



City of Northfield

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

Meeting Agenda

City Council

Tuesday, November 21, 2023

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA

CALL TO ORDER

Mayor: Pownell

Councilmembers: Holmes, Ness, Peterson White, Reister, Sokup, Zuccolotto

APPROVAL OF AGENDA

PRESENTATIONS

1. [23-1599](#) Presentation on the findings of the Police Department Body Worn Camera Biennial Audit Report

Attachments: [1 - BWC audit findings report 2023 presentation](#)

CONSENT AGENDA

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

2. [23-1600](#) Consider Approval of November 7, 2023 City Council Meeting Minutes.

Attachments: [1 - 11.7.2023 Council Minutes](#)

3. [23-1601](#) Consider Approval of November 14, 2023 City Council Work Session Minutes.

Attachments: [1 - 11-14-23 City Council Work Session Minutes](#)

4. [23-1602](#) Consider Approving Disbursements totaling \$2,151,700.59

Attachments: [1 - Disbursements](#)

[2 - Disbursements](#)

5. [23-1603](#) Consider Approval of Mayoral Board and Commission Appointments.

Attachments: [1 - SUPPLEMENTAL - Mayoral Board and Commission Appointments](#)

6. [Res. 2023-102](#) Consider approving designation of City of Northfield polling locations.

Attachments: [1 - Resolution Polling Locations](#)

7. [Res. 2023-103](#) Consider approving Resolution for Counting Write-In Votes for Local Elective Office.
- Attachments:** [1 - Resolution Counting Write-In Votes for Local Elective Office](#)
8. [23-1604](#) Consider accepting the Police Department Body Worn Camera Biennial Audit Report
- Attachments:** [1 - 2023 BWC Audit Report - Northfield Police Department](#)
9. [Res. 2023-104](#) Consider Resolution Accepting Public Improvements and Approving Final Payment for the Bluff View Street and Utility Improvements Project (DEVP2018-Z12).
- Attachments:** [1 - Resolution - Accept Improvements and Approve Final Payment](#)
 [2 - Final Pay Request](#)
 [3 - Certificate of Final Acceptance](#)
10. [Res. 2023-105](#) Consider Adopting Assessments for the Bluff View Street Improvements Project.
- Attachments:** [1 - Resolution - Adopt Assessments](#)
 [2 - 231121 2018DEVP-Z12 - Assessment Roll_FINAL](#)
11. [23-1605](#) Consider a Motion to Execute a Stormwater Maintenance Agreement - Acorn Mini Storage.
- Attachments:** [1 - Acorn Mini-Storage Stormwater Facilities Maintenance Agreement](#)

OPEN PUBLIC COMMENTS

Persons may take one opportunity to address the Council for two (2) minutes (not including interpreter's time) on any topic, even if on the agenda, with the condition that they may not speak on the same item later in the meeting. No notification of the Mayor is required. However, speakers are asked to complete a sign up card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name and information on how to contact. Comments may also be made electronically until 12:00 noon on the day of the meeting through the eComment (electronic comment) system. Any eComments received for the meeting can be viewed on the City's website.

PUBLIC HEARINGS AND RELATED ACTION

The public will have the opportunity to speak for or against the issue for a maximum of two (2) minutes (not including interpreter's time) per item. The Mayor will recognize speaker at podium and conversation will be between the Mayor and speaker. Persons must give their name, address, and if representing a business, must give the name of the business or corporation. If an attorney or consultant is representing a client, the client must be identified for the record. Citizens who have material to be handed out shall provide a minimum of 12 copies of the material to the City Administrator. The City Administrator will then pass the information to the appropriate people.

12. [23-1606](#) Public Hearing to certify 2023 Delinquent bills.
- Attachments:** [1 - 2023 CERTIFICATION LETTER](#)
 [2 - 11-09-23 City Council Certification List](#)
 [3 - Notice of Public Hearing Delinquent Charges 2023](#)

13. [Res. 2023-106](#) Consider certifying delinquent charges to taxes payable 2024.
- Attachments:** [1 - Resolution certifying delinquent charges to taxes payable 2024](#)
[2 - 11-09-23 City Council Certification List](#)
14. [23-1607](#) Public Hearing on Currency Exchange License Renewals for Northfield Financial, LLC at 650 Professional Drive and Servicios Latinos Menas LLC at 300 Linden Street S.
- Attachments:** [1 - Minnesota Statutes 53A.03 Currency Exchange](#)
[2 - Public Hearing Notice.2024Renewals](#)
15. [Res. 2023-107](#) Consider Recommending Approval to Minnesota Department of Commerce of 2024 Currency Exchange License Renewals for Servicios Latinos Menas, LLC at 300 Linden Street S. and Northfield Financial, LLC at 650 Professional Drive.
- Attachments:** [1 - Res.CurrencyExchange](#)
[2 - DeptofCommerce.CurrencyExchangeRenewals2024](#)

REGULAR AGENDA

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

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

16. [Res. 2023-108](#) Consider Approving Plans and Specifications and Order Advertisement for Bids for the Honeylocust Drive East Cannon River Trail (ECRT) Connection Project.
- Attachments:** [1 - Resolution Approve Plans and Specs](#)
[2 - Project Location Map](#)
[3 - Project Process](#)
[4 - Link to Final Plans](#)

17. [Res. 2023-109](#) Consider Resolution Approving Ames Mill Dam Removal Feasibility Study Recommendations Option 3 - Long Rock Rapids and Authorizing Phase 2 Exploration.

Attachments: [1 - Res Approving Feasibility Report](#)
 [2 - AmesMillDam Replacement Feasibility Report 2023-11](#)
 [3 - Riverfront Enhancement Sequence Chart](#)
 [4 - Riverfront Enhancement Action Plan](#)
 [5 - 2023-11-21 Ames Mill Dam Feasibility PPT Final Recommendation](#)

18. [23-1608](#) Northcountry Cooperative Foundation (NCF) Revised Concept Plan.

Attachments: [1 - Northfield Housing Report 2021](#)
 [2 - Housing + Education in Northfield Technical Assistance Assessment Findings](#)
 [3 - US EPA ZERH Manufactured home website](#)
 [4 - HUD 2021 Manufactured Home final rule](#)
 [5 - 2023 Housing Underproduction™ in the U.S](#)

19. [23-1609](#) Comprehensive Plan Update.

Attachments: [1 - DRAFT City of Northfield Community Engagement Plan 092023](#)
 [2 - Hyperlink to the Comprehensive Plan Web Page](#)
 [3 - Northfield Scope & Schedule Revisions](#)

ADMINISTRATORS UPDATE

20. [23-1610](#) City Administrator's Update.

Attachments: [1 - Upcoming Agenda Items \(11-17-23\)](#)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

ADJOURN

Note: *The City Council may take a five minute break during the meeting. All regular City Council meetings end at 9:00 pm unless a simple (4/7) majority of the City Council vote to extend the time.*

SPECIAL NEEDS: *If you require special services to attend or participate in a public meeting, please call the City's Administration Office at (507) 645-3001 or e-mail Lynette Peterson, City Clerk, at lynette.peterson@ci.northfield.mn.us. TDD users can call (507) 645-3030. Please call at least 24 hours before the meeting, if possible.*