



City of Northfield

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

Meeting Minutes - Final City Council

Tuesday, November 21, 2023

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA

CALL TO ORDER

Mayor Pownell called the meeting to order at 6:00 p.m.

Present: 7 - Council Member Brad Ness, Mayor Rhonda Pownell, Council Member Jami Reister, Council Member George Zuccolotto, Council Member Kathleen Holmes, Council Member Davin Sokup, and Council Member Jessica Peterson White

Also present: City Administrator Ben Martig, Finance Director Brenda Angelstad, Public Works Director/City Engineer David Bennett, Community Development Director Jake Reilly, Police Chief Mark Elliott and City Clerk Lynette Peterson.

APPROVAL OF AGENDA

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

Yes: 6 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, and C. Sokup

PRESENTATIONS

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

Police Chief Mark Elliott presented on the findings of the Police Department Body Worn Camera Biennial Audit Report stating Northfield was in compliance on all aspects of the audit.

Council Member Peterson White joined the meeting at 6:03 p.m.

CONSENT AGENDA

A motion was made by Council Member Reister, seconded by Council Member Holmes, to approve the Consent Agenda. The motion carried by the following vote:

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

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

A motion was made by Council Member Reister, seconded by Council Member Holmes, to approve the Consent Agenda. The motion carried by the following vote:

3. [23-1601](#) Consider Approval of November 14, 2023 City Council Work Session Minutes.
4. [23-1602](#) Consider Approving Disbursements totaling \$2,151,700.59
5. [23-1603](#) Consider Approval of Mayoral Board and Commission Appointments.
6. [Res. 2023-102](#) Consider approving designation of City of Northfield polling locations.
7. [Res. 2023-103](#) Consider approving Resolution for Counting Write-In Votes for Local Elective Office.
8. [23-1604](#) Consider accepting the Police Department Body Worn Camera Biennial Audit Report
9. [Res. 2023-104](#) Consider Resolution Accepting Public Improvements and Approving Final Payment for the Bluff View Street and Utility Improvements Project (DEVP2018-Z12).
10. [Res. 2023-105](#) Consider Adopting Assessments for the Bluff View Street Improvements Project.
11. [23-1605](#) Consider a Motion to Execute a Stormwater Maintenance Agreement - Acorn Mini Storage.

OPEN PUBLIC COMMENTS

Dr. Laurie Page, 2423 Valley Drive, addressed the Council in support of the Northfield Ice Arena.

Griff Wigley, 1133 Heritage Drive, addressed the Council in support of the bikeway and organizing programming for the bikeway.

PUBLIC HEARINGS AND RELATED ACTION

12. [23-1606](#) Public Hearing to certify 2023 Delinquent bills.

Mayor Pownell declared the public hearing open at 6:11 p.m.

Finance Director Brenda Angelstad addressed the Council regarding 2023 delinquent charges to be assessed on the 2024 property taxes. Angestad detailed the process of certifying delinquent charges to property taxes.

A motion was made by Council Member Ness, seconded by Council Member Holmes, to close the Public Hearing at 6:13 p.m. The motion carried by the following vote:

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

13. [Res. 2023-106](#) Consider certifying delinquent charges to taxes payable 2024.

A motion was made by Council Member Reister, seconded by Council Member Ness, to approve Resolution No. 2023-106 Certifying Delinquent Charges to Taxes Payable 2024. The motion carried by the following vote:

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

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.

Mayor Pownell declared the public hearing open at 6:14 p.m.

City Clerk Lynette Peterson addressed the Council regarding the 2024 Currency Exchange License Renewals for Northfield Financial, LLC at 650 Professional Drive and Servicios Latinos Menas LLC at 300 Linden Street South.

A motion was made by Council Member Holmes, seconded by Council Member Sokup, to close the Public Hearing at 6:15 p.m. The motion carried by the following vote:

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

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.

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve Resolution No. 2023-107 Recommending Approval to MN Department of Commerce of Currency Exchange License Renewals. The motion carried by the following vote:

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

REGULAR AGENDA

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.

Public Works Director/City Engineer David Bennett introduced the item giving background information on the project.

A motion was made by Council Member Reister, seconded by Council Member Holmes, to approve Resolution No. 2023-108 Approving Plans and Specifications and Authorizing Advertisement for Bids Honeylocust Drive East Cannon River Trail Connection Project STRT2021-A56. The motion carried by the following vote:

Yes: 5 - Mayor Pownell, C. Reister, C. Holmes, C. Sokup, and C. Peterson White

No: 2 - C. Ness, and C. Zuccolotto

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

Public Works Director/City Engineer David Bennett introduced Joe Waln with Barr Engineering. Waln gave an overview of the project to include the status, overview of options, cost estimates, evaluation of options, public engagement and next steps. Waln and Bennett answered questions from the Council.

A motion was made by Council Member Ness, seconded by Council Member Reister, to approve Resolution No. 2023-109 Approving Ames Mill Dam Removal Feasibility Study Recommending Option 3 - Long Rock Rapids and Authorizing Phase 2 Exploration. The motion carried by the following vote:

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

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

Community Development Director Jake Reilly introduced the item giving background on the Northcountry Cooperative Foundation (NCF) revised concept plan. This is a new proposed neighborhood that includes 8+ acres, 65 homes, and a community center/playground with city-owned and maintained streets and utilities built to City standards that is connected to the broader community. Reilly answered questions from the Council.

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

Community Development Director Jake Reilly gave an update on the 2045 Comprehensive Plan going through the scope and the schedule revisions for the plan. The Council added input on community engagement for the Plan.

ADMINISTRATORS UPDATE

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

No report.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

No reports.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Holmes, to adjourn the meeting at 7:26 p.m. The motion carried by the following vote:

Yes: 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White