

MEMORANDUM

DATE: October 6, 2025

To: Honorable Mayor & City Council

CC: Dave Bennett, Director of Public Works/City Engineer; Jeff Schroepfer, Police Chief; Mikayla Schmidt, Interim Community Development Director; Lynette Peterson, City Clerk; Michelle Mahowald, Communications & Human Resources Director; Natalie Draper, Director of Library; Brenda Angelstad, Finance Director; Chris Hood, City Attorney

From: Ben Martig, City Administrator

RE: "Supplemental Agenda Background Memo" for October 7, 2025 No. 1.

Summary Report:

The following is an update on agenda items as supplemental background agenda information made available for Tuesday October 7, 2025:

7. 25-548 Consider Approval of 2026-2028 Lease Agreements with Northfield Community Resource Center (NCRC) Tenants (CAC, HCI, United Way, Workforce Development Inc., and Three Rivers Community Action).

Per request from the Community Action Center, the CAC lease has been amended from 2026-2028 to 2026-2027. The concern with the third year is that there are significant maintenance items being planned that may, or may not, receive funding from the State of Minnesota that also could impact what projects are completed and at what cost. Staff did recognize that challenge in providing the third year. However, the agreements do have a clause to open the agreements for these issues to provide clarity through an amendment only for the third year.

All other leases (HCI, United Way, Workforce Development Inc., and the Three Rivers Community Action) remain 2026-2028, as agreed upon with those organizations. Staff is supportive of allowing just two years for the CAC due to their concerns with uncertainty for the third year. However, staff is also comfortable proceeding with the other leases to have 3-year terms even though those will have different terms. Staff recognizes there could be modifications to the third year but that we can always amend those if necessary in the future.

17. 25-562 Consider Approval of the Fourth Amendment to the Original Ground Lease between St. Olaf College and the City of Northfield.

This item has been added to the agenda as the last item on the consent agenda. The staff report and agenda items area attached.

Please note, all agenda items after this one have been renumbered from the original agenda due to this addition.

18. 25-554 Public Hearing Related to Consideration of a Special Service District.

Please see the attached letter from the Friends of Downtown Northfield regarding their support and involvement of the SSD petitioning and ordinance process thus far. Also included is a summary of the engagement they have led so far, some of the comments they've received, and two letters from building owners representing a spectrum of opinions about the district.