Council Meeting, the Council authorized the advertisement for bids via Resolution 2026-012. The ad for bid was published in the Northfield News, on the MnDOT eAdvert site, and the City of Northfield website.

The project scope includes work on the following improvements (Attachment 3):

- Spring Creek Road from Woodley Street to Huron Court (Reconstruction)

- Mill Towns State Trail

The City received nine (9) competitive bids (Attachment 3), which were publicly opened and tabulated on February 5, 2026, at 2:00 p.m. The bids ranged from \$1,567,907.80 to \$2,240,375.18 with the lowest responsible bidder being ICON, LLC with a total bid amount of \$1,567,907.80. This is \$371,514 less (-19%) than the engineer's estimate of \$1,939,422.00. See details in the Financial Impact section of this memo for specific savings by funding area (water utility, tax levy, etc.). This project is identified in the 2026-2030 Capital Improvement Plan (CIP), and funding for the project is a combination of enterprise funds, franchise fees, Municipal State Aid (MSA), DNR Grant for MTST, and capital reserve as outlined in the funding tables below.

City Plans & Policies Relevance:

NA

Alternative Options:

City Council may decide not to award this project; however, these roads will continue to deteriorate due to the condition of the current pavement surface, and future maintenance requirements will increase significantly.

Staff does not recommend any alternative actions outside of considering award of contract.

Financial Impacts:

The funding tables at the time of the contract award are shown below. In addition, funding for the 1% for the arts is included with the project. The award resolution includes transferring the 1% for the arts to the Arts and Culture Fund at this time.

ESTIMATED PROJECT COSTS		
	APPROVE PLANS	AWARD
Street	\$1,086,394	\$774,446.80
Trail	\$126,612	\$114,292.00
Storm Sewer	\$177,655	\$159,541.50
Sanitary Sewer	\$34,265	\$34,464.50
Watermain	\$503,514	\$485,163.00
Subtotal	\$1,928,440	\$1,567,907.80
Construction Contingency (10%)	\$192,844	\$156,790.78
Total Construciton	\$2,121,283	\$1,724,698.58
Art (1%)	\$21,213	\$17,246.99
Total with Art	\$2,142,496	\$1,741,945.57
Overhead (25 %)	\$424,257	\$431,174.65
Easement Costs	\$30,400	\$30,296.57
Total Project Costs	\$2,601,396	\$2,203,416.78

ESTIMATED TOTAL PROJECT FUNDING		
	APPROVE PLANS	AWARD
Municipal State Aid (MSA)	\$1,617,179	\$1,107,723.85
Franchise Fees	\$30,400	\$30,296.57
Storm Fund	\$236,850	\$221,124.52
Sanitary Fund	\$45,682	\$47,767.80
Watermain Fund	\$671,285	\$672,435.92
DNR State Grant		\$114,292.00
Art (Capital Reserve)	\$21,213	\$9,776.13
Total Project Costs	\$2,601,396	\$2,203,416.78

ART 1% FUNDING ALLOCATION	
	APPROVE PLANS
Storm Fund	\$1,755
Sanitary Fund	\$379
Watermain Fund	\$5,337
Capital Reseve Fund (Street Share)	\$9,776
Total Project Costs	\$17,247

Tentative Timelines:

Project Process (Attachment 5).

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2026-024
ACCEPTING BIDS AND AWARDING CONTRACT
2026 SPRING CREEK ROAD RECONSTRUCITON AND MILL TOWNS STATE TRAIL PROJECT

WHEREAS, pursuant to an advertisement for bids for the improvements to the 2026 Spring Creek Road Reconstruction and Mill Towns State Trail Project; bids were received, opened and tabulated according to law complying with the advertisement; and,

WHEREAS, it appears that ICON, LLC of Dodge Center, Minnesota is the lowest responsible bidder with a total bid amount of \$1,567,907.80.

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

1. The bid of ICON LLC of Dodge Center, Minnesota, in the amount of \$1,567,907.80 for the construction of said improvements in accordance with the plans and specifications and advertisement for bids is the lowest responsible bid and shall be and hereby is accepted.
2. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with ICON LLC of Dodge Center, Minnesota, in the name of the City of Northfield for the construction of STRT2026-A84, 2026 Spring Creek Road Reconstruction and Mill Towns State Trail Project: according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
3. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
4. The Mayor and City Council authorize the finance director to transfer \$17,247 to the Arts and Culture Fund for the 1% for public art as follows:
 - a. Capital Fund Reserve transfer of \$9,776 to the Arts and Culture Fund
 - b. Storm Fund transfer of \$1,755 to the Arts and Culture Fund
 - c. Wastewater Fund transfer of \$379 to the Arts and Culture Fund
 - d. Water Fund transfer of \$5,337 to the Arts and Culture Fund

PASSED by the City Council of the City of Northfield on this 17th day of February 2026.

Attest:

City Clerk

Mayor

VOTE: ZWEIFEL BEUMER DAHLEN HOLMES
 NESS PETERSON WHITE SOKUP



City of Northfield

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

Legislation Text

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
Watertmain	\$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
Watertmain 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
Watertmain 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)

WHEREAS, staff will work with the County Engineer to bring to the County Board to explore further safety considerations at that intersection Spring Creek Road and Woodley St. (CSAH 28) to include a 4-way stop, or Red Flashing HAWK Signal System, and implement speed control measure for vehicles entering the City from east on CSAH 28.

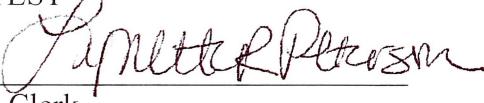
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

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.

p

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

ATTEST



Jennifer Peterson
City Clerk



Erica Zweifel
Mayor

VOTE: ZWEIFEL BEUMER DAHLEN HOLMES
 NESS PETERSON WHITE SOKUP

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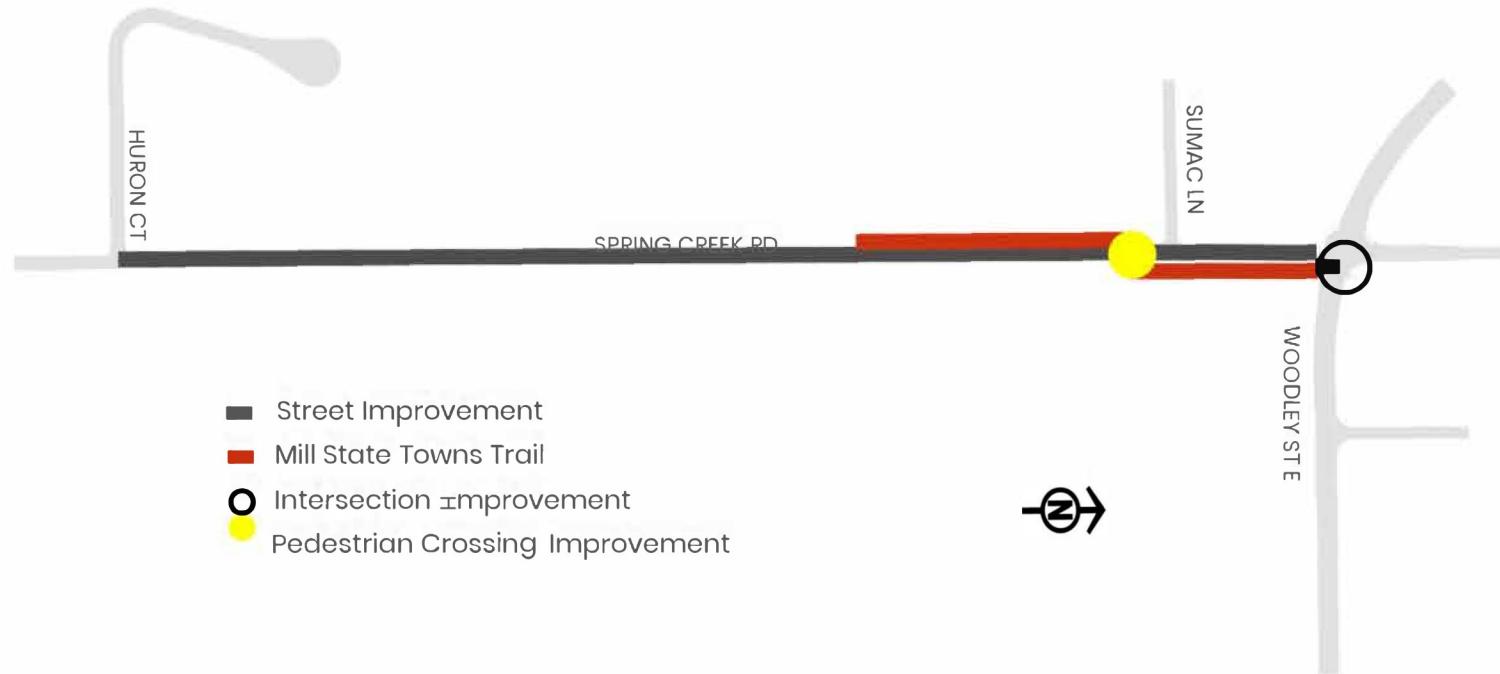
PASSED by the City Council of the City of Northfield on this 6th day of January 2026.

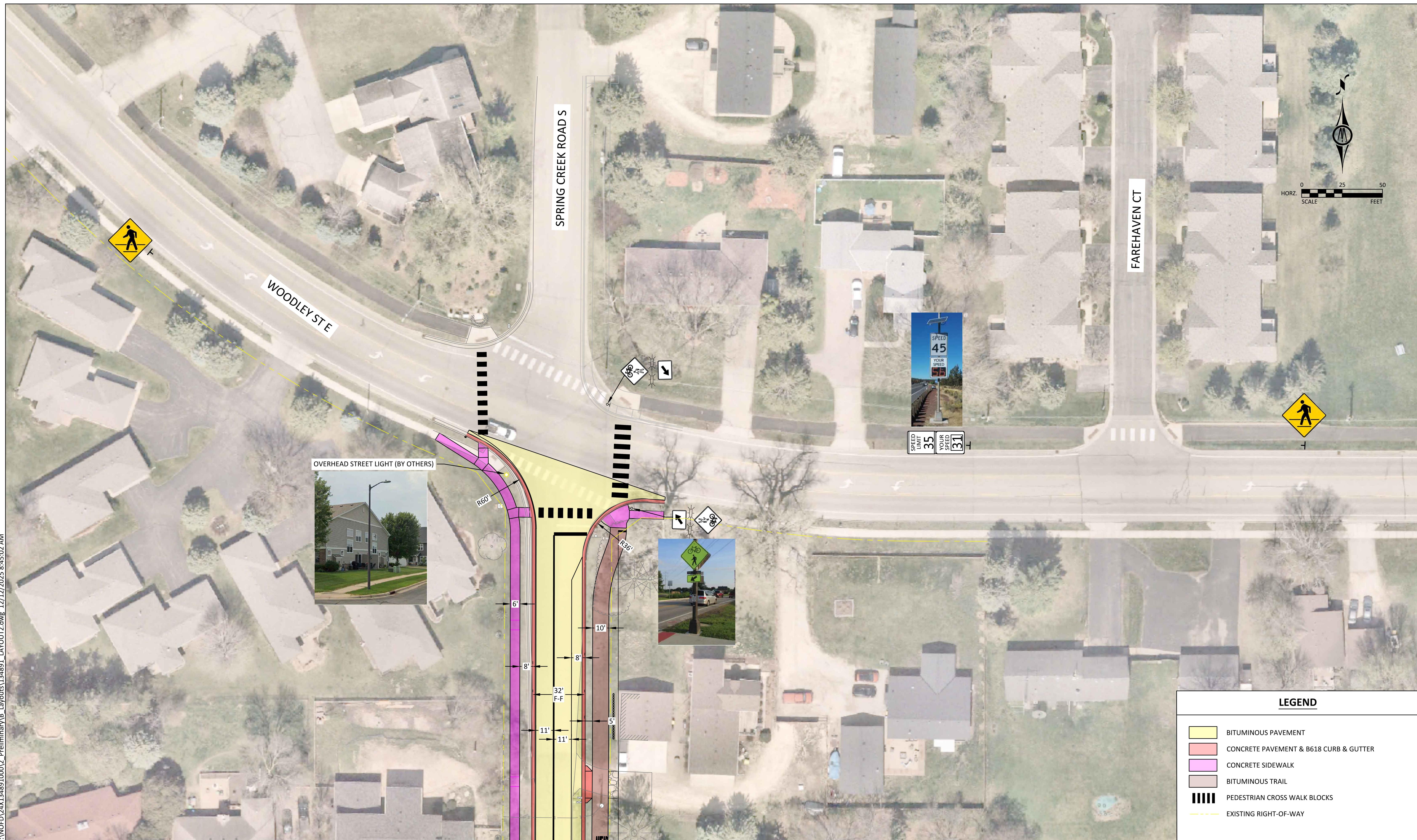
ATTEST

City Clerk

Mayor

VOTE: ZWEIFEL BEUMER DAHLEN HOLMES
 NESS PETERSON WHITE SOKUP





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	2 nd 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. 2026-010 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.



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

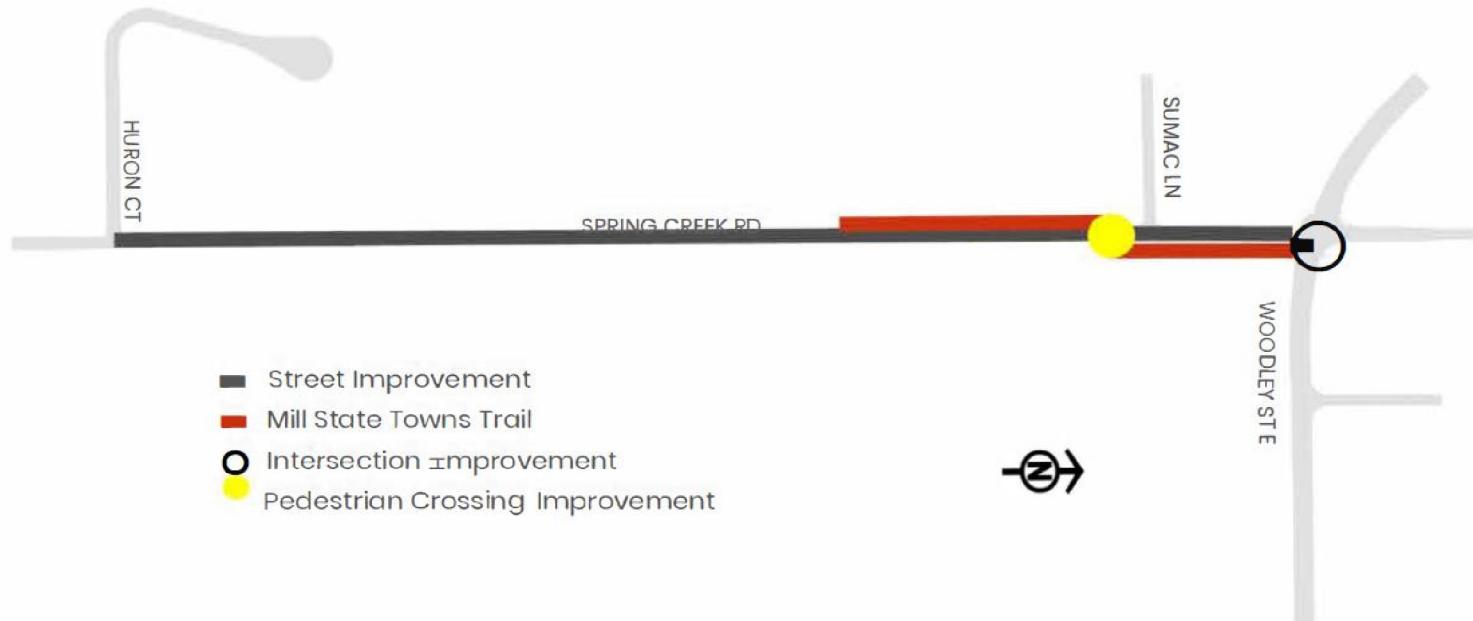
City Council Meeting
January 6, 2026

Agenda



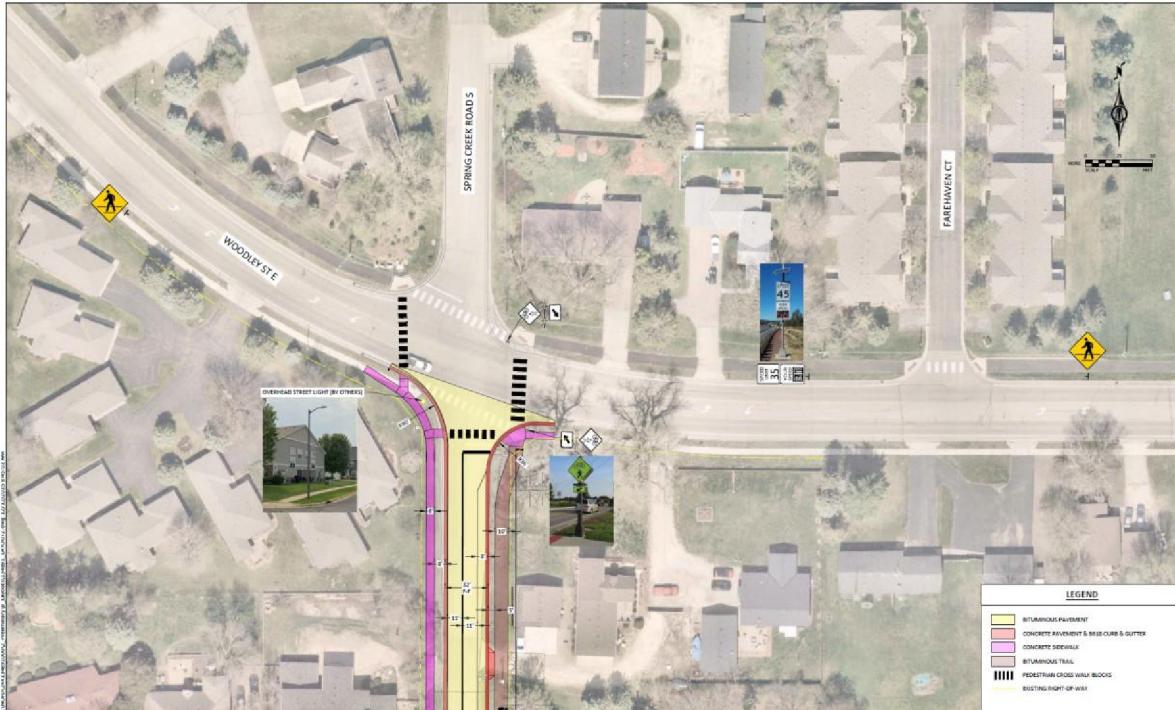
- Project Location
- Woodley Street and Spring Creek Road Intersection Improvements
- Estimated Project Costs & Funding
- Project Schedule

Project Location



- Street Improvement
- Mill State Towns Trail
- Intersection Improvement
- Pedestrian Crossing Improvement

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		Project Funding Sources	
Streets	\$ 1,086,964	Municipal State Aid	\$ 1,617,179
Trail/Walk	\$ 126,612	City Franchise Fees	\$ 30,400
Storm	\$ 177,655	Storm Fund	\$236,850
Sanitary Sewer	\$ 34,265	Sanitary Sewer Utility Fund	\$ 45,682
Watermain	\$ 503,514	Watermain Utility Fund	\$ 671,285
Subtotal	\$ 1,928,440	Total Funding	\$ 2,601,396
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 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

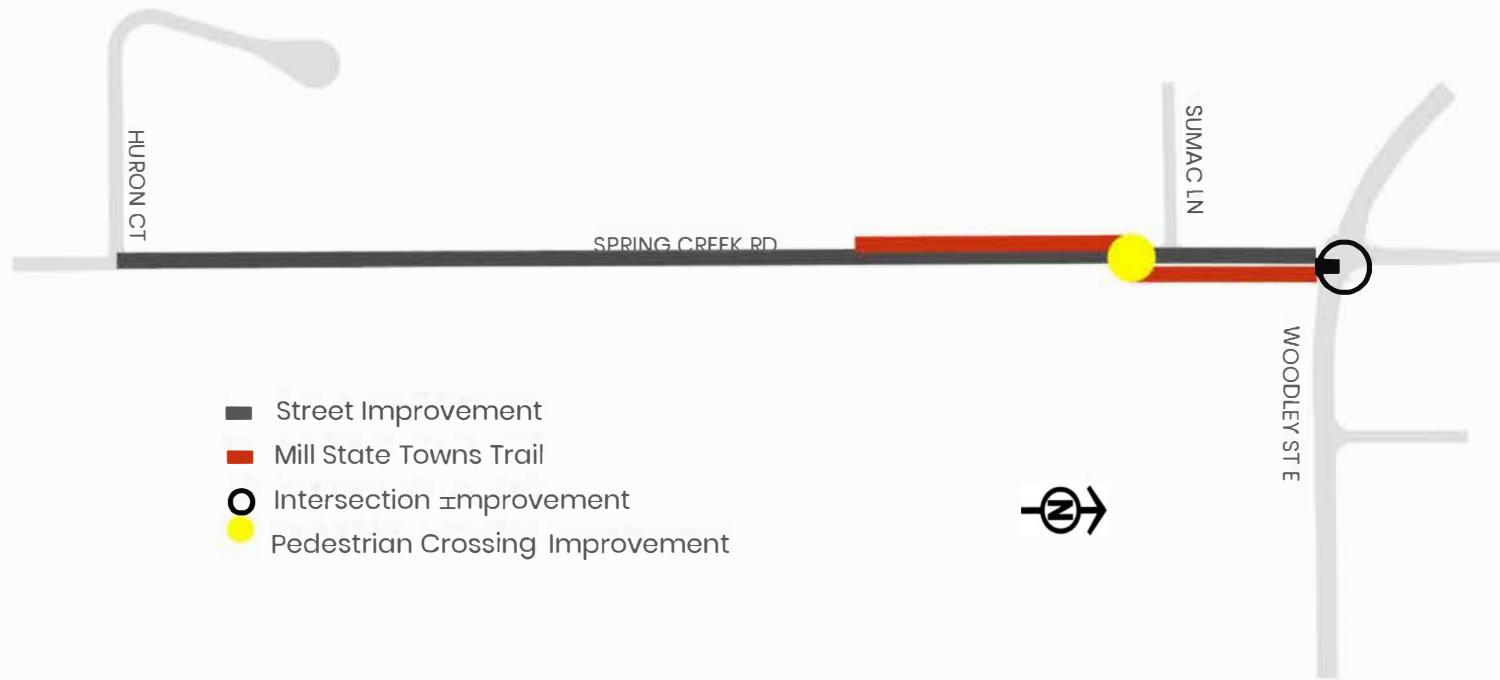
May 2026 – November 2026 Construction **52**



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





Line	Number	Description	Unit	Quantity	Engineer's Estimate		ICON, LLC.		McNamara Contracting Inc		Ryan Contracting Company		Edge Contracting, Inc.		Heselton Construction		S.M. Hentges & Son, Inc.		BCM Construction, Inc		A-1 Excavating LLC		G M Contracting Inc	
					Estimated Price	Estimated Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
1	2101.501	MOBILIZATION	LS	1	\$107,000.00	\$107,000.00	\$55,000.00	\$55,000.00	\$51,000.00	\$51,000.00	\$80,000.00	\$80,000.00	\$30,190.00	\$30,190.00	\$105,000.00	\$105,000.00	\$140,000.00	\$140,000.00	\$68,793.11	\$68,793.11	\$106,000.00	\$106,000.00	\$273,708.91	\$273,708.91
2	2101.502	CLEARING	EACH	59	\$700.00	\$41,300.00	\$200.00	\$11,800.00	\$155.00	\$9,145.00	\$300.00	\$17,700.00	\$250.00	\$14,750.00	\$165.00	\$9,735.00	\$255.00	\$15,045.00	\$253.02	\$14,928.18	\$158.00	\$9,322.00	\$150.00	\$8,850.00
3	2101.502	GRUBBING	EACH	59	\$250.00	\$14,750.00	\$100.00	\$5,900.00	\$155.00	\$9,145.00	\$80.00	\$4,720.00	\$50.00	\$2,950.00	\$165.00	\$9,735.00	\$44.00	\$2,596.00	\$44.00	\$2,596.00	\$258.00	\$15,222.00	\$150.00	\$8,850.00
4	2104.502	REMOVE PIPE APRON	EACH	15	\$400.00	\$6,000.00	\$100.00	\$1,500.00	\$275.00	\$4,125.00	\$500.00	\$7,500.00	\$300.00	\$4,500.00	\$235.00	\$3,525.00	\$290.00	\$4,350.00	\$400.84	\$6,012.60	\$250.00	\$3,750.00	\$409.99	\$6,149.85
5	2104.502	REMOVE CASTINGS	EACH	2	\$125.00	\$250.00	\$50.00	\$100.00	\$114.00	\$228.00	\$100.00	\$200.00	\$250.00	\$500.00	\$65.00	\$130.00	\$81.00	\$162.00	\$400.84	\$801.68	\$200.00	\$400.00	\$217.73	\$435.46
6	2104.502	REMOVE GATE VALVE & BOX	EACH	5	\$250.00	\$1,250.00	\$50.00	\$250.00	\$475.00	\$2,375.00	\$800.00	\$4,000.00	\$400.00	\$2,000.00	\$385.00	\$1,925.00	\$280.00	\$1,400.00	\$212.43	\$1,062.15	\$300.00	\$1,500.00	\$614.98	\$3,074.90
7	2104.502	REMOVE HYDRANT	EACH	1	\$1,000.00	\$1,000.00	\$50.00	\$450.00	\$1,000.00	\$500.00	\$500.00	\$775.00	\$775.00	\$566.00	\$402.47	\$700.00	\$700.00	\$614.96	\$614.96	\$700.00	\$700.00	\$1,229.97	\$1,229.97	
8	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	1	\$650.00	\$650.00	\$300.00	\$300.00	\$350.00	\$1,000.00	\$1,000.00	\$750.00	\$750.00	\$420.00	\$930.00	\$400.86	\$750.00	\$750.00	\$1,229.97	\$1,229.97	\$1,229.97	\$1,229.97		
9	2104.502	REMOVE SIGN	EACH	5	\$60.00	\$300.00	\$50.00	\$250.00	\$26.25	\$131.25	\$100.00	\$500.00	\$200.00	\$1,000.00	\$30.00	\$150.00	\$27.00	\$135.00	\$137.51	\$687.55	\$27.00	\$135.00	\$25.00	\$125.00
10	2104.502	RESCUE MAILBOX SUPPORT	EACH	5	\$250.00	\$1,250.00	\$50.00	\$250.00	\$100.00	\$500.00	\$300.00	\$1,500.00	\$200.00	\$1,000.00	\$65.00	\$325.00	\$55.00	\$275.00	\$44.00	\$220.00	\$215.00	\$1,075.00	\$300.00	\$1,500.00
11	2104.502	RESCUE PEDESTRIAN CROSSWALK FLASHER SYSTEM	EACH	1	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$210.00	\$200.00	\$200.00	\$220.00	\$220.00	\$220.00	\$220.00	\$220.00	\$220.00	\$250.00	\$250.00	\$200.00	\$200.00	\$200.00		
12	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	60	\$5.00	\$300.00	\$4.00	\$240.00	\$1.00	\$60.00	\$10.00	\$600.00	\$10.00	\$600.00	\$6.00	\$360.00	\$6.50	\$390.00	\$5.02	\$301.20	\$6.00	\$360.00	\$5.50	\$330.00
13	2104.503	SAWING BUTIMINOUS PAVEMENT (FULL DEPTH)	LF	215	\$3.00	\$645.00	\$2.00	\$430.00	\$1.00	\$215.00	\$6.00	\$1,290.00	\$5.00	\$1,075.00	\$3.25	\$698.75	\$4.00	\$860.00	\$5.02	\$1,079.30	\$3.00	\$645.00	\$4.34	\$933.10
14	2104.503	REMOVE WATER MAIN	LF	503	\$15.00	\$7,545.00	\$15.00	\$7,545.00	\$3.00	\$1,509.00	\$8.00	\$4,024.00	\$20.00	\$10,060.00	\$5.55	\$2,791.65	\$19.00	\$9,557.00	\$4.16	\$2,092.48	\$9.00	\$4,527.00	\$22.01	\$11,071.03
15	2104.503	REMOVE SEWER PIPE (STORM)	LF	369	\$15.00	\$5,535.00	\$15.00	\$5,535.00	\$10.50	\$3,874.50	\$12.00	\$4,428.00	\$20.00	\$7,380.00	\$14.65	\$5,405.85	\$20.00	\$7,380.00	\$8.91	\$3,287.79	\$19.00	\$7,011.00	\$36.67	\$13,531.23
16	2104.503	REMOVE CURB & GUTTER	LF	327	\$5.00	\$1,635.00	\$5.00	\$1,635.00	\$4.00	\$1,308.00	\$5.00	\$1,635.00	\$3.15	\$1,030.05	\$5.60	\$1,831.20	\$6.24	\$2,040.48	\$7.00	\$2,289.00	\$9.46	\$3,093.42		
17	2104.503	REMOVE FENCE	LF	81	\$15.00	\$1,215.00	\$5.00	\$405.00	\$6.00	\$486.00	\$20.00	\$1,620.00	\$10.00	\$810.00	\$6.50	\$526.50	\$8.00	\$648.00	\$15.60	\$1,263.60	\$7.00	\$567.00	\$50.00	\$4,050.00
18	2104.503	REMOVE WATER SERVICE PIPE	LF	24	\$10.00	\$240.00	\$5.00	\$120.00	\$5.00	\$600.00	\$10.00	\$240.00	\$33.00	\$792.00	\$28.00	\$672.00	\$4.16	\$99.84	\$8.00	\$192.00	\$25.62	\$614.88		
19	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	51	\$10.00	\$510.00	\$10.00	\$510.00	\$30.00	\$1,530.00	\$10.00	\$510.00	\$10.00	\$714.00	\$12.00	\$612.00	\$32.27	\$1,645.77	\$13.00	\$663.00	\$25.62	\$1,306.62		
20	2104.504	REMOVE BUTIMINOUS DRIVEWAY PAVEMENT	SY	150	\$7.00	\$1,050.00	\$10.00	\$1,500.00	\$20.00	\$3,000.00	\$8.00	\$1,200.00	\$5.00	\$750.00	\$11.00	\$1,650.00	\$8.50	\$1,275.00	\$12.91	\$1,936.50	\$13.00	\$1,950.00	\$15.87	\$2,380.50
21	2104.504	REMOVE BUTIMINOUS PAVEMENT (P)	SY	3,000	\$4.00	\$12,000.00	\$3.00	\$9,000.00	\$2.50	\$7,500.00	\$4.00	\$12,000.00	\$5.00	\$15,000.00	\$4.55	\$13,650.00	\$4.40	\$13,200.00	\$3.77	\$11,310.00	\$4.00	\$12,000.00	\$9.67	\$29,010.00
22	2104.518	REMOVE CONCRETE WALK	SF	477	\$2.00	\$954.00	\$2.00	\$954.00	\$1.00	\$477.00	\$2.00	\$954.00	\$1.00	\$477.00	\$1.80	\$858.60	\$6.24	\$2,976.48	\$1.00	\$477.00	\$7.30	\$3,482.10		
23	2106.507	EXCAVATION - COMMON (CV) (P)	CY	5,003	\$24.00	\$120,072.00	\$10.00	\$50,030.00	\$21.00	\$105,063.00	\$15.00	\$75,045.00	\$20.00	\$100,060.00	\$8.35	\$41,775.00	\$12.00	\$60,036.00	\$20.00	\$100,060.00	\$28.00	\$140,084.00	\$20.73	\$103,712.19
24	2106.507	EXCAVATION - MUCK (CV) (P)	CY	285	\$15.00	\$4,275.00	\$1.00	\$285.00	\$21.00	\$5,985.00	\$15.00	\$4,275.00	\$35.00	\$9,975.00	\$19.35	\$5,514.75	\$12.00	\$3,420.00	\$20.00	\$5,700.00	\$23.00	\$6,555.35		
25	2106.507	EXCAVATION - SUBGRADE (CV) (P)	CY	3,086	\$15.00	\$46,290.00	\$12.00	\$37,032.00	\$21.00	\$64,806.00	\$15.00	\$46,290.00	\$10.00	\$30,860.00	\$13.25									

				Engineer's Estimate		ICON, LLC.		McNamara Contracting Inc		Ryan Contracting Company		Edge Contracting, Inc.		Heselton Construction		S.M. Hentges & Son, Inc.		BCM Construction, Inc		A-1 Excavating LLC		G M Contracting Inc					
Line	Number	Description		Unit	Quantity	Estimated Price	Estimated Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total				
81	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 84-4020		LF	3.4	\$1,500.00	\$5,100.00	\$2,065.00	\$7,021.00	\$1,700.00	\$5,780.00	\$2,000.00	\$2,200.00	\$7,480.00	\$2,085.00	\$7,089.00	\$1,970.00	\$6,698.00	\$855.22	\$2,907.75	\$2,700.00	\$9,180.00	\$3,258.55	\$11,079.07			
82	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1 (SAFL BAFFLE W/ SUMP)		EACH	1	\$10,000.00	\$10,000.00	\$13,000.00	\$13,000.00	\$10,500.00	\$10,500.00	\$10,000.00	\$10,250.00	\$10,400.00	\$10,400.00	\$10,000.00	\$10,000.00	\$16,126.58	\$16,126.58	\$11,000.00	\$11,000.00	\$5,021.06	\$5,021.06				
83	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2 (OCS)		EACH	1	\$6,000.00	\$6,000.00	\$13,000.00	\$13,000.00	\$7,200.00	\$7,200.00	\$7,000.00	\$7,450.00	\$7,450.00	\$6,500.00	\$5,500.00	\$5,500.00	\$6,522.33	\$6,522.33	\$7,100.00	\$7,100.00	\$12,918.86	\$12,918.86				
84	2506.602	GRATE CASTING SPECIAL (POND SKIMMER)		EACH	1	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00	\$2,650.00	\$2,650.00	\$5,000.00	\$3,480.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$3,343.88	\$3,343.88	\$6,400.00	\$6,400.00	\$2,730.45	\$2,730.45				
85	2511.507	RANDOM RIPRAP CLASS II		CY	22	\$100.00	\$2,200.00	\$90.00	\$1,980.00	\$95.00	\$2,090.00	\$80.00	\$1,760.00	\$50.00	\$1,100.00	\$96.00	\$2,112.00	\$2,684.00	\$122.00	\$2,354.22	\$139.00	\$3,058.00	\$143.18	\$3,149.96			
86	2511.507	RANDOM RIPRAP CLASS III		CY	18	\$125.00	\$2,250.00	\$90.00	\$1,620.00	\$95.00	\$1,710.00	\$80.00	\$1,440.00	\$50.00	\$900.00	\$96.00	\$1,728.00	\$122.00	\$2,196.00	\$125.51	\$2,259.18	\$152.00	\$2,736.00	\$163.07	\$2,935.26		
87	2521.518	4" CONCRETE WALK		S F	3,250	\$8.00	\$26,000.00	\$8.50	\$27,625.00	\$7.25	\$23,562.50	\$8.00	\$26,000.00	\$6.00	\$19,500.00	\$7.40	\$24,050.00	\$10.00	\$32,500.00	\$8.60	\$27,950.00	\$7.50	\$24,375.00	\$8.40	\$27,300.00		
88	2521.518	4" CONCRETE WALK SPECIAL (POETRY)		S F	144	\$10.00	\$1,440.00	\$8.50	\$1,224.00	\$7.25	\$1,044.00	\$10.00	\$1,440.00	\$6.00	\$864.00	\$7.55	\$1,087.20	\$12.00	\$1,728.00	\$8.60	\$1,238.40	\$7.50	\$1,080.00	\$20.96	\$3,018.24		
89	2521.518	6" CONCRETE WALK		S F	1,199	\$16.00	\$19,184.00	\$12.50	\$14,987.50	\$17.50	\$20,982.50	\$10.00	\$11,990.00	\$17.00	\$20,383.00	\$18.45	\$22,121.20	\$19.00	\$22,781.00	\$20.12	\$24,123.88	\$18.34	\$21,989.66				
90	2531.503	CONCRETE CURB & GUTTER DESIGN B618		LF	1,390	\$24.00	\$33,360.00	\$29.00	\$40,310.00	\$17.45	\$24,255.50	\$24.00	\$33,360.00	\$18.00	\$25,020.00	\$24.15	\$33,568.50	\$24.00	\$33,360.00	\$23.43	\$32,567.70	\$18.50	\$25,715.00	\$24.53	\$34,096.70		
91	2531.504	6" CONCRETE DRIVEWAY PAVEMENT		S Y	152	\$85.00	\$12,920.00	\$91.00	\$13,832.00	\$85.00	\$12,920.00	\$90.00	\$13,680.00	\$75.00	\$11,400.00	\$98.00	\$14,896.00	\$121.00	\$18,392.00	\$108.67	\$16,517.84	\$88.00	\$13,376.00	\$107.40	\$16,324.80		
92	2531.618	TRUNCATED DOMES		S F	119	\$56.00	\$6,664.00	\$60.00	\$7,140.00	\$50.00	\$5,950.00	\$85.00	\$10,115.00	\$50.00	\$6,545.00	\$76.00	\$9,044.00	\$55.00	\$6,545.00	\$53.00	\$6,307.00	\$61.33	\$7,298.27				
93	2540.602	INSTALL MAILBOX SUPPORT		EACH	5	\$300.00	\$1,500.00	\$600.00	\$3,000.00	\$150.00	\$750.00	\$250.00	\$1,250.00	\$500.00	\$2,500.00	\$250.00	\$1,250.00	\$245.00	\$385.03	\$1,925.15	\$400.00	\$2,000.00	\$200.00	\$1,000.00			
94	2540.621	LANDSCAPING RESTORATION ALLOWANCE		DOL	10,000	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00				
95	2563.601	TRAFFIC CONTROL		LS	1	\$36,000.00	\$36,000.00	\$4,450.00	\$4,450.00	\$4,450.00	\$15,000.00	\$15,000.00	\$4,450.00	\$4,450.00	\$4,450.00	\$4,450.00	\$4,450.00	\$4,450.00	\$4,450.00	\$4,450.00	\$4,450.00	\$4,450.00	\$4,450.00	\$5,500.00	\$5,500.00		
96	2563.602	VEHICLE SPEED FEEDBACK SIGN		EACH	1	\$10,000.00	\$10,000.00	\$6,750.00	\$6,750.00	\$7,000.00	\$6,750.00	\$7,000.00	\$7,000.00	\$7,345.00	\$7,345.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,425.48	\$7,425.48	\$7,000.00	\$7,000.00	\$7,242.75	\$7,242.75			
97	2564.518	SIGN PANELS TYPE C		S F	110	\$60.00	\$6,600.00	\$90.00	\$9,900.00	\$94.50	\$10,395.00	\$90.00	\$10,000.00	\$98.00	\$10,780.00	\$100.00	\$11,000.00	\$99.01	\$10,891.10	\$95.00	\$10,450.00	\$96.57	\$10,622.70				
98	2564.518	SIGN PANELS TYPE D		S F	5	\$145.00	\$725.00	\$80.00	\$400.00	\$78.75	\$393.75	\$75.00	\$100.00	\$500.00	\$82.00	\$410.00	\$83.00	\$415.00	\$82.51	\$412.55	\$80.00	\$400.00	\$80.48	\$402.40			
99	2565.602	INSTALL PEDESTRIAN CROSSWALK FLASHER SYSTEM		EACH	1	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$1,100.00	\$1,225.00	\$1,225.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,073.00	\$1,073.00					
100	2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM		SYS	1	\$21,000.00	\$21,000.00	\$19,000.00	\$19,000.00	\$19,500.00	\$19,500.00	\$18,750.00	\$20,000.00	\$20,500.00	\$20,500.00	\$21,000.00	\$21,000.00	\$20,500.00	\$20,500.00	\$20,500.00	\$20,500.00	\$20,500.00	\$20,118.75	\$20,118.75			
101	2571.502	CONIFEROUS TREE 6' HT B&B		EACH	16	\$800.00	\$12,800.00	\$675.00	\$10,800.00	\$600.00	\$9,600.00	\$505.00	\$8,080.00	\$700.00	\$11,200.00	\$555.00	\$8,880.00	\$900.00	\$14,400.00	\$731.55	\$11,704.80	\$535.00	\$8,560.00	\$730.00	\$11,680.00		
102	2571.502	DECIDUOUS TREE 6' HT B&B		EACH	5	\$700.00	\$3,500.00	\$575.00	\$2,875.00	\$600.00	\$3,000.00	\$400.00	\$2,000.00	\$600.00	\$3,000.00	\$375.00	\$1,875.00	\$900.00	\$4,500.00	\$621.54	\$3,107.70	\$365.00	\$1,825.00	\$780.00	\$3,900.00		
103	2571.502	DECIDUOUS TREE 2.5" CAL B&B		EACH	27	\$800.00	\$21,600.00	\$715.00	\$19,305.00	\$780.00	\$21,060.00	\$530.00	\$14,310.00	\$725.00	\$19,575.00	\$525.00	\$14,175.00	\$900.00	\$24,300.00	\$759.05	\$20,494.35	\$505.00	\$13,635.00	\$830.00	\$22,410.00		

2026 Mill and Overlay & Mill Towns State Trail Improvements Project (STRT2026-A83)

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 2024-057	
July 9, 2024	Approve Professional Services Agreement	Approve Professional Services Agreement for Design and Construction Services	Motion	
April 16, 2025	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 April 3, 2025
May 20, 2025	Council discussion of Draft Feasibility Report / Intersection Improvements			
June 11, 2025	2 nd 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 May 29, 2025
August 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-XXX	
January 6, 2026	Publish Street Recon Plan Hearing Ad in Northfield News	A step in the project financing process for bonding		Send Ad to NNews Dec 23, 2025
January 6, 2026	Public Hearing – 5-Year Street Reconstruction Plan and adoption of plan	Authorization of bonds requires a public hearing and adoption of a 5-year street reconstruction plan. Plan must be approved by two-thirds of the governing body members present, publish at least 10-day before hearing but no more than 28-days. Once plan and preliminary authorization of bonds is adopted, the public has a 30-day period where a petition signed by at least 5% of the votes cast in the last election can require that the bonding be subject to a referendum. 2/3 of majority of governing body present at the meeting for approval	Resolution 2026-012	Ad in NNews at least 10-day prior but no more than 28 Publish ad Nov 21, 2025
January 14, 2026	3 rd 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 December 30, 2025
February 10, 2026	Approve Plans and Order Advertisement for Bids	Final approval of plans for bidding	Resolution 2026-024	
February 18, 25, Mar 4, 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 February 6, 2026
March 12, 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.		
March 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.



City of Northfield

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

Legislation Text

File #: 26-089, **Version:** 1

City Council Meeting Date: February 17, 2026

To: Mayor and City Council

From: Sean Simonson, Engineering Manager
Dave Bennett, City Engineer/Public Works Director

Consider Motion Approving Permanent and Temporary Easements for the Spring Creek Road Reconstruction & Mill Towns State Trail Improvements Project.

Action Requested:

The Northfield City Council approves Permanent and Temporary Easement Agreements with the following properties:

P.I.D.	ADDRESS	PROPERTY OWNER
08.05.3.50.001	1488 Woodley St. E	Mark J & Julie A Pritchard Trust Et Al Kari L. Pritchard Revocable Trust
08.08.2.25.001	10017 Hall Ave	Ronald D Larson
22.05.3.25.008	1300 Woodley St. E	Adam Sawyer & Sophie Switzer
22.06.4.26.252	1212 Sumac Ln	Michael & Patricia Remes Trust
22.06.4.75.001	1212 Sumac Ln	Michael & Patricia Remes

Summary Report:

City Council has approved the proposal award for the design of the Spring Creek Road Reconstruction & Mill Towns State Trail Improvements Project and moved the project through the design process. City Staff have worked with the above-mentioned residents affected by the proposed project to acquire permanent and/or temporary construction easements (Attachment 1). These easements are a required part of the project process to complete the improvements as designed.

All permanent and temporary easement agreements have been signed by the property owners and are ready for execution.

Alternative Options:

The City Council could decide not to accept these easements; however, the project will not be able to proceed as designed.

Financial Impacts:

A total of five (5) permanent and temporary easements (Attachment 2) are required for acquisition to complete the project as designed. Temporary construction easements were valued at \$0.10 per square foot for agricultural land, and \$0.23 for residential property, and permanent easements were valued at \$1.04 per square foot for agricultural land and \$7.51 per square foot for residential land. These rates were comparable to the rates paid for the Wall Street Road Reconstruction project in 2024. The acquisition costs are detailed in Attachment 2, a total amount for all temporary and permanent easements is \$30,296.57. Franchise fees will be used to fund the easement acquisition costs.

Tentative Timelines:

See Attachment #3 for the Project Process.

(Do not write in the space above. Reserved for recording/transfer data)

PERMANENT PUBLIC DRAINAGE AND UTILITY EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT

This Agreement is made this 3rd day of DECEMBER, 2025, by and between Mark J. Pritchard and Julie A. Pritchard as Trustees of the Mark J. Pritchard and Julie A. Pritchard Joint Revocable Trust dated January 27, 2020, as to a 50% interest, and Kari L. Pritchard and Robert T. Wilder as Trustees of the Kari L. Pritchard Revocable Trust under Agreement dated May 8, 2020, as to a 50% interest, referred to hereinafter as "Grantor," and the City of Northfield, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, 801 Washington Street, Northfield, Minnesota 55057, referred to hereinafter as "Grantee"; (collectively referred to herein as the "parties").

AGREEMENT

That for and in consideration of the sum of Sixteen Thousand Five Hundred Seventy-Seven and 60/100 Dollars (\$16,577.60) and other good and valuable consideration, paid this date by Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, the Grantor and Grantee do hereby agree as follows:

1. The undersigned Grantor hereby grants and conveys to the Grantee a Permanent Easement for public drainage and utility purposes (the "Permanent Easement"), over, under and across that part of the tract of land legally described on Exhibit A, which is attached hereto and incorporated herein by reference, in Northfield Township, Rice County, Minnesota; which Permanent Easement is legally described on Exhibit B, which is attached hereto and incorporated by reference (the "Permanent Easement Area").
2. The undersigned Grantor hereby grants and conveys to the Grantee a Temporary Easement for construction purposes (the "Temporary Easement") over, under and across that part of the tract of land legally described on Exhibit A, in Northfield Township, Rice County, Minnesota, as legally described on Exhibit B, which is attached hereto and incorporated by reference (the "Temporary Easement Area"). The purpose of the Temporary Easement is to allow Grantee, or its employees, agents, permittees and licensees, to use the Temporary

Easement Area in connection with the Spring Creek Road Reconstruction Project, which will include grading and the reconstruction of public right-of way, trail, roadway, pedestrian and bicycle trail, utility, and drainage facilities (the “Grantee’s Work”).

The Temporary Easement shall expire no later than the earlier of: (a) one year following the date on which the contractor hired by the City to complete the Grantee’s Work first conducts Grantee’s Work within the Temporary Easement Area; or (b) two years from the date of this Agreement.

3. The Permanent Easement Area and Temporary Easement Area described above are depicted together on the schematic drawing, Exhibit C, which is attached hereto and incorporated herein by reference.
4. The Grantor states and hereby covenants that the Grantor is the lawful owner of the above-described real property, is lawfully seized and possessed of said real property, and that the Grantor has good and lawful right to grant the Permanent Easement and Temporary Easement described herein.
5. The Grantee shall have the right to construct, excavate, grade, inspect, install, remove, demolish, operate, maintain, place, replace, reconstruct, improve, enlarge and repair, as it may find reasonably necessary drainage and utility facilities and improvements, and such other improvements appurtenant thereto, in the Permanent Easement Area described herein. Grantee shall be responsible for all maintenance and repairs related to any holding pond, drainage facilities, utility facilities, and other improvements constructed by Grantee within the Permanent Easement Area.
6. The Grantee shall have the right, at its sole cost and expense, to conduct such activities in the Temporary Easement Area, as are reasonably necessary to complete Grantee’s Work. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Temporary Easement Area, including but not limited to ingress and egress for equipment, materials, supplies and vehicles, at all times and without notice to Grantor, provided that such ingress and egress is not over, under, upon or across any portion of Grantor’s Property that is not within the Temporary Easement Area.
7. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Permanent Easement Area at all times and without notice to Grantor, provided, however that the Grantee shall only be authorized to access the Permanent Easement Area via that portion of Spring Creek Road South which is adjacent to the Permanent Easement Area.
8. The Grantee shall have the right to trim, remove and keep the Permanent Easement Area and Temporary Easement Areas clear of all buildings, structures, roots, shrubbery, trees, bushes, undergrowth and all other obstructions that may interfere with or endanger the Grantee’s exercise of any of the rights pursuant to this Permanent Easement and Temporary Easement.

9. The Grantor shall not erect, construct or locate in the Permanent Easement and Temporary Easement Areas any new structure or object that was not in existence on the date of this Permanent Easement, which would prevent the Grantee's reasonable access to the Permanent Easement and Temporary Easement Areas or prevent the public's full enjoyment of the rights granted hereunder, without the written consent of the Grantee.
10. The Grantee agrees to compensate Grantor for the loss of any crop growing in the Temporary Easement Area, if any, during the construction phase of Grantee's Work. The loss of any crop shall be paid by the Grantee to Grantor at a prorated rate of \$1,359 per acre. In the event the Parties are unable to agree as to the extent of crop loss caused by Grantee's Work, then the Parties shall mutually select a crop insurance adjuster to review the damage and make a determination as to the amount of acreage damaged. Grantor shall make a written request to Grantee for any crop loss damage based on the parameters herein within the time period specified herein or such claim shall be deemed waived by Grantor.
11. Grantor acknowledges and agrees that this Permanent Easement is contingent upon and subject to all required transaction approvals, including approval by the City Council of the Grantee. In the event that all required transaction approvals are not obtained for any reason, this instrument shall be null and void without obligation upon either party hereto.
12. The Grantee shall restore, at Grantees' expense, any and all disturbed areas within the Permanent and Temporary Easement Areas back to as close to original condition as, in Grantee's judgment, is reasonably practicable given the rights granted hereunder. No construction materials may remain in, on or under the Temporary Easement Area at the end of the term of the Temporary Easement.
13. The Grantee shall defend, indemnify and hold harmless Grantor from and against claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the Grantee's Work or improvements within the Permanent Easement Area and the public's use thereof. The indemnification provision herein shall not apply to the negligence or intentional misconduct of Grantor.
14. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.
15. This Permanent Easement shall be recorded as soon as practicable following its execution with the understanding that the Grantee has complete and absolute sole ownership, use and control of the public drainage and utility facilities and improvements constructed in the Permanent Easement Area, and such other improvements appurtenant thereto, in accordance with the grant of rights conveyed herein.
16. Grantor and Grantee agree to correct any legal descriptions contained herein if there is a mistake discovered, including any mistakes or discrepancies revealed by an accurate survey of the property identified herein, and to accordingly replace the corresponding corrected exhibit herein, as applicable.

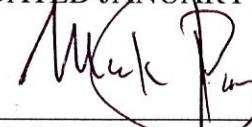
17. This Agreement shall be governed by and construed under the laws of the State of Minnesota without reference to its conflict of laws principles.
18. Any notice or other communication required or permitted under this instrument must be in writing and may be given by personal delivery, by being deposited with any nationally recognized overnight carrier that routinely issues receipts, or by being deposited with the United States Postal Service, postage prepaid, certified mail, addressed to the party for whom it is intended at its address set forth above. Any such notice shall be deemed delivered upon (but not until) receipt or refusal of receipt. Either party may change its address for notices by giving 10 days prior written notice of such change to the other party in a manner set forth above.
19. Grantee acknowledges and agrees that Grantee shall not levy any special assessments of any kind, including but not limited to deferred assessments, against the Grantor or the real property legally described on the attached Exhibit A related to the Spring Creek Road Reconstruction Project or the Grantee's Work.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties have hereunto executed this document the day and year first above written.

GRANTOR:

MARK J. PRITCHARD AND JULIE A.
PRITCHARD JOINT REVOCABLE TRUST
DATED JANUARY 27, 2020



Mark J. Pritchard, Trustee



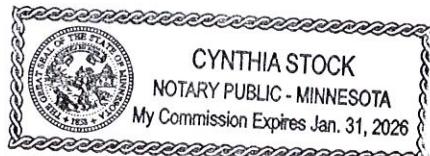
Julie A. Pritchard, Trustee

STATE OF Minnesota)
) ss.
COUNTY OF Rice)

The foregoing instrument was acknowledged before me this 3rd day of DECEMBER,
2025, by Mark J. Pritchard and Julie A. Pritchard as Trustees of the Mark J. Pritchard and
Julie A. Pritchard Joint Revocable Trust dated January 27, 2020, Grantor.



CYNTHIA STOCK
Notary Public



GRANTOR:

KARI L. PRITCHARD REVOCABLE TRUST
UNDER AGREEMENT DATED MAY 8, 2020

Kari L. Pritchard
Kari L. Pritchard, Trustee

Kari L. Pritchard, Trustee

Robert T. Wilder MD, PhD
Robert T. Wilder, Trustee

Robert T. Wilder, Trustee

STATE OF Minnesota)
COUNTY OF Blmsted) ss.

The foregoing instrument was acknowledged before me this 21 day of December, 2025, by Kari L. Pritchard and Robert T. Wilder, as Trustees of the Kari L. Pritchard Revocable Trust under Agreement dated May 8, 2020. GRANTOR: LYNN BROWNELL



Notary Public

GRANTEE:

CITY OF NORTHFIELD, MINNESOTA

By: _____
Erica Zweifel, Its Mayor

ATTEST:

By: _____
Lynette Peterson, Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this _____ day of _____,
20_____, by Erica Zweifel as Mayor and Lynette Peterson as City Clerk on behalf of the City of
Northfield, a municipal corporation under the laws of the State of Minnesota, Grantee.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

EXHIBIT A

LEGAL DESCRIPTION OF REAL PROPERTY

The real property referenced in this Permanent Easement is legally described as follows:

LEGAL DESCRIPTION:

All that part of the Southwest Quarter of Section 5, Township 111 North, Range 19 West, lying South and East of the center line of the Northfield and Prairie Creek Road, except that part lying North and West of the Creek in the Northwest Quarter of the Southwest Quarter thereof, Rice County, Minnesota.

EXHIBIT B

LEGAL DESCRIPTION OF PERMANENT EASEMENT AND TEMPORARY EASEMENT

PROPOSED PERPETUAL EASEMENT DESCRIPTION

A perpetual easement for drainage and utility purposes over, under, and across that part of the Southwest Quarter of Section 05, Township 111 North, Range 19 West of the 5th Principal Meridian, Rice County, Minnesota described as follows:

Commencing at the southwest corner of said Southwest Quarter; thence on an assumed bearing North 00 degrees 24 minutes 47 seconds East along the west line of said Southwest Quarter, a distance of 1173.58 feet; thence South 89 degrees 35 minutes 13 seconds East, a distance of 40.00 feet to the point of beginning of the easement to be described; thence continuing South 89 degrees 35 minutes 13 seconds East, a distance of 135.24 feet; thence North 00 degrees 24 minutes 47 seconds East, a distance of 89.04 feet; thence North 89 degrees 35 minutes 13 minutes West, a distance of 91.24 feet; thence North 00 degrees 24 minutes 47 seconds East, a distance of 41.87 feet to the southerly line of the City of Northfield public drainage and utility easement per Documents Numbered A715922, A715923, and A715926; thence South 61 degrees 19 minutes 09 seconds West along said southerly line, a distance of 50.35 to the east line of the City of Northfield public drainage, utility, and roadway easement per Documents Numbered A712856, A712861, A712869, and A719625; thence South 00 degrees 24 minutes 47 seconds West along said east line a distance of 106.42 feet to said point of beginning.

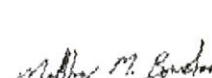
PROPOSED TEMPORARY EASEMENT DESCRIPTION

A temporary easement for construction purposes over, under, and across the south 91.52 feet of the east 28.50 feet of the west 68.50 feet, as measured at right angles, of Section 05, Township 111 North, Range 19 West of the 5th Principal Meridian, Rice County, Minnesota.

Said temporary easement shall expire on _____.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.



Matthew M. Bomstad
License Number 57991

07/25/2025

Date

©Bolton & Menk, Inc. 2025, All Rights Reserved

EASEMENT EXHIBIT 1488 WOODLEY ST. E., NORTHFIELD, MN 55057	12224 NICOLLET AVENUE BURNSVILLE, MN 55337 (952) 890-0509	THAT PART OF THE SW 1/4 OF SECTION 05, TOWNSHIP 111 NORTH, RANGE 19 WEST
 BOLTON & MENK		FOR: CITY OF NORTHFIELD RICE COUNTY, MINNESOTA

JOB NUMBER: 24X134891

FIELD BOOK:

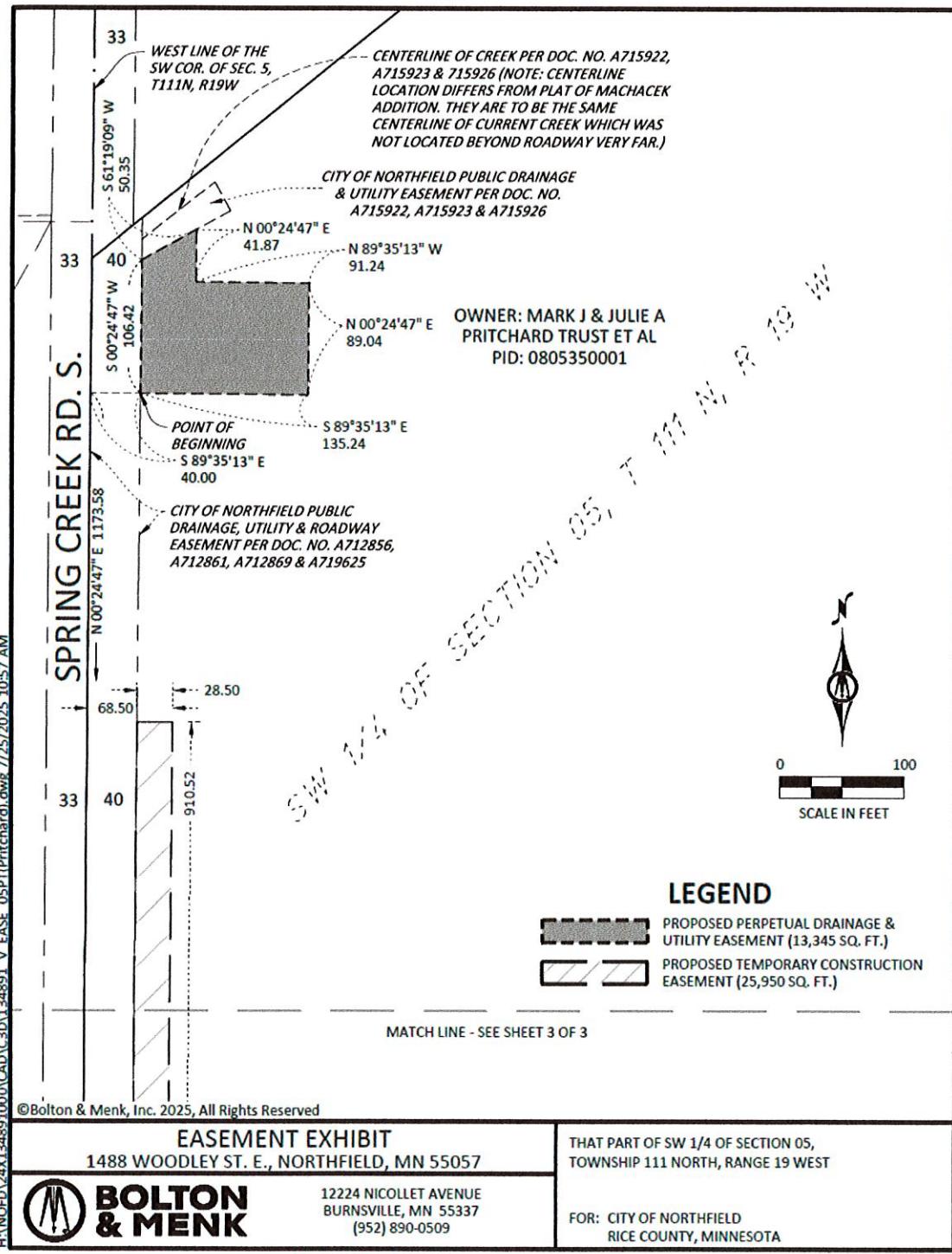
DRAWN BY: MMB

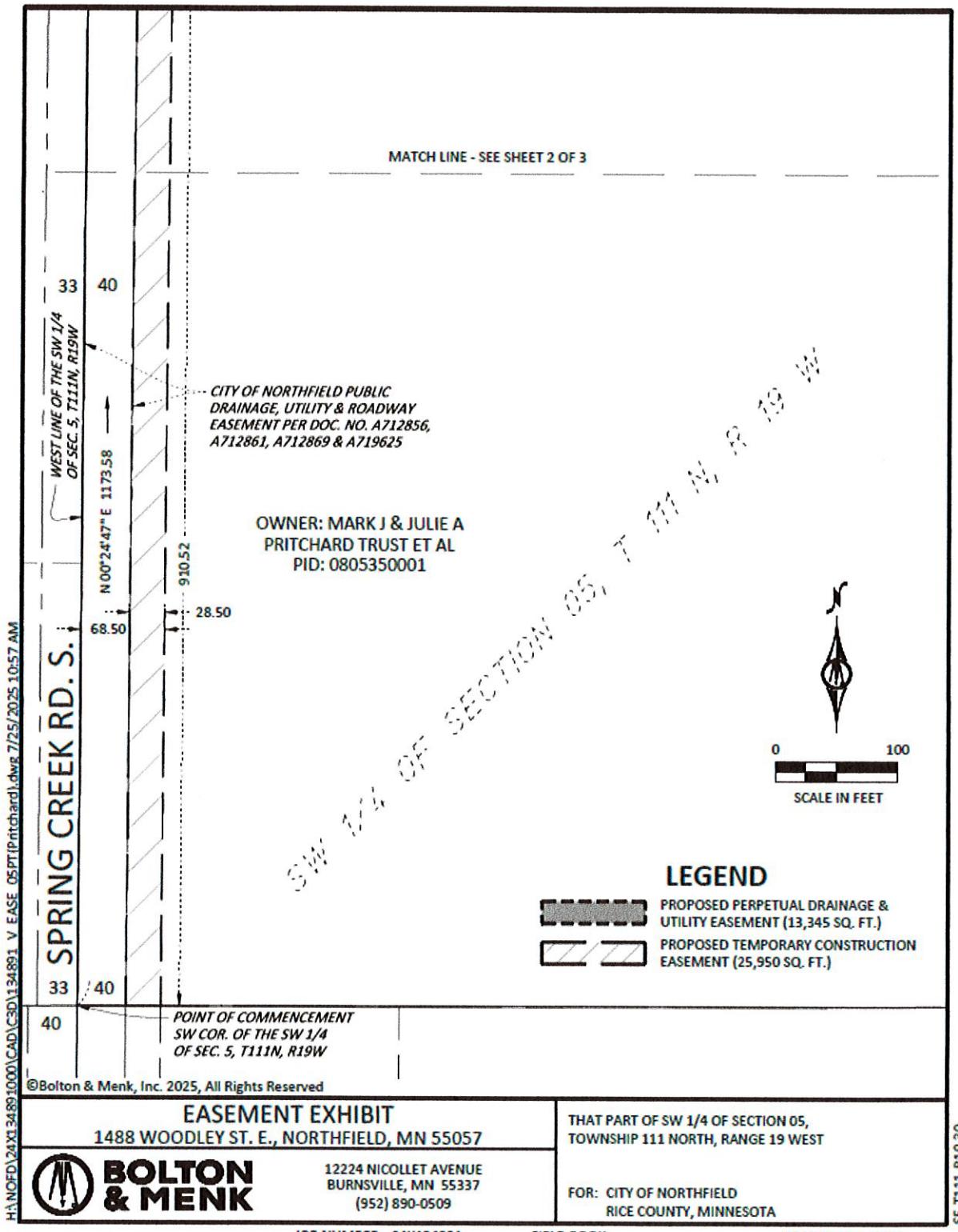
SHEET 1 OF 3

SS-T11-R19-30

EXHIBIT C

DEPICTION OF PERMANENT AND TEMPORARY EASEMENTS





TEMPORARY CONSTRUCTION EASEMENT

This Temporary Construction Easement Agreement is made this 12th day of January, 2026 (the "Effective Date"), by and between Ronald D. Larson, a single person, 10017 Hall Avenue, Northfield, MN 55057, referred to hereinafter as "Grantor," and the City of Northfield, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, 801 Washington Street, Northfield, MN 55057, referred to hereinafter as "Grantee"; (collectively referred to herein as the "parties").

AGREEMENT

That for and in consideration of the sum of One Thousand Six Hundred Fifth Four and 43/100 Dollars (\$1,654.43) and other good and valuable consideration, paid this date by Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, the Grantor and Grantee do hereby agree as follows:

1. Grantor owns the real property located in Northfield Township, Rice County, Minnesota, legally described on Exhibit A ("Grantor's Property"), which is attached hereto and incorporated herein by reference. The Grantor hereby grants and conveys to the Grantee a Temporary Easement for construction purposes (the "Temporary Easement") over, under and across that portion of the Grantor's Property legally described on Exhibit B, which is attached hereto and incorporated by reference (the "Temporary Easement Area"). The purpose of this Temporary Easement is to allow Grantee, or its employees, agents, permittees and licensees, to use the Temporary Easement Area in connection with the Spring Creek Road Reconstruction Project, which will include the construction of public right-of way, trail, roadway, pedestrian and bicycle trail, utility, and drainage facilities (the "Grantee's Work").

The Temporary Easement shall expire no later than the earlier of: (a) one year following the date on which the contractor hired by the City to complete the Grantee's Work first conducts Grantee's Work within the Temporary Easement Area; or (b) two years from the date of this Agreement.

2. The Temporary Easement Area described above is depicted on the schematic drawing, Exhibit C, which is attached hereto and incorporated herein by reference.
3. The Grantor states and hereby covenants that the Grantor is the lawful owner of the above-described real property, is lawfully seized and possessed of said real property, and that the Grantor has good and lawful right to grant the Temporary Easement described herein.
4. The Grantee shall have the right, at its sole cost and expense, to conduct such activities in the Temporary Easement Area, as are reasonably necessary to complete Grantee's Work.
5. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Temporary Easement Area, including but not limited to ingress and egress for equipment, materials, supplies and vehicles, at all times and without notice to

Grantor, provided that such ingress and egress is not over, under, upon or across any portion of Grantor's Property that is not within the Temporary Easement Area.

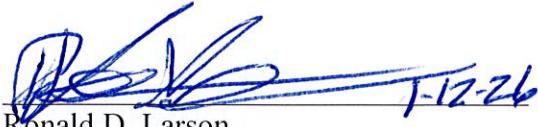
6. The Grantee shall have the right to trim, remove and keep the Temporary Easement Area clear of all buildings, structures, roots, shrubbery, trees, bushes, undergrowth and all other obstructions that may interfere with or endanger the Grantee's exercise of any of the rights granted to Grantee pursuant to this Temporary Easement.
7. The Grantor shall not erect, construct or locate in the Temporary Easement Area any new structure or object that was not in existence on the Effective Date of this Temporary Easement, which would prevent the Grantee's reasonable access to the Temporary Easement Area, without the written consent of the Grantee.
8. The Grantee shall restore, at Grantee's expense, any and all disturbed areas within the Temporary Easement Area back to as close to original condition as, in Grantee's judgment, is reasonably practicable given the rights granted hereunder. No construction materials may remain in, on or under the Temporary Easement Area at the end of the term of this Temporary Easement.
9. The provisions hereof shall inure to the benefit of and bind the parties hereto and the successors and assigns of the respective parties hereto.
10. The Grantor shall disclose to the Grantor's successors in title the existence of this Temporary Easement if the real property described herein, or any part thereof, is conveyed prior to the expiration of the Temporary Easement.
11. Grantor and Grantee agree to correct any legal descriptions or depictions contained herein if there is a mistake discovered, including any mistakes or discrepancies revealed by an accurate survey of the property identified herein, and to accordingly replace the corresponding corrected exhibit herein, as applicable.
12. The Grantee shall defend, indemnify and hold harmless Grantor from and against claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the Grantee's Work or improvements within the Permanent Easement Area and the public's use thereof. The indemnification provision herein shall not apply to the negligence or intentional misconduct of Grantor.
13. This Agreement shall be governed by and construed under the laws of the State of Minnesota without reference to its conflict of laws principles.
14. Any notice or other communication required or permitted under this Temporary Easement must be in writing and may be given by personal delivery, by being deposited with any nationally recognized overnight carrier that routinely issues receipts, or by being deposited with the United States Postal Service, postage prepaid, certified mail, addressed to the party for whom it is intended at its address set forth above. Any such notice shall be deemed delivered upon (but not until) receipt or refusal of receipt. Either party may change its

address for notices by giving 10 days prior written notice of such change to the other party in a manner set forth above.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties have hereunto executed this document the day and year first above written.

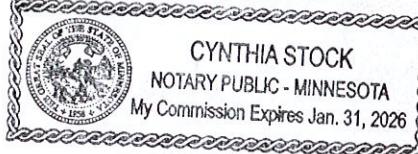
GRANTOR:



J-12-26

Ronald D. Larson

STATE OF Minnesota)
COUNTY OF Rice) ss.



The foregoing instrument was acknowledged before me this 12th day of January,
20 26, by Ronald D. Larson, a single person, Grantor.



Cynthia Stock

Notary Public

GRANTEE:

CITY OF NORTHFIELD, MINNESOTA

By: _____
Erica Zweifel, Its Mayor

ATTEST:

By: _____
Lynette Peterson, Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by Erica Zweifel as Mayor and Lynette Peterson as City Clerk on behalf of the City of Northfield, a municipal corporation under the laws of the State of Minnesota, Grantee.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

EXHIBIT A

LEGAL DESCRIPTION OF GRANTOR'S PROPERTY

LEGAL DESCRIPTION:

Beginning at the Northwest Corner of Section 8, Township 111N, Range 19W, thence South on the Section line 20 Rods, thence East 16 Rods, thence North to the Section Line 20 Rods, thence West on the Section Line 16 Rods to the point of beginning Rice County, Minnesota.

EXHIBIT B

LEGAL DESCRIPTION OF TEMPORARY EASEMENT

LEGAL DESCRIPTION:

A temporary easement for construction purposes over, under, and across that part of the Northwest Quarter of the Northwest Quarter of Section 8, Township 111 North, Range 19 West of the 5th Principal Meridian, Rice County, Minnesota described as follows:

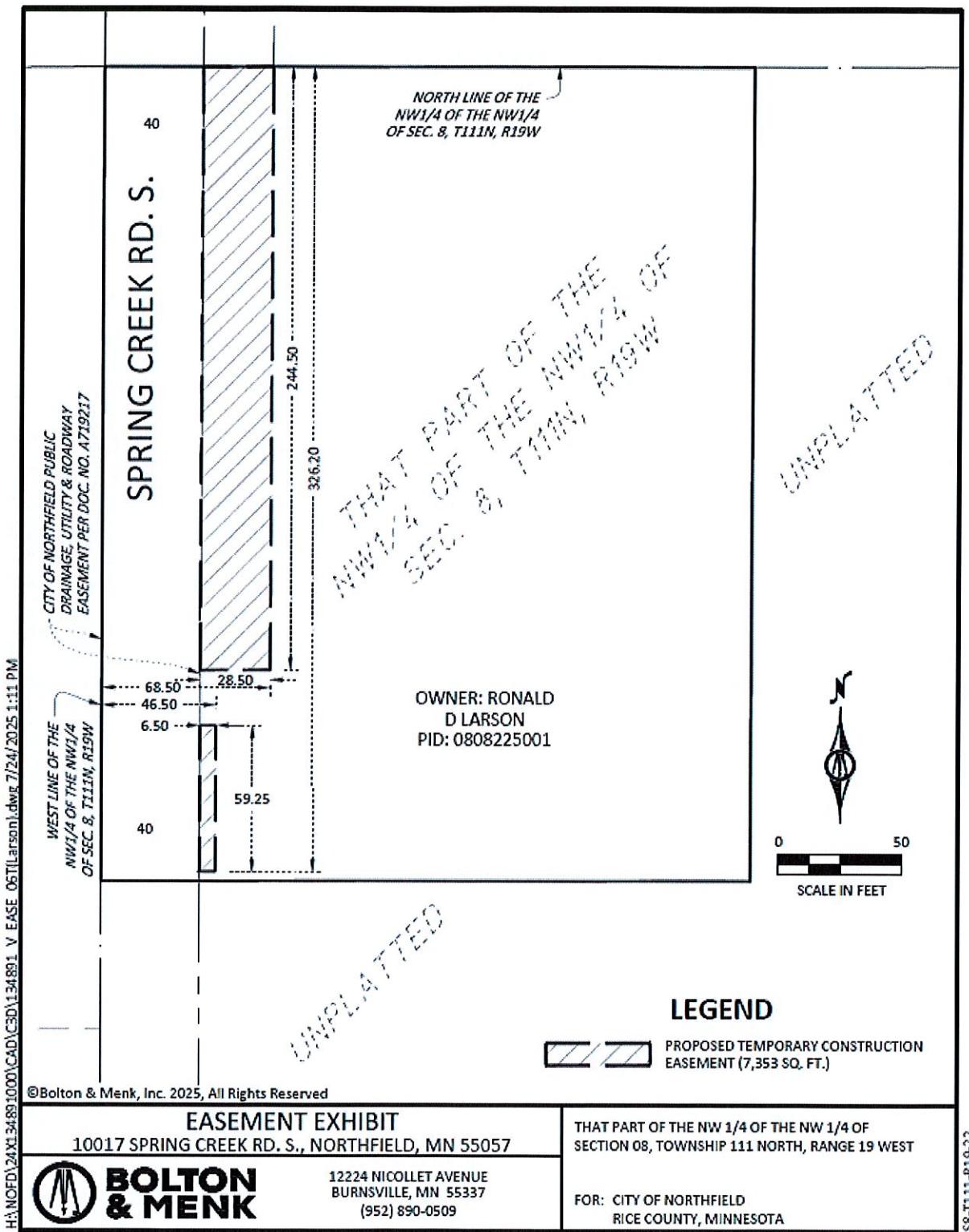
The south 59.25 feet of the north 326.20 feet of the east 6.50 feet of the west 46.50 feet, as measured at right angles, of said Northwest Quarter of the Northwest Quarter.

AND

The north 244.50 feet of the east 28.50 feet of the west 68.50 feet, as measured at right angles, of said Northwest Quarter of the Northwest Quarter.

EXHIBIT C

DEPICTION OF TEMPORARY EASEMENT AREA



(Do not write in the space above. Reserved for recording/transfer data)

PERMANENT PUBLIC RIGHT-OF-WAY, DRAINAGE, TRAIL, UTILITY AND ROADWAY EASEMENT

This Agreement is made this 8 day of December, 2025, by and between Sophie Switzer and Adam Sawyer, married to each other, 1300 Woodley Street East, Northfield, MN 55057, referred to hereinafter as "Grantor," and the City of Northfield, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, 801 Washington Street, Northfield, MN 55057, referred to hereinafter as "Grantee"; (collectively referred to herein as the "parties").

AGREEMENT

That for and in consideration of the sum of Eight Thousand Seven Hundred Four Dollars (\$8,704.09) and other good and valuable consideration, paid this date by Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, the Grantor and Grantee do hereby agree as follows:

1. The undersigned Grantor hereby grants and conveys to the Grantee a Permanent Easement for public right-of-way, trail, pedestrian and bicycle trail, and roadway purposes (the "Permanent Easement"), over, under and across that part of the tract of land legally described on Exhibit A, which is attached hereto and incorporated herein by reference, in the City of Northfield, Rice County, Minnesota; which Permanent Easement is legally described on Exhibit B, which is attached hereto and incorporated by reference.
2. In addition, the undersigned Grantor hereby grants and conveys to the Grantee a Permanent Easement for public drainage and utility purposes (the "Permanent Easement"), over, under and across that part of the tract of land legally described on Exhibit A, which is attached hereto and incorporated herein by reference, in the City of Northfield, Rice County, Minnesota; which Permanent Easement is legally described on Exhibit C, which is attached hereto and incorporated by reference.
3. The areas encompassing both easement areas legally described in Exhibits C and D, depicted together on the schematic drawing attached hereto and incorporated herein by reference at Exhibit D, shall be referred to in this Agreement as the "Permanent Easement Areas".

4. The Grantor states and hereby covenants that the Grantor is the lawful owner of the above-described real property, is lawfully seized and possessed of said real property, and that the Grantor has good and lawful right to grant the Permanent Easement described herein.
5. The Grantee shall have the right to construct, excavate, grade, inspect, install, remove, demolish, operate, maintain, place, replace, reconstruct, improve, enlarge and repair, as it may find reasonably necessary right-of-way, trail, drainage, utility, roadway facilities and improvements, and such other improvements appurtenant thereto, in the Permanent Easement Areas described herein (the "Grantee's Work").
6. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Permanent Easement Area at all times and without notice to Grantor by such route, in the judgment of the Grantee, as shall occasion the least practical damage and inconvenience to the Grantor.
7. The Grantee shall have the right to trim, remove and keep the Permanent Easement Areas clear of all buildings, structures, roots, shrubbery, trees, bushes, undergrowth and all other obstructions that may interfere with or endanger the Grantee's exercise of any of the rights pursuant to this Permanent Easement.
8. The Grantor shall not erect, construct or locate in the Permanent Easement Areas any new structure or object that was not in existence on the date of this Permanent Easement, which would prevent the Grantee's reasonable access to the Permanent Easement Areas or prevent the public's full enjoyment of the rights granted hereunder, without the written consent of the Grantee.
9. The Grantee shall restore, at Grantees' expense, any and all disturbed areas within the Permanent Easement Areas back to as close to original condition as, in Grantee's judgment, is reasonably practicable given the rights granted hereunder.
10. The Grantee shall defend, indemnify and hold harmless Grantor from and against claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the Grantee's Work, or improvements within the Permanent Easement Areas and the public's use thereof. The indemnification provision herein shall not apply to the negligence or intentional misconduct of Grantor.
11. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.
12. This Permanent Easement shall be recorded as soon as practicable following its execution with the understanding that the Grantee has complete and absolute sole ownership, use and control of the public right-of-way, trail, drainage, utility and roadway facilities and improvements constructed in the Permanent Easement Areas, and such other improvements appurtenant thereto, in accordance with the grant of rights conveyed herein.

13. Grantor and Grantee agree to correct any legal descriptions contained herein if there is a mistake discovered, including any mistakes or discrepancies revealed by an accurate survey of the property identified herein, and to accordingly replace the corresponding corrected exhibit herein, as applicable.
14. This Agreement shall be governed by and construed under the laws of the State of Minnesota without reference to its conflict of laws principles.
15. Any notice or other communication required or permitted under this instrument must be in writing and may be given by personal delivery, by being deposited with any nationally recognized overnight carrier that routinely issues receipts, or by being deposited with the United States Postal Service, postage prepaid, certified mail, addressed to the party for whom it is intended at its address set forth above. Any such notice shall be deemed delivered upon (but not until) receipt or refusal of receipt. Either party may change its address for notices by giving 10 days prior written notice of such change to the other party in a manner set forth above.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties have hereunto executed this document the day and year first above written.

GRANTOR:

Sophie Switzer

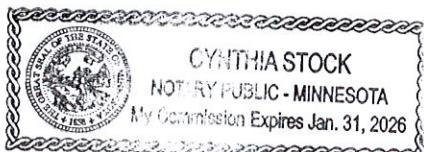
Adam Sawyer

STATE OF Minnesota
COUNTY OF Rice) ss.

The foregoing instrument was acknowledged before me this 8 day of December,
2025, by Sophie Switzer and Adam Sawyer, married to each other, Grantor.

Cynthia Stock

Notary Public



GRANTEE:

CITY OF NORTHFIELD, MINNESOTA

By: _____
Erica Zweifel, Its Mayor

ATTEST:

By: _____
Lynette Peterson, Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this _____ day of _____,
20_____, by Erica Zweifel as Mayor and Lynette Peterson as City Clerk on behalf of the City of
Northfield, a municipal corporation under the laws of the State of Minnesota, Grantee.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

EXHIBIT A

LEGAL DESCRIPTION OF REAL PROPERTY

The real property referenced in this Permanent Easement is legally described as follows:

LEGAL DESCRIPTION:

Lot 1, Block 1, Machacek Addition, Rice County, Minnesota.

EXHIBIT B

LEGAL DESCRIPTION OF PERMANENT EASEMENT

LEGAL DESCRIPTION:

A perpetual easement for roadway purposes over, under, and across that part of Lot 1, Block 1, MACHACEK ADDITION, RICE COUNTY, MINNESOTA, according to the recorded plat thereof, Rice County, Minnesota, lying northwesterly of a line described as follows:

Commencing at the southwest corner of the Southwest Quarter of Section 5, Township 111 North, Range 19 West of the 5th Principal Meridian, said Rice County Minnesota; thence on an assumed bearing North 00 degrees 24 minutes 47 seconds East along the west line of said Southwest Quarter, a distance of 1706.62 feet to the point of beginning of said line to be described; thence North 39 degrees 24 minutes 06 seconds East, a distance of 122.75 feet to the north line of said Lot 1, being the southerly right-of-way line of County State Aid Highway 28, a.k.a. Woodley Street East and said line there terminating. EXCEPT, that part thereof lying within Rice County highway easement per Document Number 605207.

EXHIBIT C

LEGAL DESCRIPTION OF PERMANENT EASEMENT

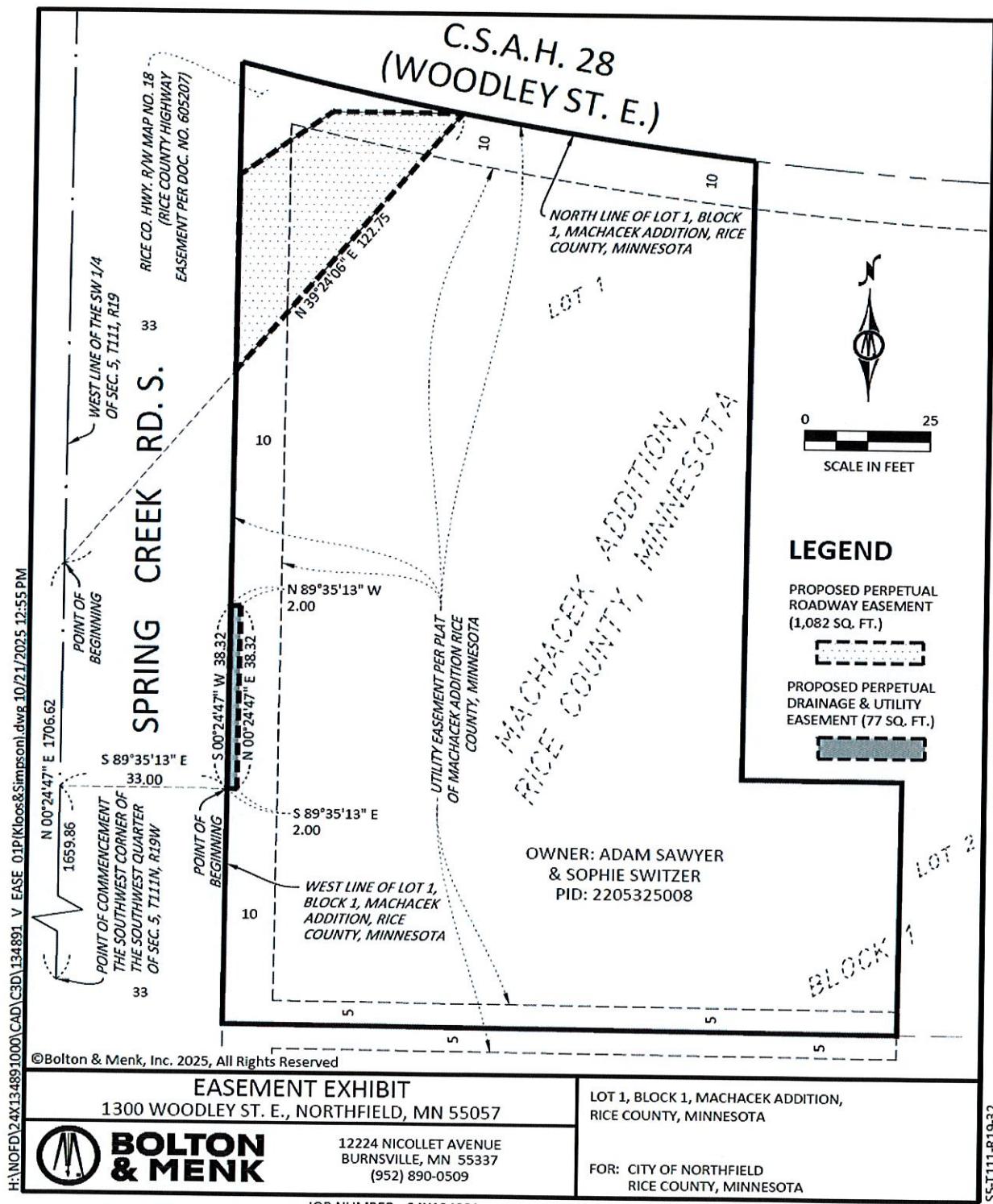
LEGAL DESCRIPTION:

A perpetual easement for drainage and utility purposes over, under, and across that part of Lot 1, Block 1, MACHACEK ADDITION, RICE COUNTY, MINNESOTA, according to the recorded plat thereof, Rice County, Minnesota described as follows:

Commencing at the southwest corner of the Southwest Quarter of Section 5, Township 111 North, Range 19 West of the 5th Principal Meridian, said Rice County, Minnesota; thence on an assumed bearing North 00 degrees 24 minutes 47 seconds East along the west line of said Southwest Quarter, a distance of 1659.86 feet; thence South 89 degrees 35 minutes 13 seconds East, a distance of 33.00 feet to the west line of said Lot 1, also known as the east right-of-way line of Spring Creek Road South, being the point of beginning of the easement to be described; thence continuing South 89 degrees 35 minutes 13 minutes East, a distance of 2.00 feet; thence North 00 degrees 24 minutes 47 seconds East, a distance of 38.32 feet; thence North 89 degrees 35 minutes 13 seconds West, a distance of 2.00 feet to said west line; thence South 00 degrees 24 minutes 47 seconds West along said west line, a distance of 38.32 feet to said point of beginning.

EXHIBIT D

DEPICTION OF PERMANENT EASEMENT AREAS



(Do not write in the space above. Reserved for recording/transfer data)

PERMANENT PUBLIC DRAINAGE AND UTILITY EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT

This Agreement is made this 20th day of October, 2025, by and between Michael Remes and Patricia Remes as Trustees of the Patricia Remes Living Revocable Trust created by Trust Agreement dated July 31, 1990, 1212 Sumac Lane, Northfield, MN 55057, referred to hereinafter as "Grantor," and the City of Northfield, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, 801 Washington Street, Northfield, MN 55057, referred to hereinafter as "Grantee"; (collectively referred to herein as the "parties").

AGREEMENT

That for and in consideration of the sum of Three Thousand Three Hundred Twenty Three and 33/100 Dollars (\$3,323.33) and other good and valuable consideration, paid this date by Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, the Grantor and Grantee do hereby agree as follows:

1. The undersigned Grantor hereby grants and conveys to the Grantee a Permanent Easement, for public drainage and utility purposes (the "Permanent Easement"), over, under and across that part of the tract of land legally described on Exhibit A, which is attached hereto and incorporated herein by reference, in the City of Northfield, Rice County, Minnesota; which Permanent Easement is legally described on Exhibit B, which is attached hereto and incorporated by reference (the "Permanent Easement Area").
2. The undersigned Grantor hereby grants and conveys to the Grantee a Temporary Easement for construction purposes (the "Temporary Easement") over, under and across that part of the tract of land legally described on Exhibit A, in the City of Northfield, Rice County, Minnesota, as legally described on Exhibit C, which is attached hereto and incorporated by reference (the "Temporary Easement Area"). The purpose of the Temporary Easement is to allow Grantee, or its employees, agents, permittees and licensees, to use the Temporary Easement Area in connection with the Spring Creek Road Reconstruction Project, which will

include grading and the reconstruction of public right-of way, trail, roadway, pedestrian and bicycle trail, utility, and drainage facilities (the “Grantee’s Work”).

The Temporary Easement shall expire no later than the earlier of: (a) one year following the date on which the contractor hired by the City to complete the Grantee’s Work first conducts Grantee’s Work within the Temporary Easement Area; or (b) two years from the date of this Agreement.

3. The Permanent Easement Area and Temporary Easement Area described above are depicted together on the schematic drawing, Exhibit D, which is attached hereto and incorporated herein by reference.
4. The Grantor states and hereby covenants that the Grantor is the lawful owner of the above-described real property, is lawfully seized and possessed of said real property, and that the Grantor has good and lawful right to grant the Permanent Easement and Temporary Easement described herein.
5. The Grantee shall have the right to construct, excavate, grade, inspect, install, remove, demolish, operate, maintain, place, replace, reconstruct, improve, enlarge and repair, as it may find reasonably necessary drainage and utility facilities and improvements, and such other improvements appurtenant thereto, in the Permanent Easement Area described herein.
6. The Grantee shall have the right, at its sole cost and expense, to conduct such activities in the Temporary Easement Area, as are reasonably necessary to complete Grantee’s Work. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Temporary Easement Area, including but not limited to ingress and egress for equipment, materials, supplies and vehicles, at all times and without notice to Grantor, provided that such ingress and egress is not over, under, upon or across any portion of Grantor’s Property that is not within the Temporary Easement Area.
7. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Permanent Easement Area at all times and without notice to Grantor by such route, in the judgment of the Grantee, as shall occasion the least practical damage and inconvenience to the Grantor.
8. The Grantee shall have the right to trim, remove and keep the Permanent Easement Area and Temporary Easement Areas clear of all buildings, structures, roots, shrubbery, trees, bushes, undergrowth and all other obstructions that may interfere with or endanger the Grantee’s exercise of any of the rights pursuant to this Permanent Easement and Temporary Easement.
9. The Grantor shall not erect, construct or locate in the Permanent Easement and Temporary Easement Areas any new structure or object that was not in existence on the date of this Permanent Easement, which would prevent the Grantee’s reasonable access to the Permanent Easement and Temporary Easement Areas or prevent the public’s full enjoyment of the rights granted hereunder, without the written consent of the Grantee.

10. The Grantee shall restore, at Grantees' expense, any and all disturbed areas within the Permanent and Temporary Easement Areas back to as close to original condition as, in Grantee's judgment, is reasonably practicable given the rights granted hereunder. No construction materials may remain in, on or under the Temporary Easement Area at the end of the term of the Temporary Easement.
11. The Grantee shall defend, indemnify and hold harmless Grantor from and against claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the Grantee's Work or improvements within the Permanent Easement Area and the public's use thereof. The indemnification provision herein shall not apply to the negligence or intentional misconduct of Grantor.
12. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.
13. This Permanent Easement shall be recorded as soon as practicable following its execution with the understanding that the Grantee has complete and absolute sole ownership, use and control of the public drainage and utility facilities and improvements constructed in the Permanent Easement Area, and such other improvements appurtenant thereto, in accordance with the grant of rights conveyed herein.
14. Grantor and Grantee agree to correct any legal descriptions contained herein if there is a mistake discovered, including any mistakes or discrepancies revealed by an accurate survey of the property identified herein, and to accordingly replace the corresponding corrected exhibit herein, as applicable.
15. This Agreement shall be governed by and construed under the laws of the State of Minnesota without reference to its conflict of laws principles.
16. Any notice or other communication required or permitted under this instrument must be in writing and may be given by personal delivery, by being deposited with any nationally recognized overnight carrier that routinely issues receipts, or by being deposited with the United States Postal Service, postage prepaid, certified mail, addressed to the party for whom it is intended at its address set forth above. Any such notice shall be deemed delivered upon (but not until) receipt or refusal of receipt. Either party may change its address for notices by giving 10 days prior written notice of such change to the other party in a manner set forth above.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties have hereunto executed this document the day and year first above written.

GRANTOR:

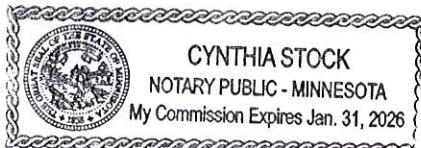
PATRICIA REMES LIVING
REVOCABLE TRUST CREATED BY
TRUST AGREEMENT DATED JULY 31, 1990

Michael Remes
Michael Remes, Trustee

Patricia Remes
Patricia Remes, Trustee

STATE OF MN)
COUNTY OF Rice) ss.
)

The foregoing instrument was acknowledged before me this 20th day of October,
2025, by Michael Remes and Patricia Remes, as Trustees of the Patricia Remes Living
Revocable Trust created by Trust Agreement dated July 31, 1990, Grantor.



Cynthia Stock

Notary Public

GRANTEE:

CITY OF NORTHFIELD, MINNESOTA

By: _____
Erica Zweifel, Its Mayor

ATTEST:

By: _____
Lynette Peterson, Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this _____ day of _____,
20_____, by Erica Zweifel as Mayor and Lynette Peterson as City Clerk on behalf of the City of
Northfield, a municipal corporation under the laws of the State of Minnesota, Grantee.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

EXHIBIT A

LEGAL DESCRIPTION OF REAL PROPERTY

The real property referenced in this Permanent Easement is legally described as follows:

LEGAL DESCRIPTION:

Lot 1, Block Two, EAST WOODLEY ADDITION to Northfield, Rice County, Minnesota.

EXHIBIT B

LEGAL DESCRIPTION OF PERMANENT EASEMENT

LEGAL DESCRIPTION:

A perpetual easement for drainage and utility purposes over, under, and across the north 26.51 feet of the south 37.31 feet of the east 15.00 feet, as measured at right angles, of Lot 1, Block Two, EAST WOODLEY ADDITION, according to the recorded plat thereof, Rice County, Minnesota.

EXHIBIT C

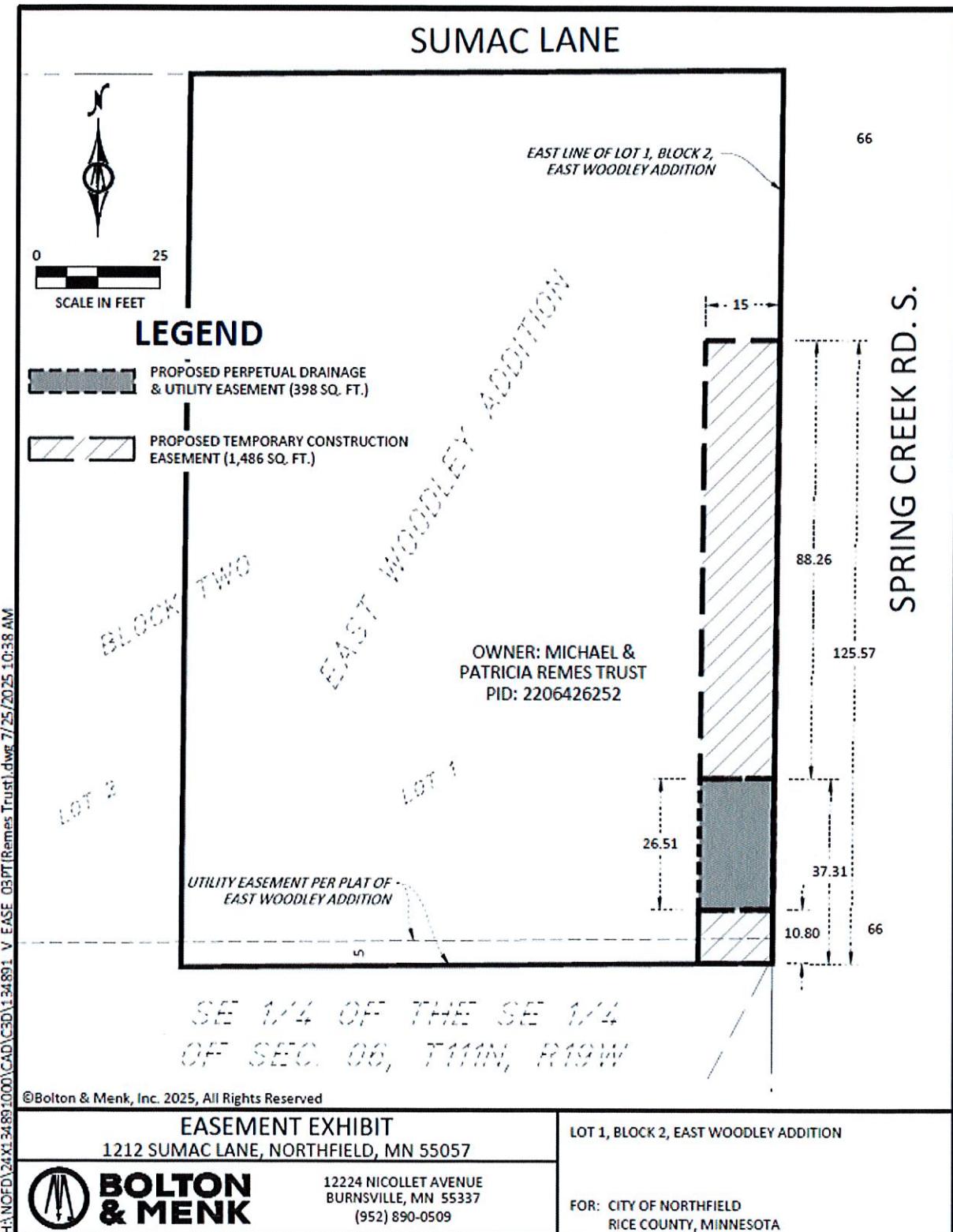
LEGAL DESCRIPTION OF TEMPORARY EASEMENT

LEGAL DESCRIPTION:

A temporary easement for construction purposes over, under, and across the north 88.26 feet of the south 125.57 feet of the east 15.00 feet; and the south 10.80 feet of the east 15.00 feet, all measured at right angles, of Lot 1, Block Two, EAST WOODLEY ADDITION, according to the recorded plat thereof, Rice County, Minnesota.

EXHIBIT D

DEPICTION OF PERMANENT AND TEMPORARY EASEMENTS



(Top 3 inches reserved for recording data)

AFFIDAVIT OF TRUSTEE

Regarding Certificate of Trust or Trust Instrument

State of Minnesota, County of Rice

Michael Remes and Patricia Remes, being first duly sworn on oath says that:

1. Affiant is the Trustee (one of the Trustees) named in **[check one box]**:

the Certificate of Trust or Trust Instrument to which this Affidavit is attached.

the Certificate of Trust dated _____ and filed for record _____ as Document Number _____ in the Office of the County Recorder/Registrar of _____ County, Minnesota.

The Certificate of Trust was executed by an Affiant and relates to real property in Rice County, Minnesota, legally described as follows:

See attached Exhibit A for legal description.

2. The name and address of the Trustee(s) empowered under the Trust Instrument to act at the time of the execution of this Affidavit are as follows:

Michael Remes
1212 Sumac Lane
Northfield, MN 55057

Patricia Remes
1212 Sumac Lane
Northfield, MN 55057

3. The Trustee(s) who have executed that certain instrument, relating to the real property described above, between Michael Remes and Patricia Remes, as Trustee(s), and the City of Northfield dated October 20, 2025

(a) is empowered by the provisions of the Trust to sell, convey, pledge, mortgage, lease, or transfer title to any interest in real property held in trust; and

(b) is the requisite number of Trustees required by the provisions of the Trust to execute and deliver such an instrument.

4. The Trust

has not been terminated or revoked.

has terminated (or has been revoked). The execution and delivery of the instrument described in paragraph 3 has been made pursuant to the provisions of the Trust.

5. There has been no amendment to the Trust which limits the power of Trustee(s) to execute and deliver the instrument described in paragraph 3.

6. The Trust

is not supervised by any Court.
 is supervised by the [...] Court of [...] County, [...]. All necessary approval has been obtained from the court for the Trustee(s) to execute and deliver the instrument described in paragraph 3.

7. Affiant does not have actual knowledge of any facts indicating the Trust is invalid.

Affiant

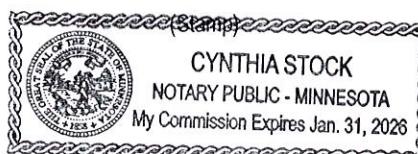


Michael Remes



Patricia Remes

Signed and sworn to before me on October 20, 2025 by Michael Remes and Patricia Remes, as Trustees of the
Patricia Remes Living Revocable Trust dated July 31, 1990.



(signature of notarial officer)

Title (and Rank): Administrative AssociateMy commission expires: January 31, 2026
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

Flaherty & Hood, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
651-225-8840

EXHIBIT A

Lot 1, Block Two, EAST WOODLEY ADDITION to Northfield, Rice County, Minnesota.

(Top 3 inches reserved for recording data)

CERTIFICATE OF TRUST
by Individual
Minn. Stat. 501C.1013

Minnesota Uniform Conveyancing Blanks
Form 90.1.1 (2016)

State of Minnesota, County of Rice

Michael Remes and Patricia Remes, being
first duly sworn on oath states, or affirms under penalties of perjury, that:

1. The name of the trust, if one is given, is: Patricia Remes Living Revocable Trust.

2. The date of the trust instrument is: July 31, 1990.

3. The name and address of each trustee empowered to act under the trust instrument at the time of execution of this Certificate of Trust is:

Michael Remes, 1212 Sumac Lane Northfield, MN 55057

Patricia Remes, 1212 Sumac Lane Northfield, MN 55057

4. The trustees are authorized by the trust instrument to sell, convey, pledge, mortgage, lease, or transfer title to any interest in real or personal property, except as limited by the following: (if none, so indicate)

None.

5. The number of trustees required to act is: 2

6. The trust has has not been terminated.
(check one box)

The trust instrument has has not been revoked.
(check one box)

Pursuant to Minn. Stat. 501C.1013 subd. 2:

The name of each settlor of the trust is: Michael Remes and Patricia Remes

The name of each original Trustee is: Michael Remes and Patricia Remes

Check this box if an Affidavit of Trustee, consisting of 3 pages, is attached to this Certificate of Trust.

The statements contained in this Certificate of Trust are true and correct and there are no other provisions in the trust instrument, or amendments to it, that limit (i) the powers of the trustee(s) to sell, convey, pledge, mortgage, lease, or transfer title to interest in real or personal property, or (ii) the authority of the trustees to exercise any other power identified in this Certificate of Trust.

Trustee or Settlor

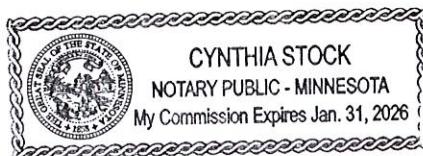
Michael Remes
(signature) Michael Remes

Patricia Remes
(signature) Patricia Remes

Signed and sworn to (or affirmed) before me on October 20, 2025, by Michael Remes and
(month/day/year)

Patricia Remes, as Trustees of the Patricia Remes Living Revocable Trust dated July 31, 1990.
(insert name of Trustee or Settlor making statement)

(Stamp)



Cynthia Stock
Cynthia Stock
(signature of notarial officer)
Title (and Rank): Administrative Associate
My commission expires: January 31, 2026
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

(insert name and address)

Flaherty & Hood, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
651-225-8840

TEMPORARY CONSTRUCTION EASEMENT

This Temporary Construction Easement Agreement is made this 20th day of October, 2023 (the "Effective Date"), by and between Michael Remes and Patricia Remes, 1212 Sumac Lane, Northfield, MN 55057, referred to hereinafter as "Grantor," and the City of Northfield, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, 801 Washington Street, Northfield, MN 55057, referred to hereinafter as "Grantee"; (collectively referred to herein as the "parties").

AGREEMENT

That for and in consideration of the sum of Thirty Seven and 13/00 Dollars (\$37.13) and other good and valuable consideration, paid this date by Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, the Grantor and Grantee do hereby agree as follows:

1. Grantor owns the real property located in the City of Northfield, Rice County, Minnesota, legally described on Exhibit A (referred to herein as "Grantor's Property" or "Parcel A"), which is attached hereto and incorporated herein by reference. The Grantor hereby grants and conveys to the Grantee a Temporary Easement for construction purposes (the "Temporary Easement") over, under and across that portion of Parcel A legally described on Exhibit B, which is attached hereto and incorporated by reference (the "Temporary Easement Area"). The purpose of this Temporary Easement is to allow Grantee, or its employees, agents, permittees and licensees, to use the Temporary Easement Area in connection with the Spring Creek Road Reconstruction Project, which will include the construction of public right-of way, trail, roadway, pedestrian and bicycle trail, utility, and drainage facilities (the "Grantee's Work").

The Temporary Easement shall expire no later than the earlier of: (a) one year following the date on which the contractor hired by the City to complete the Grantee's Work first conducts Grantee's Work within the Temporary Easement Area; or (b) two years from the date of this Agreement.

2. The Temporary Easement Area described above is depicted on the schematic drawing, Exhibit C, which is attached hereto and incorporated herein by reference.
3. The Grantor states and hereby covenants that the Grantor is the lawful owner of the above-described real property, Parcel A, is lawfully seized and possessed of said real property, and that the Grantor has good and lawful right to grant the Temporary Easement described herein.
4. The Grantee shall have the right, at its sole cost and expense, to conduct such activities in the Temporary Easement Area, as are reasonably necessary to complete Grantee's Work.
5. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Temporary Easement Area, including but not limited to ingress and egress for equipment, materials, supplies and vehicles, at all times and without notice to

Grantor, provided that such ingress and egress is not over, under, upon or across any portion of Grantor's Property that is not within the Temporary Easement Area.

6. The Grantee shall have the right to trim, remove and keep the Temporary Easement Area clear of all buildings, structures, roots, shrubbery, trees, bushes, undergrowth and all other obstructions that may interfere with or endanger the Grantee's exercise of any of the rights granted to Grantee pursuant to this Temporary Easement.
7. The Grantor shall not erect, construct or locate in the Temporary Easement Area any new structure or object that was not in existence on the Effective Date of this Temporary Easement, which would prevent the Grantee's reasonable access to the Temporary Easement Area, without the written consent of the Grantee.
8. The Grantee shall restore, at Grantee's expense, any and all disturbed areas within the Temporary Easement Area back to as close to original condition as, in Grantee's judgment, is reasonably practicable given the rights granted hereunder. No construction materials may remain in, on or under the Temporary Easement Area at the end of the term of this Temporary Easement.
9. The provisions hereof shall inure to the benefit of and bind the parties hereto and the successors and assigns of the respective parties hereto.
10. The Grantor shall disclose to the Grantor's successors in title the existence of this Temporary Easement if the real property described herein, or any part thereof, is conveyed prior to the expiration of the Temporary Easement.
11. Grantor and Grantee agree to correct any legal descriptions or depictions contained herein if there is a mistake discovered, including any mistakes or discrepancies revealed by an accurate survey of the property identified herein, and to accordingly replace the corresponding corrected exhibit herein, as applicable.
12. The Grantee shall defend, indemnify and hold harmless Grantor from and against claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the Grantee's Work or improvements within the Permanent Easement Area and the public's use thereof. The indemnification provision herein shall not apply to the negligence or intentional misconduct of Grantor.
13. This Agreement shall be governed by and construed under the laws of the State of Minnesota without reference to its conflict of laws principles.
14. Any notice or other communication required or permitted under this Temporary Easement must be in writing and may be given by personal delivery, by being deposited with any nationally recognized overnight carrier that routinely issues receipts, or by being deposited with the United States Postal Service, postage prepaid, certified mail, addressed to the party for whom it is intended at its address set forth above. Any such notice shall be deemed delivered upon (but not until) receipt or refusal of receipt. Either party may change its

address for notices by giving 10 days prior written notice of such change to the other party in a manner set forth above.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties have hereunto executed this document the day and year first above written.

GRANTOR:

Michael Remes
Michael Remes

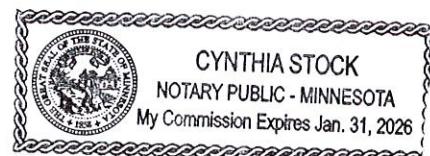
Patricia Remes
Patricia Remes

STATE OF MN)
COUNTY OF Rice) ss.

The foregoing instrument was acknowledged before me this 20th day of October,
20 25, by Michael Remes and Patricia Remes, husband and wife, Grantor.

Cynthia Stock

Notary Public



GRANTEE:

CITY OF NORTHFIELD, MINNESOTA

By: _____
Erica Zweifel, Its Mayor

ATTEST:

By: _____
Lynette Peterson, Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this _____ day of _____,
20_____, by Erica Zweifel as Mayor and Lynette Peterson as City Clerk on behalf of the City of
Northfield, a municipal corporation under the laws of the State of Minnesota, Grantee.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

EXHIBIT A

LEGAL DESCRIPTION OF GRANTOR'S PROPERTY (PARCEL A)

LEGAL DESCRIPTION:

All that part of the South One-Half (S 1/2) of the Southeast Quarter (SE 1/4) of Section 6, Township 111 North, Range 19 West of the Fifth Principal Meridian in the City of Northfield, Rice County, Minnesota, lying Easterly of the Easterly line of Block 19, in PLAT OF BLOCKS 17, 18, & 19, EAST WOODLEY ADDITION, NORTHFIELD, RICE COUNTY, MINNESOTA, and lying Northerly and Westerly, of the following described line:

Beginning at the Southeast corner of Lot 3, of said Block 19; thence South 86 degrees 28 minutes 55 seconds East assumed bearing along the Easterly extension of the Southerly line of said Lot 3 a distance of 254.65 feet; thence North 11 degrees 27 minutes 05 seconds East a distance of 60.75 feet; thence North 78 degrees 32 minutes 55 West a distance of 65.00 feet; thence North 08 degrees 27 minutes 05 seconds East a distance of 130.00 feet; thence North 27 degrees 52 minutes 48 seconds East a distance of 215.37 feet to the North line of said South One-Half of the Southeast Quarter, distant 33.00 feet Westerly of the Northeast corner thereof and there terminating, Rice County, Minnesota.

EXHIBIT B

LEGAL DESCRIPTION OF TEMPORARY EASEMENT

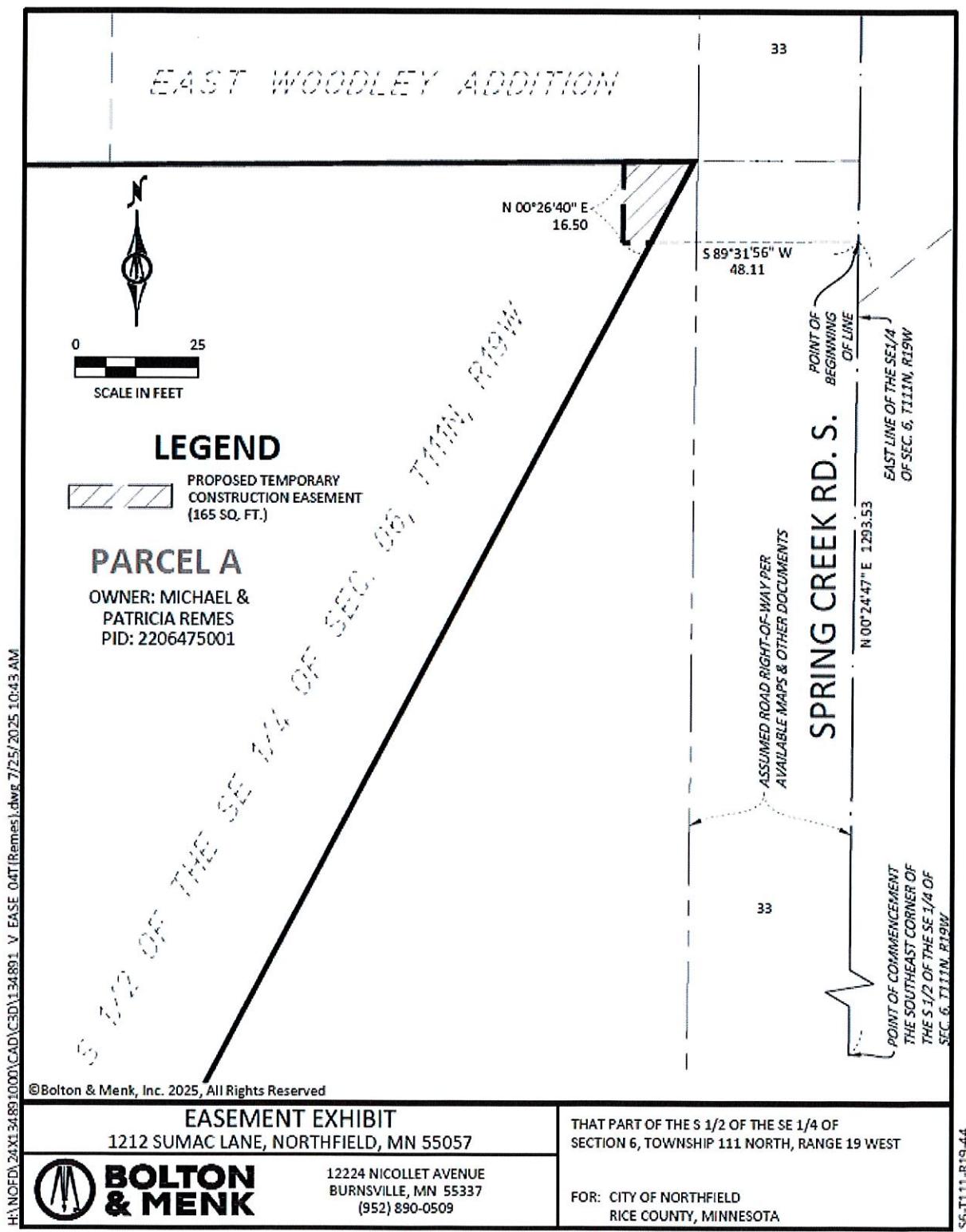
LEGAL DESCRIPTION:

A temporary easement for construction purposes over, under, and across that part of the herein described Parcel A, lying north and east of a line described as follows:

Commencing at the southeast corner of said South Half of the Southeast Quarter of Section 6, Township 111 North, Range 19 West of the 5th Principal, Rice County, Minnesota; thence on an assumed bearing North 00 degrees 24 minutes 47 seconds East along the east line of said South Half of the Southeast Quarter, a distance of 1293.53 feet to the point of beginning of the line to be described; thence South 89 degrees 31 minutes 56 seconds West, a distance of 48.11 feet; thence North 00 degrees 26 minutes 40 seconds East, a distance of 16.50 feet to the north line of said South Half of the Southeast Quarter, and said line there terminating.

EXHIBIT C

DEPICTION OF TEMPORARY EASEMENT AREA



SPRING CREEK ROAD RECONSTRUCTION - EASEMENTS								
P.I.D.	ADDRESS	PROPERTY OWNER	DEED AQUIRED	PERMANENT EASEMENT AREA (SF)	PERMANENT EASEMENT COST	TEMPORARY EASEMENT AREA (SF)	TEMPORARY EASEMENT COST	TOTAL EASEMENT ACQUISITION COSTS
08.05.3.50.001	1488 Woodley St. E	Mark J & Julie A Pritchard Trust Et Al Kari L. Pritchard Revocable Trust		13345	\$13,878.80	25950	\$2,698.80	\$16,577.60
08.08.2.25.001	10017 Hall Ave	Ronald D Larson		0		7353	\$1,654.43	\$1,654.43
22.05.3.25.008	1300 Woodley St. E	Adam Sawyer & Sophie Switzer		1159	\$8,704.09	0		\$8,704.09
22.06.4.26.252	1212 Sumac Ln	Michael & Patricia Remes Trust		398	\$2,988.98	1486	\$334.35	\$3,323.33
22.06.4.75.001	1212 Sumac Ln	Michael & Patricia Remes		0		165	\$37.13	\$37.13
							TOTAL	\$30,296.57

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	2 nd 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 2026-024	
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.



City of Northfield

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

Legislation Text

File #: 26-090, **Version:** 1

City Council Meeting Date: February 17, 2026

To: Mayor and Members of Council
City Administrator

From: Justin Wagner, Utilities Manager
David Bennett, P.E., Public Works Director/City Engineer

Consider Approval of Contract for Comprehensive Sewer Plan.

Action Requested:

The City Council approves the consultant services contract with Bolton and Menk, Inc. (Attachment 1) for the Comprehensive Sanitary Sewer Plan Update.

Summary Report:

The City recently updated its Comprehensive Plan. With this updated plan, Staff had recommended to the City Council during the 2026-2027 budget development an update to the City's comp sewer plan to align with the updated Comprehensive Plan. The updated comp sewer plan (Attachment B) will provide guidance for the City's sewer system. This work is very important to facilitate economic development for tax base growth as having a current plan to tie to future development requests will create more predictability and planning to have "shovel ready" development in the future. It also is important as an overall guide to planning for overall growth and system needs in the near term.

The final report will include the following main items:

- description of existing facilities and existing demand including the existing collection system and flow monitoring results.
- discussion of expansion area and existing sewer Agreements (City of Dundas and their future growth plans).
- discussion of the wastewater treatment facility and proposed improvements to meet future standards (nitrogen, phosphorous, PFAS in biosolids, etc.).
- analysis of Ultimate Service Area with proposed improvements.

The report will include recommendations for meeting future growth. Figures will be included to show improvements to existing infrastructure and planned new infrastructure.

The previous comp sewer plan was last completed in 2007. With an update to this plan, the City will conduct updated flow monitoring of its existing sewer system to determine capacity of existing sewer lines. Flow monitoring will take place mid-April to June in the hopes to collect two 0.5" rainfall events to properly reflect inflow and infiltration into the sewer system.

City Plans & Policies Relevance:

- *Northfield 2045 Comprehensive Plan*
<https://www.northfieldmn.gov/DocumentCenter/View/25297/Comprehensive-Plan-for-2045?bidId=>>
- *Northfield Comprehensive Sanitary Sewer Plan*
<https://www.northfieldmn.gov/DocumentCenter/View/607/ComprehensiveStormsewerPlan?bidId=>>

Alternative Options:

Staff does not recommend an alternative option due to timing with getting flow monitoring installed.

Financial Impacts:

There is funding available in the 2026 budget that was planned and supported by the City Council.

Comprehensive Sewer Plan	\$ 73,750
<u>Flow Monitoring</u>	<u>34,500</u>
Total Contract	\$107,250

Tentative Timelines:

- Project kickoff will begin after approval of the contract.
- Flow monitoring will take place mid-April through June.
- Staff intends on bringing an update to the City Council in spring 2026 on the Sewer Comp Plan and Water Comp Plan.
- The Comp Sewer Plan will be completed in 2026.

CONSULTANT SERVICE CONTRACT

This Contract (the "Contract") is made this 17 day of February, 2026, by and between the CITY OF Northfield, a Minnesota municipal corporation, 801 Washington Street, Northfield MN 55057 ("CITY"), and Bolton and Menk, Inc., a *corporation* under the laws of the State of Minnesota, 1960 Premier Drive, Mankato, MN 56001-5900 ("CONSULTANT"); (collectively the "PARTIES").

WHEREAS, CITY requires certain professional services in conjunction with Comprehensive Sewer Plan (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 K 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 K 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 F 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; \$2,000,000 – 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 Public Works Director/City Engineer, 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. David Bennett, P.E., CITY's Public Works Director/City Engineer, 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 Public Works Director/City Engineer 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, December 1, 2026, 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 Public Works Director/City Engineer, 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 Public Works Director/City Engineer 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 Public Works Director/City Engineer, 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:

David Bennett, P.E.
Public Works Director/City Engineer
801 Washington Street
Northfield, MN 55057
Phone: 507-645-3006
Email: David.Bennett@northfieldmn.gov

CONSULTANT:

Seth Peterson
Senior Project Manager
12224 Nicollet Avenue
Burnsville, MN 55337
Phone: 952-890-0509
Email: Seth.Peterson@bolton-menk.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. **Opinions or Estimates of Construction Cost.** Where provided by CONSULTANT as part of Exhibit 1 or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of CITY and CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. CITY acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

G. **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.

H. **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.

- I. **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).
- J. **Assignment.** This Contract may not be assigned by either PARTY without the written consent of the other PARTY.
- K. **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.
- L. **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.
- M. **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.
- N. **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.
- O. **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.

P. **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.

Q. **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.

R. **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.

S. **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.

T. **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.

U. **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.

V. **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.

W. **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.

X. **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.

Y. **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.

Z. **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 and 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.

AA. **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.

BB. **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.

- CC. **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.
- DD. **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.
- EE. **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 Bolton and Menk, Inc.:

By: _____
(Signature)

Title: Senior Project Manager
Print Name: Seth Peterson

Date: _____

CITY OF Northfield:

By: _____
Erica Zweifel, Its Mayor

Date: _____

By: _____
Lynette Peterson, Its City Clerk

Date: _____

EXHIBIT 1

SCOPE OF SERVICES

Subject to the terms of this Contract, CONSULTANT shall perform the following services/work:



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337

Phone: (952) 890-0509
Bolton-Menk.com

January 12, 2026

Justin Wagner
Utilities Manager
City of Northfield
1101 College Street
Northfield, MN 55057

RE: Sanitary Sewer Comprehensive Plan Update
City of Northfield, Minnesota

Dear Mr. Wagner,

A successful Comprehensive Sanitary Sewer System Plan and Capital Improvement Plan (CIP) rely on a complete understanding of the City of Northfield's challenges and resources, as well as its future city development goals. Below is our approach to developing a plan that the community and its stakeholders can support.

Our Approach

The City of Northfield can be confident in Bolton & Menk's policy to staff all major projects using a team approach, always maintaining close coordination between the city and the project team. The team assembled for this project will provide:

- Project management
- Technical review
- Sanitary system evaluation
- Hydraulic modeling abilities
- Digital file management
- GIS/AutoCAD data storage and display
- Wastewater treatment plant evaluation
- Capital Improvement Plan
- Proven experience

The following approach will meet the city's goals and objectives of the Comprehensive Sanitary Sewer Plan Update. We will use our extensive knowledge of the city's existing system and proposed development in the northwest area to assist the city through this comprehensive sanitary sewer update.

N:\Proposals\City of Northfield, MN\NW Development Area Sewer & Water Improvements\Comp Sewer Plan Update\2026-01-12 Northfield (Wagner) Sewer Sys Comp Plan Updated Proposal LTR.docx

Bolton & Menk is an equal opportunity employer.

Communication

Task 1.1: Kickoff Meeting

A kickoff meeting will be scheduled with city staff immediately after the notice to proceed. At this meeting, we will:

- Collect and review existing studies and plans
- Collect information from city staff about issues, goals, and priorities
- Establish communication protocols associated with various plan aspects
- Formulate a mutually acceptable milestone schedule
- Tour facilities that apply to the project with city staff

We will also develop a plan for incorporating maps, modeling files, and practical field experiences with the existing sanitary sewer collection system.

Task 1.2: Progress Meeting and Interim Review with City Staff

Bolton & Menk team leaders will attend a city staff meeting to present a draft report and solicit input and feedback. We will summarize the comments and questions, incorporating the information into the draft report.

Task 1.3: Final Plan Presentation Meeting

Bolton & Menk will meet with City staff to present the final draft report and summarize our findings. Any additional comments provided will be incorporated into the final deliverable plan.

Deliverables: Meeting attendance, meeting minutes.

Sanitary Sewer Collection System Modeling, Analysis, and Plan

Task 2.1: Existing Wastewater Collection System Condition Review

Subtask 2.1.1: Review City Records

Using the existing data from the city's GIS system and previous studies, we will assemble a system-wide issues map to be discussed at the kickoff meeting. We will use the city's knowledge of the system to update the map with any anecdotal information and other system issues.

We assume that Bolton & Menk will not be responsible for any additional field data collection to supplement the city GIS mapping information. Further, we assume that all as-built sewer information is in a format that is readily accessible for input into CAD/GIS and/or modeling software. If there are gaps in the geometric data, we will present the areas to the city for additional field data collection or as-built research. We will also use Light Detection and Ranging (LiDAR) surface topography to populate missing rim elevations and use slopes from city records.

Task 2.2: Sanitary Sewer Hydraulic Modeling

Subtask 2.2.1: Determine Sewersheds

Bolton & Menk will use digital system geometrics, land use files, topography, lift station locations, and existing sewer studies to develop system-wide sanitary sewer service areas. We will further subdivide the sanitary sewersheds when appropriate. In critical areas, we will delineate service flows to contributing lateral lines to track system capacity deficiencies. In most areas, we anticipate trunk lines will be the most critical.

We understand the city wishes to determine service flows to 12-inch and larger trunk lines. We will use GIS workflows to intersect sewersheds with land uses to summarize anticipated base and peak service flows. All sewershed delineations will be presented to the city for review and refined as necessary.

Subtask 2.2.2: Develop Wastewater Service Flows

Bolton & Menk has worked extensively with communities to effectively merge land use information with sewershed delineations in a GIS environment to automatically determine spatially varied sewer service flows.

Based on land use, we will assign peak flow rate factors and appropriate peaking factors to each sewershed. The information will be populated in the sewershed layer and linked to the pipe network. Industry-standard peaking factors will be recommended and assigned based on land uses and other relevant information about historical flow data that city staff can provide.

Deliverables: Summary of flow projections, preliminary and final sewershed maps.

Subtask 2.2.3: Develop Hydraulic Model Framework, Perform Assessment, and Troubleshoot

Bolton & Menk is well-versed in a variety of hydrodynamic sewer modeling programs. A comprehensive hydrodynamic trunk sewer model will provide the city with the following opportunities for successful implementation of the proposed sewer improvements:

- Graphical integration
- Interoperability with both CAD and GIS file formats
- Easy import and export of GIS files for automatic model development and geodatabase creation
- Ability to develop geospatial relationships between sanitary service flows and pipe capacity
- Conversion of complex hydraulic calculations to an easy-to-understand mapping format with the freedom to symbolize critical system deficiencies
- Continuous update of the model to reflect changes in service flow and pipe size
- Ability to calibrate the model using actual flow data as it is collected over time, potentially reducing the potential for unnecessary oversizing of infrastructure due to assumed data

Bolton & Menk has extensive experience using GIS information to automatically populate spatially developed modeling data. We will use these techniques to cost-effectively develop the sewer collection system model and dramatically reduce user input error.

Subtask 2.2.4: Present Existing Conditions Model Results

Before initial modeling runs, the model setup and initial data inputs will be reviewed with the city to ensure that all assumptions are consistent with the city's goals. Updates to modeling assumptions will

be performed based on city comments before presenting initial modeling results. All modeling results will be presented as visual graphics and maps unless table output is otherwise warranted. Output graphics will include, but may not be limited to, the following:

- Hydraulic model
- GIS database
- Pipe characteristic maps
- Pipe size
- Gravity flow capacity
- Actual model capacity
- Identification of below, at, and overcapacity pipes
- Sewershed assumptions
- Sewer service flows
- Peaking factors
- Lift station locations
- Lift station capacity

Deliverables: Preliminary model layout, existing conditions model results.

Subtask 2.2.5: Develop Technical Report of Findings

Based on the final modeling results, we will summarize the existing system conditions, lift station capacities, future development areas, future trunk/interceptor analyses, and anticipated construction costs. A draft technical report will be presented to the city for review and comment. Upon incorporation of all comments, a final report will be delivered.

Deliverables: Evaluation of sewer system, summary of system deficiencies, sewer issues maps, draft technical report, and final technical report.

Task 3: Determine Future Sanitary Collection System Needs

Subtask 3.1: Recommend Long-Range Planning

We will use the calibrated existing conditions model to account for future growth areas, potential changes to sewer service needs for existing commercial and industrial users, and redevelopment. The future conditions model will:

- Identify increases in pipe size needed to accommodate future service flow changes
- Target areas that could benefit from alignment changes or the addition of interceptor lines
- Identify the need for additional lift stations
- Maximize investment and minimize city costs by targeting the future location of improvements to combine with other identified street or utility needs
- Maximize the use of future development construction for proposed sewer locations
- Identify any infeasible areas to service with the sanitary sewer

Deliverables: Recommended long-range plan.

Task 4: Final Comprehensive Sewer Plan Report

Subtask 4.1: Prepare Final Report

The final summary and recommendations report will be a culmination of the data collection and modeling efforts. It will provide an effective framework for improving the sewer system. The hydraulic models, GIS system, and comprehensive report will function as planning tools that set in motion the next generation of sanitary service for the City of Northfield. The toolset will be formatted to allow for consistent modification as system improvements are constructed, or land-use changes are implemented. The final document will pull in pertinent information from the 2045 Comprehensive plan.

The final report will include the following main items: description of existing facilities and existing demand including the existing collection system and flow monitoring results. Discussion of expansion area and existing sewer Agreements (City of Dundas and Dundas future growth plans). Discussion of the wastewater treatment facility and proposed improvements to meet future standards (nitrogen, phosphorous, PFAS in biosolids, etc.). Analysis of Ultimate Service Area with proposed improvements. The report will include recommendations for meeting future growth. Figures will be included to show improvements to existing infrastructure and planned new infrastructure.

Deliverables: Final Comprehensive Sewer Plan report.

Wastewater Treatment Plant Analysis and Capital Improvement Plan

We will review the existing information from the City of Northfield to have a strong understanding of the existing facility and provide the city with a current state of the wastewater treatment facility. This will include a summary of the existing unit processes and equipment, and a determination of the remaining useful life.

Bolton & Menk will use our knowledge of the City of Northfield and the discharge to the Cannon River to determine the most likely facility requirements. We will also develop a path with city staff to provide the best value solution to the community. Our team has a desire to maximize existing assets but also knows when it is appropriate to invest in new infrastructure. We will utilize the city's facility plan document and our experience with the most recent upgrade project to develop the facility requirements.

The final Capital Improvement Plan (CIP) will serve as a roadmap to provide the city with direction for the next 20 years. Opportunities associated with residential or industrial growth will determine how quickly the city enacts the CIP. The plan will clearly identify each necessary improvement as the city continues to grow and develop.

Sanitary Sewer Trunk Fee Policy Review and Amendments

The City of Northfield's existing Sanitary Sewer Trunk Fee Policy will be reviewed for consistency with the revised Sanitary Sewer Comprehensive Plan and Wastewater Treatment Plant CIP. Planning-level cost estimates will be provided for proposed projects within both plans. We will work closely with the city's financial consultant to provide the information needed for the financial consultant to complete a rate analysis, including trunk area and SAC fees. We anticipate one in-person or virtual meeting with city staff and the city's financial consultant.

Sanitary Sewer Monitoring

The City is interested in understanding the current capacities of the trunk sewer along the east side of the Cannon River along Division St in Northfield. This information will be utilized to help analyze the existing sanitary sewer system and the results incorporated into the final report.

Bolton & Menk will collect flow data on 15-minute intervals at each location for the duration of the study. The 15-minute intervals will be used to identify metered peak flows and to calculate a daily average flow rate for each location along with peak flows during and proceeding rain events. This information is intended to assist with decisions regarding future development contributions and capacities of the trunk sewer line that runs along the east side of the Cannon River along Division St.

If any proposed development comes online or is planned within the sewer shed of the trunk sewer, it is critical that the time and date is known prior to data analysis.

Proposed Locations

Data is proposed to be collected at 7 locations shown on the attached figure:

1. Up gradient of the lift station along Dundas Blvd
2. Intersection of 5th St E and Division St S
3. Intersection of 3rd St E and Division St E
4. In the parking lot of Larid Stadium
5. (2) In the field of Carleton College West Field
6. Along the Carleton Arboretum Trail

Timeline

Bolton & Menk is planning to install flow monitoring equipment at the seven locations listed above during the wet season that typically runs between Mid-April and June. The current cost estimate is based off of monitoring for two months at each location, in the hopes to capture two (2) 0.5" + rainfall events. If during those 2 months of monitoring two (2) 0.5" + rain events are not captured. Monitoring efforts can be extended, at which time Bolton & Menk will propose an updated cost to reflect the additional monitoring efforts.

Fees

Bolton & Menk will plan a system for the City of Northfield that is both resilient and cost-efficient. The Scope of Work and Fee described herein is flexible. In other words, we understand that budgets are important. The Scope and Fee have been assembled to include the items described by the City, but individual scope items can be removed or reduced to best meet the needs of your plan. Our Project Understanding and Scope of Services include several project assumptions. We propose to complete the work described above for a fee of \$73,750. The sanitary sewer monitoring work will cost \$34,500 for a total fee of \$107,250. As noted above, the sanitary sewer monitoring work is estimated at two months. If we do not capture two significant rainfall events in those two months, additional charges will apply. If changes to the Scope are required based on any changes to these assumptions, we will assemble the

Justin Wagner, City of Northfield
January 12, 2026
Page 4

scope and fee revisions and submit them to the city for review and approval prior to commencement of additional work.

We look forward to working with the City of Northfield and are excited for the opportunity to complete the Water System Comprehensive Plan Update for you. I will personally serve as your primary contact for this project. Please contact me at 612-803-5223 or seth.peterson@bolton-menk.com if you have any questions regarding our proposal.

Sincerely,

Bolton & Menk, Inc.



Seth A. Peterson, P.E.
Senior Project Manager | Senior Principal

N:\Proposals\City of Northfield, MN\NW Development Area Sewer & Water Improvements\Comp Sewer Plan Update\2026-01-12 Northfield (Wagner) Sewer Sys Comp Plan Updated Proposal LTR.docx
Bolton & Menk is an equal opportunity employer.

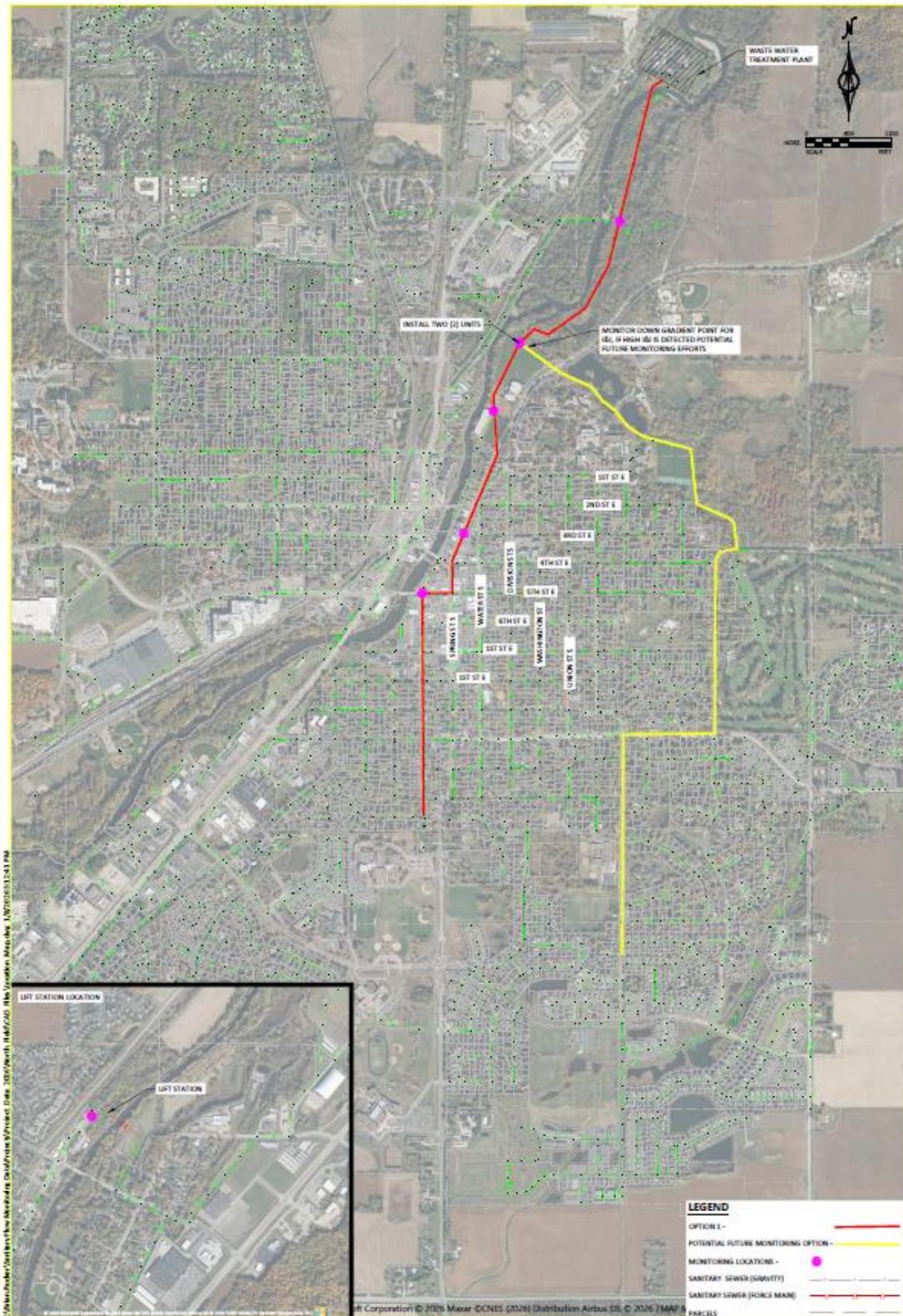


EXHIBIT 2

CERTIFICATES OF REQUIRED INSURANCE COVERAGES



CERTIFICATE OF LIABILITY INSURANCE

12/31/2026

DATE (MM/DD/YYYY)

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	Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: PHONE (A/C No. Ext): E-MAIL ADDRESS:	FAX (A/C No):
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Zurich American Insurance Company		16535
INSURED 1565200	INSURER B : American Guarantee and Liab. Ins. Co.		26247
	INSURER C : Continental Casualty Company		20443
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 22568605

REVISION NUMBER: XXXXXX

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		ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS					
A	COMMERCIAL GENERAL LIABILITY		Y	N	GLO 1340010-00	1/1/2026	1/1/2027	EACH OCCURRENCE	\$ 2,000,000				
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR										DAMAGE TO RENTED PREMISES (ea occurrence)		\$ 1,000,000
	<input checked="" type="checkbox"/> CONTRACTUAL LIAB										MED EXP (Any one person)		\$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:										PERSONAL & ADV INJURY		\$ 2,000,000
	POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:										GENERAL AGGREGATE		\$ 4,000,000
A	AUTOMOBILE LIABILITY		Y	N	BAP 1340009-00	1/1/2026	1/1/2027	PRODUCTS - COMP/OP AGG	\$ 4,000,000				
	<input checked="" type="checkbox"/> ANY AUTO												\$
	<input type="checkbox"/> OWNED AUTOS ONLY										COMBINED SINGLE LIMIT (EA ACCIDENT)		\$ 1,000,000
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY										BODILY INJURY (Per person)		\$ XXXXXXXX
	<input checked="" type="checkbox"/> SCHEDULED AUTOS										BODILY INJURY (Per accident)		\$ XXXXXXXX
B	UMBRELLA LIAB		N	N	SXS 1340013-00	1/1/2026	1/1/2027	PROPERTY DAMAGE (Per Accident)	\$ XXXXXXXX				
	<input checked="" type="checkbox"/> EXCESS LIAB												\$ XXXXXXXX
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0												\$ XXXXXXXX
	CLAIMS-MADE										EACH OCCURRENCE		\$ 10,000,000
											AGGREGATE		\$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y/N	N/A	WC 1340011-00	1/1/2026	1/1/2027	<input checked="" type="checkbox"/> PER STATUTE	OTH-ER				
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)										E.L. EACH ACCIDENT		\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below										E.L. DISEASE - EA EMPLOYEE		\$ 1,000,000
											E.L. DISEASE - POLICY LIMIT		\$ 1,000,000
C	PROF / POLL LIABILITY E&O \$50K SIR		N	N	AEH114019718	12/31/2025	12/31/2026	\$15,000,000 PER CLAIM \$15,000,000 AGG LIMIT RETRO DATE: 12/31/1997					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / ACCORD 101. Additional Remarks Schedule, may be attached if more space is required.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED. CERTIFICATE HOLDER, CITY OF NORTHBELT, IS ADDITIONAL INSURED ON A PRIMARY AND NON-CONTRIBUTORY BASIS ON GENERAL LIABILITY AND AUTO LIABILITY, IF REQUIRED BY WRITTEN CONTRACT AND SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY. FOR NON-PAYMENT OF PREMIUM, INSURER(S) WILL SEND 10 DAYS NOTICE OF CANCELLATION TO CERTIFICATE HOLDER.

CERTIFICATE HOLDER

CANCELLATION

22568605
CITY OF NORTHFIELD
801 WASHINGTON STREET
NORTHFIELD, MN 55057-2598

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

ACORD 25 (2016/03)

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EXHIBIT 3

COMPENSATION

Subject to the limitations set forth in this Exhibit, CITY will compensate CONSULTANT in accordance with the schedule of fees below 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 \$107,250 ("maximum price"), unless such charges in excess of the maximum price are authorized in writing by the Public Works Director/City Engineer 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 the Public Works Director/City Engineer, as determined by CITY.



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337

Phone: (952) 890-0509
Bolton-Menk.com

January 12, 2026

Justin Wagner
Utilities Manager
City of Northfield
1101 College Street
Northfield, MN 55057

RE: Sanitary Sewer Comprehensive Plan Update
City of Northfield, Minnesota

Dear Mr. Wagner,

A successful Comprehensive Sanitary Sewer System Plan and Capital Improvement Plan (CIP) rely on a complete understanding of the City of Northfield's challenges and resources, as well as its future city development goals. Below is our approach to developing a plan that the community and its stakeholders can support.

Our Approach

The City of Northfield can be confident in Bolton & Menk's policy to staff all major projects using a team approach, always maintaining close coordination between the city and the project team. The team assembled for this project will provide:

- Project management
- Technical review
- Sanitary system evaluation
- Hydraulic modeling abilities
- Digital file management
- GIS/AutoCAD data storage and display
- Wastewater treatment plant evaluation
- Capital Improvement Plan
- Proven experience

The following approach will meet the city's goals and objectives of the Comprehensive Sanitary Sewer Plan Update. We will use our extensive knowledge of the city's existing system and proposed development in the northwest area to assist the city through this comprehensive sanitary sewer update.

Communication

Task 1.1: Kickoff Meeting

A kickoff meeting will be scheduled with city staff immediately after the notice to proceed. At this meeting, we will:

- Collect and review existing studies and plans
- Collect information from city staff about issues, goals, and priorities
- Establish communication protocols associated with various plan aspects
- Formulate a mutually acceptable milestone schedule
- Tour facilities that apply to the project with city staff

We will also develop a plan for incorporating maps, modeling files, and practical field experiences with the existing sanitary sewer collection system.

Task 1.2: Progress Meeting and Interim Review with City Staff

Bolton & Menk team leaders will attend a city staff meeting to present a draft report and solicit input and feedback. We will summarize the comments and questions, incorporating the information into the draft report.

Task 1.3: Final Plan Presentation Meeting

Bolton & Menk will meet with City staff to present the final draft report and summarize our findings. Any additional comments provided will be incorporated into the final deliverable plan.

Deliverables: Meeting attendance, meeting minutes.

Sanitary Sewer Collection System Modeling, Analysis, and Plan

Task 2.1: Existing Wastewater Collection System Condition Review

Subtask 2.1.1: Review City Records

Using the existing data from the city's GIS system and previous studies, we will assemble a system-wide issues map to be discussed at the kickoff meeting. We will use the city's knowledge of the system to update the map with any anecdotal information and other system issues.

We assume that Bolton & Menk will not be responsible for any additional field data collection to supplement the city GIS mapping information. Further, we assume that all as-built sewer information is in a format that is readily accessible for input into CAD/GIS and/or modeling software. If there are gaps in the geometric data, we will present the areas to the city for additional field data collection or as-built research. We will also use Light Detection and Ranging (LiDAR) surface topography to populate missing rim elevations and use slopes from city records.

Task 2.2: Sanitary Sewer Hydraulic Modeling

Subtask 2.2.1: Determine Sewersheds

Bolton & Menk will use digital system geometrics, land use files, topography, lift station locations, and existing sewer studies to develop system-wide sanitary sewer service areas. We will further subdivide the sanitary sewersheds when appropriate. In critical areas, we will delineate service flows to contributing lateral lines to track system capacity deficiencies. In most areas, we anticipate trunk lines will be the most critical.

We understand the city wishes to determine service flows to 12-inch and larger trunk lines. We will use GIS workflows to intersect sewersheds with land uses to summarize anticipated base and peak service flows. All sewershed delineations will be presented to the city for review and refined as necessary.

Subtask 2.2.2: Develop Wastewater Service Flows

Bolton & Menk has worked extensively with communities to effectively merge land use information with sewersheds delineations in a GIS environment to automatically determine spatially varied sewer service flows.

Based on land use, we will assign peak flow rate factors and appropriate peaking factors to each sewersheds. The information will be populated in the sewersheds layer and linked to the pipe network. Industry-standard peaking factors will be recommended and assigned based on land uses and other relevant information about historical flow data that city staff can provide.

Deliverables: Summary of flow projections, preliminary and final sewersheds maps.

Subtask 2.2.3: Develop Hydraulic Model Framework, Perform Assessment, and Troubleshoot

Bolton & Menk is well-versed in a variety of hydrodynamic sewer modeling programs. A comprehensive hydrodynamic trunk sewer model will provide the city with the following opportunities for successful implementation of the proposed sewer improvements:

- Graphical integration
- Interoperability with both CAD and GIS file formats
- Easy import and export of GIS files for automatic model development and geodatabase creation
- Ability to develop geospatial relationships between sanitary service flows and pipe capacity
- Conversion of complex hydraulic calculations to an easy-to-understand mapping format with the freedom to symbolize critical system deficiencies
- Continuous update of the model to reflect changes in service flow and pipe size
- Ability to calibrate the model using actual flow data as it is collected over time, potentially reducing the potential for unnecessary oversizing of infrastructure due to assumed data

Bolton & Menk has extensive experience using GIS information to automatically populate spatially developed modeling data. We will use these techniques to cost-effectively develop the sewer collection system model and dramatically reduce user input error.

Subtask 2.2.4: Present Existing Conditions Model Results

Before initial modeling runs, the model setup and initial data inputs will be reviewed with the city to ensure that all assumptions are consistent with the city's goals. Updates to modeling assumptions will

be performed based on city comments before presenting initial modeling results. All modeling results will be presented as visual graphics and maps unless table output is otherwise warranted. Output graphics will include, but may not be limited to, the following:

- Hydraulic model
- GIS database
- Pipe characteristic maps
- Pipe size
- Gravity flow capacity
- Actual model capacity
- Identification of below, at, and overcapacity pipes
- Sewershed assumptions
- Sewer service flows
- Peaking factors
- Lift station locations
- Lift station capacity

Deliverables: Preliminary model layout, existing conditions model results.

Subtask 2.2.5: Develop Technical Report of Findings

Based on the final modeling results, we will summarize the existing system conditions, lift station capacities, future development areas, future trunk/interceptor analyses, and anticipated construction costs. A draft technical report will be presented to the city for review and comment. Upon incorporation of all comments, a final report will be delivered.

Deliverables: Evaluation of sewer system, summary of system deficiencies, sewer issues maps, draft technical report, and final technical report.

Task 3: Determine Future Sanitary Collection System Needs

Subtask 3.1: Recommend Long-Range Planning

We will use the calibrated existing conditions model to account for future growth areas, potential changes to sewer service needs for existing commercial and industrial users, and redevelopment. The future conditions model will:

- Identify increases in pipe size needed to accommodate future service flow changes
- Target areas that could benefit from alignment changes or the addition of interceptor lines
- Identify the need for additional lift stations
- Maximize investment and minimize city costs by targeting the future location of improvements to combine with other identified street or utility needs
- Maximize the use of future development construction for proposed sewer locations
- Identify any infeasible areas to service with the sanitary sewer

Deliverables: Recommended long-range plan.

Task 4: Final Comprehensive Sewer Plan Report

Subtask 4.1: Prepare Final Report

The final summary and recommendations report will be a culmination of the data collection and modeling efforts. It will provide an effective framework for improving the sewer system. The hydraulic models, GIS system, and comprehensive report will function as planning tools that set in motion the next generation of sanitary service for the City of Northfield. The toolset will be formatted to allow for consistent modification as system improvements are constructed, or land-use changes are implemented. The final document will pull in pertinent information from the 2045 Comprehensive plan.

The final report will include the following main items: description of existing facilities and existing demand including the existing collection system and flow monitoring results. Discussion of expansion area and existing sewer Agreements (City of Dundas and Dundas future growth plans). Discussion of the wastewater treatment facility and proposed improvements to meet future standards (nitrogen, phosphorous, PFAS in biosolids, etc.). Analysis of Ultimate Service Area with proposed improvements. The report will include recommendations for meeting future growth. Figures will be included to show improvements to existing infrastructure and planned new infrastructure.

Deliverables: Final Comprehensive Sewer Plan report.

Wastewater Treatment Plant Analysis and Capital Improvement Plan

We will review the existing information from the City of Northfield to have a strong understanding of the existing facility and provide the city with a current state of the wastewater treatment facility. This will include a summary of the existing unit processes and equipment, and a determination of the remaining useful life.

Bolton & Menk will use our knowledge of the City of Northfield and the discharge to the Cannon River to determine the most likely facility requirements. We will also develop a path with city staff to provide the best value solution to the community. Our team has a desire to maximize existing assets but also knows when it is appropriate to invest in new infrastructure. We will utilize the city's facility plan document and our experience with the most recent upgrade project to develop the facility requirements.

The final Capital Improvement Plan (CIP) will serve as a roadmap to provide the city with direction for the next 20 years. Opportunities associated with residential or industrial growth will determine how quickly the city enacts the CIP. The plan will clearly identify each necessary improvement as the city continues to grow and develop.

Sanitary Sewer Trunk Fee Policy Review and Amendments

The City of Northfield's existing Sanitary Sewer Trunk Fee Policy will be reviewed for consistency with the revised Sanitary Sewer Comprehensive Plan and Wastewater Treatment Plant CIP. Planning-level cost estimates will be provided for proposed projects within both plans. We will work closely with the city's financial consultant to provide the information needed for the financial consultant to complete a rate analysis, including trunk area and SAC fees. We anticipate one in-person or virtual meeting with city staff and the city's financial consultant.

Sanitary Sewer Monitoring

The City is interested in understanding the current capacities of the trunk sewer along the east side of the Canon River along Division St in Northfield. This information will be utilized to help analyze the existing sanitary sewer system and the results incorporated into the final report.

Bolton & Menk will collect flow data on 15-minute intervals at each location for the duration of the study. The 15-minute intervals will be used to identify metered peak flows and to calculate a daily average flow rate for each location along with peak flows during and proceeding rain events. This information is intended to assist with decisions regarding future development contributions and capacities of the trunk sewer line that runs along the east side of the Cannon River along Division St.

If any proposed development comes online or is planned within the sewer shed of the trunk sewer, it is critical that the time and date is known prior to data analysis.

Proposed Locations

Data is proposed to be collected at 7 locations shown on the attached figure:

1. Up gradient of the lift station along Dundas Blvd
2. Intersection of 5th St E and Division St S
3. Intersection of 3rd St E and Division St E
4. In the parking lot of Larid Stadium
5. (2) In the field of Carleton College West Field
6. Along the Carleton Arboretum Trail

Timeline

Bolton & Menk is planning to install flow monitoring equipment at the seven locations listed above during the wet season that typically runs between Mid-April and June. The current cost estimate is based off of monitoring for two months at each location, in the hopes to capture two (2) 0.5" + rainfall events. If during those 2 months of monitoring two (2) 0.5" + rain events are not captured. Monitoring efforts can be extended, at which time Bolton & Menk will propose an updated cost to reflect the additional monitoring efforts.

Fees

Bolton & Menk will plan a system for the City of Northfield that is both resilient and cost-efficient. The Scope of Work and Fee described herein is flexible. In other words, we understand that budgets are important. The Scope and Fee have been assembled to include the items described by the City, but individual scope items can be removed or reduced to best meet the needs of your plan. Our Project Understanding and Scope of Services include several project assumptions. We propose to complete the work described above for a fee of \$73,750. The sanitary sewer monitoring work will cost \$34,500 for a total fee of \$107,250. As noted above, the sanitary sewer monitoring work is estimated at two months. If we do not capture two significant rainfall events in those two months, additional charges will apply. If changes to the Scope are required based on any changes to these assumptions, we will assemble the

Justin Wagner, City of Northfield

January 12, 2026

Page 4

scope and fee revisions and submit them to the city for review and approval prior to commencement of additional work.

We look forward to working with the City of Northfield and are excited for the opportunity to complete the Water System Comprehensive Plan Update for you. I will personally serve as your primary contact for this project. Please contact me at 612-803-5223 or seth.peterson@bolton-menk.com if you have any questions regarding our proposal.

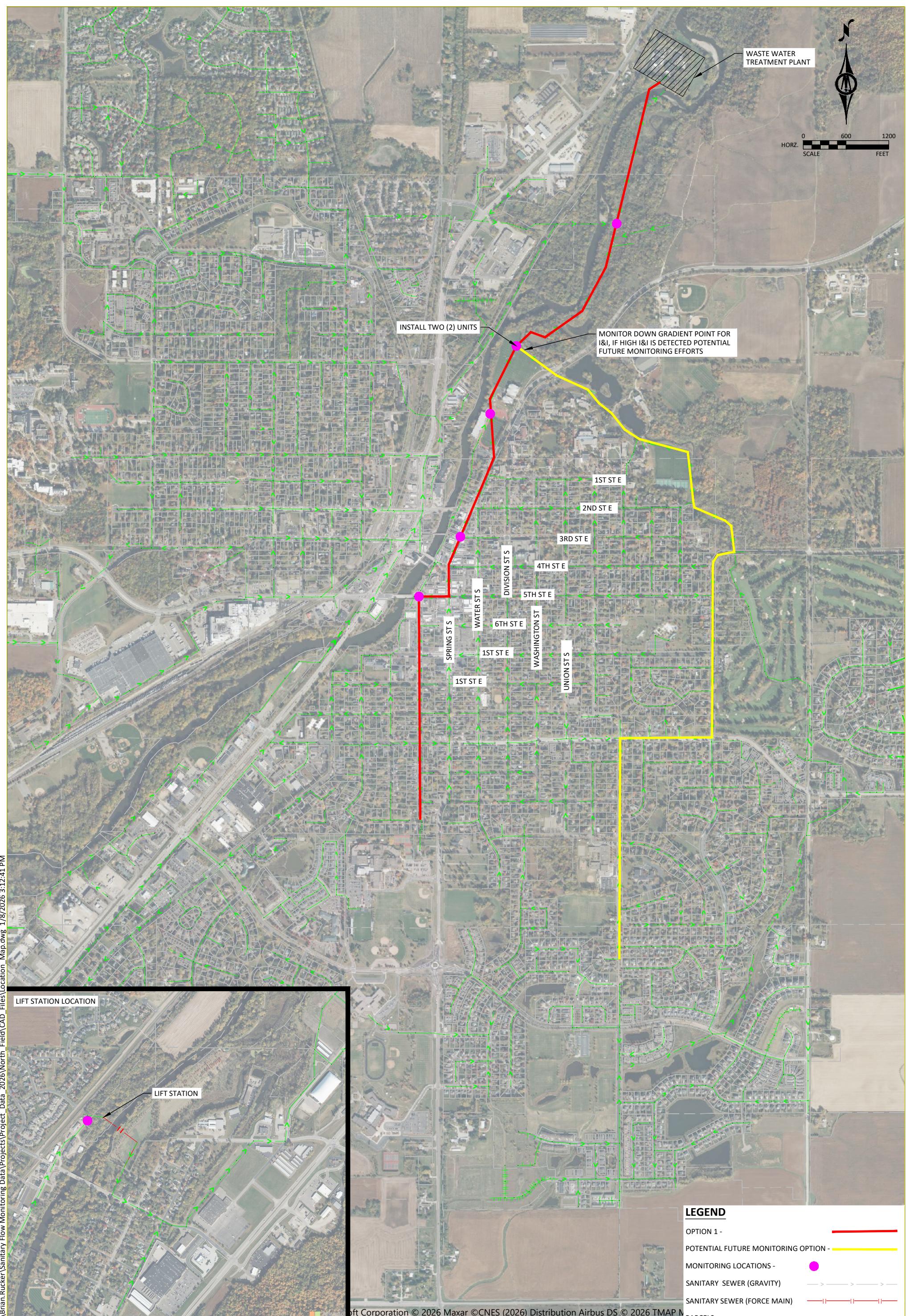
Sincerely,

Bolton & Menk, Inc.



Seth A. Peterson, P.E.

Senior Project Manager | Senior Principal





City of Northfield

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

Legislation Text

File #: Res. 2026-025, **Version:** 1

City Council Meeting Date: February 17, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator
Scott Wopata, Community Development Director
Brenda Angelstad, Finance Director

Consider Resolution Dedicating Source of Public Revenue for the Local Housing Trust Fund.

Action Requested:

The Northfield City Council approves Resolution Dedicating Source of Public Revenue for the Local Housing Trust Fund.

Summary Report:

City staff provides the following summary and recommendation regarding Statewide Affordable Housing Aid (SAHA) and the 2025 Local Housing Trust Fund (LHTF) Grant Program. The Statewide Affordable Housing Aid to Cities program was established by the Minnesota Legislature in 2023 as an ongoing state aid program to support local affordable housing preservation and production. Funds may be used for a broad range of eligible housing activities, including gap financing for new construction, rehabilitation, rental assistance, homeownership assistance, infrastructure necessary to support affordable housing, and other locally determined housing strategies consistent with statutory income limits.

Separately, the City applied for funding under the 2025 Local Housing Trust Fund Grant Program, which is a competitive state program intended to match locally committed housing trust fund dollars on a dollar-for-dollar basis. Eligible uses are generally limited to activities serving households at or below specified income thresholds and must comply with additional program requirements established in the grant agreement. Northfield has been preliminarily awarded \$150,000 under this program; however, the award remains contingent upon execution of a final grant agreement with the State.

Staff recommends that future Statewide Affordable Housing Aid allocations be deposited into the HRA General Fund (Fund 295) rather than the HRA Local Housing Trust Fund (Fund 296). While both funds support affordable housing activities, the Housing Trust Fund is subject to narrower statutory and programmatic restrictions tied specifically to trust fund purposes and, when applicable, grant match requirements. Depositing SAHA funds into the general HRA fund preserves maximum local flexibility in structuring projects, layering financing, responding to emerging housing needs, and aligning expenditures with evolving Council priorities, while still complying fully with SAHA statutory requirements. By contrast, placing SAHA funds into the Housing Trust Fund would subject them to additional local policy and structural constraints beyond what state law requires for SAHA.

Similarly, staff is not recommending depositing Community Development Block Grant (CDBG) program income into the Housing Trust Fund. While CDBG funds are already in their own fund and carry federal

eligibility and income-targeting requirements, transferring those dollars into the Housing Trust Fund would impose additional local restrictions that are not required under federal CDBG regulations and could limit future flexibility in project design and compliance management.

Upon receipt and execution of the 2025 Local Housing Trust Fund Grant agreement, staff will return to the Council with a one-time budget amendment for formal action. The recommended structure will include matching the \$150,000 state award with a transfer from HRA Fund 295 (General HRA Fund) into HRA Fund 296 (Housing Trust Fund), consistent with grant requirements and prior Council direction regarding local match commitments.

This revised recommendation that differs from the recommendation from staff and HRA from an amended 2025 action (attached). The revised recommendation reflects additional research and implementation planning completed since the HRA's prior action, led collaboratively by the City Administrator, Finance Director, and the new Community Development Director. As staff worked through anticipated near-term uses, compliance considerations, and fund-accounting implications, it became clearer that depositing SAHA (and CDBG program income) into the Local Housing Trust Fund would unintentionally add layers of restriction and administrative complexity beyond what those revenue sources already require. In particular, SAHA is designed to be a flexible state aid tool that can be deployed across multiple locally determined housing strategies (within SAHA eligibility), and keeping SAHA in the general HRA fund better preserves that flexibility while still maintaining full statutory compliance and transparent reporting. Similarly, CDBG dollars are already governed by detailed federal eligibility rules, and routing those funds into the Housing Trust Fund would further narrow allowable uses and complicate compliance tracking without providing a corresponding program benefit. Staff alignment on this revision is grounded in a shared conclusion that the general HRA fund provides the most practical and least restrictive structure for ongoing SAHA funds and CDBG administration remains in its own fund, while the Local Housing Trust Fund remains the appropriate, purpose-built vehicle for the one-time LHTF Grant award and required local match transfer once the State grant agreement is finalized.

City Plans & Policies Relevance:

Not applicable.

Alternative Options:

None recommended.

Financial Impacts:

No change in financial impact.

The following is the City's State Certified SAHA Funds per State website:

2026	\$31,972
2025	\$31,885
2024	\$75,056
2023	\$75,056

Tentative Timelines:

If adopted, the resolution would go into effect immediately.

**CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION NO. 2026-025**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD,
MINNESOTA APPROVING DESIGNATION OF STATEWIDE AFFORDABLE HOUSING AID IN
TO THE NORTHFIELD HOUSING AND REDEVELOPMENT AUTHORITY FUND 295**

WHEREAS, pursuant to Minnesota Statute 469.001, the City of Northfield Housing and Redevelopment Authority (“HRA”) was created and exists in significant part to provide a sufficient supply of adequate, safe, and sanitary dwellings and to remedy the shortage of affordable housing for low- and moderate-income residents of the City of Northfield (the “City”);

WHEREAS, on April 19, 2022 the City established a Local Housing Trust Fund (“Trust Fund”) via Ordinance 22-1034 and provided that the HRA shall administer the Trust Fund on behalf of the City;

WHEREAS, Section 2-52 of City ordinance 22-1034, titled “Funding Sources”, provides for funding of the Trust Fund from multiple sources as determined by the City Council and as listed therein;

WHEREAS, Minnesota Statute 462C.16, subdivision 1 (e) provides that a local housing trust fund should include dedicated sources of public revenue for housing;

WHEREAS, the City as of February 2, 2026 has received a total of 181,997.00 of “Statewide Affordable Housing Aid” from the years of 2023, 2024 and 2025 that was deposited into Fund 296 HRA Trust Fund; and

WHEREAS, the prior Statewide Affordable Housing Aid received will remain in the Fund 296 HRA Trust Fund and expenditures will be managed to conform with compliance related to the Statewide Affordable Housing Aid legal requirements and the Housing Trust Fund legal requirements; and

WHEREAS, the City Council has determined it appropriate to deposit future Statewide Affordable Housing Aid into HRA Fund 295.

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

1. The City Council authorizes 100% of Statewide Affordable Housing Aid to Cities received in 2026 and going forward to be deposited directly into HRA Fund 295; and

BE IT FURTHER RESOLVED that the City Council will continue to review funding sources for the Housing Trust Fund on a “case-by-case” or “non-recurring basis” in conformance with Section 1. Northfield City Code, Chapter 2 – Administration, Article I., Division 4. – Local Housing Trust Fund Section 2.52 Funding sources.

Passed by the City Council of the City of Northfield on this 17th day of February, 2026.

ATTEST

City Clerk

Mayor

VOTE: ZWEIFEL BEUMER DAHLEN HOLMES
 NESS PETERSON WHITE SOKUP

CITY OF NORTHFIELD, MN
HOUSING AND REDEVELOPMENT AUTHORITY RESOLUTION 2024-001(AMENDED)
AUTHORIZING DEDICATED SOURCE OF PUBLIC REVENUE FOR
THE LOCAL HOUSING TRUST FUND

WHEREAS, pursuant to Minnesota Statute 469.001, the City of Northfield Housing and Redevelopment Authority (“HRA”) was created and exists in significant part to provide a sufficient supply of adequate, safe, and sanitary dwellings and to remedy the shortage of affordable housing for low- and moderate-income residents of the City of Northfield (the “City”);

WHEREAS, on April 19, 2022 the City established a Local Housing Trust Fund (“Trust Fund”) via Ordinance 22-1034 and provided that the HRA shall administer the Trust Fund on behalf of the City;

WHEREAS, Section 2-52 of City ordinance 22-1034, titled Funding Sources, provides for funding of the Trust Fund from multiple sources as determined by the City and as listed therein;

WHEREAS, Minnesota Statute 462C.16, subdivision 1 (e) provides that a local housing trust fund should include dedicated sources of public revenue for housing;

WHEREAS, the primary funding sources for the HRA include its annual levy, the annual Community Development Block Grant (CDBG) funds allocated through Dakota County, and any Statewide Affordable Housing Aid to Cities, when applicable. In addition, the HRA has the ability to acquire and sell real property;

WHEREAS, proceeds from the sale of HRA-owned real property are an eligible funding source for the trust fund;

WHEREAS, depositing CDBG funds in a local housing trust fund satisfies Federal requirements for the use of those funds;

WHEREAS, depositing 40% of the annual HRA’s levy satisfies the State requirement for applying to matching Local Housing Trust Fund grant funds as administered by Minnesota Housing Finance Agency.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTHFIELD HOUSING AND REDEVELOPMENT AUTHORITY THAT:

It is the recommendation of the HRA to the City that the dedicated sources of annual funding for the Local Housing Trust Fund include:

- a. 50% of CDBG funds annually received from Dakota County Community Development Agency;
- b. 100% of the City’s annual allocation of Statewide Affordable Housing Aid to Cities; and
- c. 40% of levy funds annually received by the HRA.

BE IT FURTHER RESOLVED that the provisions for possible funding sources listed in Ordinance 1034, Sec. 2-52 should otherwise continue to remain in full force and effect.

PASSED by the Board of Commissioners of the Housing and Redevelopment Authority of the City of Northfield on this 6 day of March, 2025.

Galen Malecha
Galen Malecha, Chair →
~~Brent Nystrom~~
Brent Nystrom, Secretary

VOTE: Absent CROW Yes MALECHA Absent NYSTROM

Yes FREELAND Yes THOMAS Absent THORSTEINSON Yes SOKUP



City of Northfield

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

Legislation Text

File #: 26-091, **Version:** 1

City Council Meeting Date: February 17, 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)
- Mill Towns Trail Joint Powers Board

Councilor Holmes

- Council Employment Committee
- City/Hospital Governance Committee
- Housing and Redevelopment Authority (HRA)

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

- Housing and Redevelopment Authority (HRA)
- Mill Towns Trail Joint Powers Board

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A



Legislation Text

File #: 26-092, **Version:** 1

City Council Meeting Date: February 17, 2026

To: Mayor and City Council

From: Sara Pabich, Sustainability Coordinator

Sustainable Building Policy

Action Requested:

N/A

Summary Report:

The City's Sustainable Building Policy is currently not achievable for current development projects due to external constraints on renewable energy interconnections and policy requirements that depend on on-site renewables. As a result, projects receiving City financial assistance cannot comply with the policy as written.

Background: The Sustainable Building Policy supports Northfield's Climate Action Plan and goal of becoming a carbon-free community by 2040. Since buildings account for the most local greenhouse gas emissions, the policy is intended to reduce energy use and environmental impacts in new construction and major renovations. The policy applies to projects receiving City financial assistance, including tax increment financing, grants, loans, or land write-downs. One of the core elements are the "Northfield Green Requirements," which include:

1. Calculate greenhouse gas emissions
2. Energy efficiency standards
3. Renewable energy standards

These requirements cannot be modified administratively and require Council approval to change.

Key Reasons the Policy Is Not Currently Achievable

1. Renewable Energy Standard: The policy requires evaluation and installation of on-site renewable energy when cost-effective. However, Xcel Energy's interconnection queue for solar and microgrids is currently three to five years long, with no guarantee of approval due to grid congestion. This makes on-site solar infeasible for current projects and requires studies for systems that may never be built. Geothermal is technically allowed but is complex, costly, and must be incorporated very early in design, making it impractical for projects already underway.

2. Energy Efficiency Standard: The current developments fall under Sustainable Buildings 2030, which requires a 90% reduction in energy use and emissions compared to 2003 levels. This cannot be achieved without on-site renewables or large purchases of renewable energy credits. With installations blocked, developers would be forced to rely on credits, which are costly and do not meaningfully reduce emissions within Northfield.

3. Calculate Greenhouse Gas Emissions: While emissions must be calculated, no reduction from a baseline is required, so this component does not advance the City's goals to reduce greenhouse gas emissions.

Conclusion: Due to these combined factors, no current development project receiving City financial assistance can fully comply with the Sustainable Building Policy as written. Staff are working on potential solutions and will return to Council with recommendations.

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

February 18, 2026 Environmental Quality Commission to receive presentation

March 2026 City Council to receive proposed amendment to Sustainable Building Policy



Sustainable Building Policy

Sustainability Coordinator



- Professionally
 - Bachelors in Economics and Environmental Studies
 - Dual Masters degree in Public Affairs & Public Health from UW-Madison
 - Experience in local government sustainability, climate data and applied policy research



Excited to be here in Northfield!

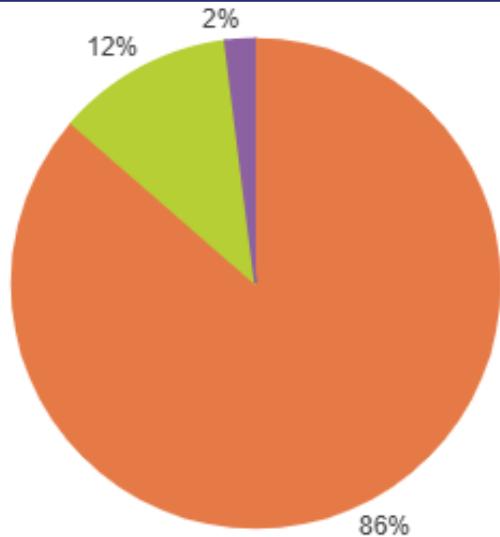
Climate Action Plan



The plan has two main components:

- Decreasing our greenhouse gas emissions through mitigation strategies.
 - 100% carbon-free community by 2040
- Becoming more resilient to prepare for a changing climate

Greenhouse Gas Emission



- In 2020, 86% of the Northfield's greenhouse gas footprint is from the energy used in buildings

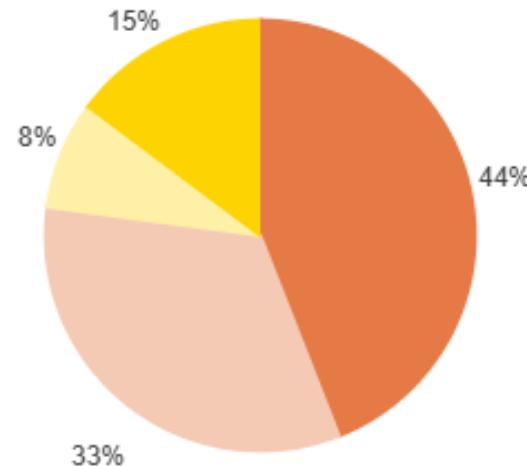
Prioritize building strategies

Greenhouse Gas Emission



- In 2020, 77% of the community's greenhouse emissions came from commercial businesses

Focus on commercial building emission reduction strategies



City Priorities



1. Energy Use & Carbon Emissions: *Highest impact on Climate Action Plan*

- High-performance building envelopes and systems
- Electrification ready and reduction of on-site fossil fuel use

2. Resilience, Durability, and Climate Adaptation: Protecting long-term public investment

- Using durable materials appropriate for Minnesota's climate
- Designing sites and systems to account for heavier rainfall and hotter summers (e.g., stormwater capacity, overflow routing, cooling loads, and shading)

Sustainable Building Policy



- **Purpose:** Support Northfield's Climate Action Plan and goal of becoming carbon-free by 2040
- **Application:** Development projects receiving financial assistance
 - Such as tax increment finance, grants, loans or land write downs

Sustainable Building Policy



Key takeaway:

Sustainable Building Policy is currently not achievable for current development projects due to external constraints on renewable energy interconnections and policy requirements that depend on on-site renewables.

Sustainable Building Policy



Sustainable Building Rating System means any of the following:

- a) LEED – minimum of Silver
- b) State of Minnesota B3 Guidelines; Certified Compliant
- c) Green Communities; Certified
- d) Parksmart – minimum of Silver;
- e) Equivalent substitute standards may be utilized at the discretion of the Coordinator.

Sustainable Building Policy



Northfield Green Requirements (NGR)

- a) Calculate greenhouse gas emissions
- b) Energy efficiency standard
- c) Renewable energy standard

The NGR cannot be altered without Council approval.

SBP: Policy Tension #1



Northfield Green Requirements: Renewable energy

- i. Conduct economic and technical evaluation of providing 2% of building energy load with on-site renewables
- ii. Install if cost-effective using a payback of 15 years following the Sustainable Buildings 2030 methodology

- **Xcel Interconnection timelines: 3 – 5 year queue for interconnection**
 - Makes solar and microgrids infeasible within the next couple of years.
- **Limited Alternatives without Grid Interconnection**
 - Potential on site renewable options: Geothermal systems
 - Technical complexity and timeline constraints limit feasibility

SBP: Policy Tension #2



Northfield Green Requirements: Energy Efficiency Standard

- i. For 1-4 unit residential New Construction and Major Renovation projects: 1. US Department of Energy Zero Energy Ready Homes
- ii. For all other residential and commercial New Construction and Major Renovation projects: Sustainable Buildings 2030

Sustainable Buildings 2030

- i. New Construction is expected to achieve 90% reduction in energy use and carbon emissions relative to 2003
 - i. To meet a 90% reduction, developer would has to install renewable energy or purchase a large amount of renewable offset credits

SBP: Policy Tension #3



Calculate greenhouse gas emissions

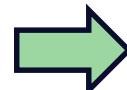
- i. Calculated based on predicted energy use, as ascertained through the sustainability rating system modeling, using utility emissions factors and reported to the City in metric tons of CO2e

- i. Once an emission number is calculated, there currently is not a standard that requires greenhouse gas emission reduction
 - i. Does not advance the goals in the Climate Action Plan



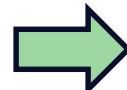
SBP: Policy Summary

Calculate Greenhouse Gas Emissions



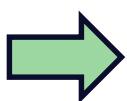
No requirement for greenhouse gas emission reduction or standard

Energy Efficiency Standard



Energy efficiency standards not achievable by current development

Renewable Energy Standard



Renewable energy not feasible within the next 3–5 years

Result: Policy does not effectively support energy, emissions reduction, or climate resilience goals.

Solutions



Short Term

- i. Propose an Amendment to Northfield Green Requirements – staff recommendation to be determined

Long Term

- i. Conduct a full review and update of the Sustainable Building Policy to create a clear, achievable, and locally appropriate framework that still advances Northfield's carbon-free 2040 goals, with final adoption by Council.



City of Northfield

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

Legislation Text

File #: 26-093, **Version:** 1

City Council Meeting Date: February 17, 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.
See attachment #1

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, March 3, 2026

TMP 25-647 Consider approval of agreement with Post Consumer Brands. for Ames Mill Dam Ownership Transfer to the City of Northfield.

Drafter: Bennett

Notes: Regular #2 (15 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 25-921 Consider Approval of Contract for NW Area Trunk Sanitary Sewer Preliminary Design and Environmental Review.

Drafter: Bennett

Notes: Consent

TMP 26-091 Consider Approval of Mayoral Board and Commission Appointments.

Drafter: Hoffman

Notes: consent; tentative

TMP 26-119 Review and Discuss Local Option Sales Tax - Riverfront Park Projects Scoping and Related Topics.

Drafter: Martig

Notes: Regular #4 (30 min)

TMP 26-158 Consider Approving Disbursements totaling \$
Drafter: Grant
Notes: consent

TMP 26-160 Consideration of New Liquor License for _____ DBA Taco Terco at 307 Water Street S., Suite B and 303 Water Street S.
Drafter: Peterson
Notes: #1 Immediately Following Public Hearing #1 (5 min.)

TMP 26-161 Consideration of a Resolution for the approval of the lower-potency hemp edible retailer applications to sell lower-potency hemp edibles.
Drafter: Peterson
Notes: Consent

TMP 26-179 Consider Approval of Sale of Property at 1600 Riverview Ln by Northfield Hospital + Clinics.
Drafter: Bennett
Notes: #1 Immediately Following Public Hearing #2 (5 min.)

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 26-022 Council Resolution Amending Redevelopment Tax Increment Financing District and a TIF Assistance Agreement for the Archer Redevelopment Project.
Drafter: Martig
Notes: Regular #3 (30 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 26-132 City Administrator's Update.
Drafter: Martig
Notes: update

TMP 26-112 Sustainable Building Policy Discussion.

Drafter: Pabich

Notes: consent

TMP 26-177 Public Hearing on Sale of Property in at 1600 Riverview Ln (Northfield Hospital + Clinics)

Notes: Public Hearing #2 (5 min.)

TMP 26-159 Public Hearing for Liquor License for Taco Terco DBA Taco Terco, 307 Water Street S., Suite B, and 303 Water Street S.

Drafter: Peterson

Notes: Public Hearing #1 (5 minutes)

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 10, 2026

TMP 25-832 Review of Tree Ordinance (Beumer/Zweifel Request).

Drafter: Bennett

Notes: #1 (45 min.)

TMP 26-120 Review and Discuss 2027-2028 Budget Process and 5-Year Financial Management Plan Draft.

Drafter: Martig

Notes: #2 (90 min)

Tuesday, March 17, 2026

TMP 25-942 Consider Resolution to Accept Public Improvements - Kraewood Development.

Drafter: Simonson

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 25-697 Consider Accepting Bids and Awarding Contract - 2026 Mill and Overlay & Mill Towns State Trail Improvements Project (STRT2026-A83)

Drafter: Simonson

Notes: Consent

TMP 26-170 Consider Accepting Bids and Awarding Contract - 2026 Park Improvements Project (PARK2025-E18).

Drafter: Tussing

Notes: Consent

TMP 25-977 Reports From the Mayor and Council Members.

Drafter: Martig

Notes: update

TMP 26-150 Consider Approval of MOU with Three Rivers Community Action/Hiawathaland Transit related to Transit Services in Northfield

Drafter: Bennett

Notes: Consent

TMP 26-133 City Administrator's Update.

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

Tuesday, April 7, 2026

TMP 25-899 Consider Approval of Mayoral Board/Commission Youth Appointments.

Drafter: Hoffman

Notes: consent

TMP 25-900 Consider Approval of Mayoral Board and Commission Appointments.
Drafter: Hoffman
Notes: consent

TMP 26-096 Consider Project Partnership Agreement with Army Corps of Engineers for Northwest Water Tower Grant.
Drafter: Wagner
Notes: consent?

TMP 26-110 Consider Resolution Proclaiming April 25, 2026 as Earth Day in Northfield.
Drafter: Karim
Notes: consent?

TMP 26-128 Consider Resolution Approving the Transfer of Funds from the Housing and Redevelopment Authority to the Housing Trust Fund Related to Meet Matching Requirements of the State of Minnesota Local Housing Trust Fund Grant.
Drafter: Hanson
Notes: consent

TMP 26-151 Consider Approval of Safe Streets and Roads for All (SS4A) Planning Grant with FHWA.
Drafter: Bennett
Notes: Consent

TMP 26-134 City Administrator's Update.
Drafter: Martig
Notes: update

TMP 25-745 Consider Approval of March 17, 2026 City Council Meeting Minutes.
Drafter: Peterson
Notes: consent

Tuesday, April 14, 2026

TMP 26-154 Consider an update on Comprehensive Sewer Plan and Comprehensive Water Plan.
Drafter: Wagner
Notes: #1 (____ min.)

Tuesday, April 21, 2026

TMP 25-359 Consider Approval of Mayoral Board and Commission Appointments.

Drafter: Hoffman

Notes: consent

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 26-135 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-951 City Administrator's Update.

Drafter: Martig

Notes: update

TMP 25-746 Consider Approval of April 7, 2026 City Council Meeting Minutes.

Drafter: Peterson

Notes: consent

TMP 25-747 Consider Approval of April 14, 2026 City Council Work Session Minutes.

Drafter: Peterson

Notes: consent