

How To Navigate the City Council's Website Scribe[®]



This guide was made by Logan Wells/KYMN News



Northfield City Council agendas are typically posted the Wednesday before the meeting. Below, you can find the steps to view the agenda and other meeting documents and watch the meeting.

1

Navigate to <https://www.northfieldmn.gov/>

2 Click "Agendas & Minutes"

NORTHFIELD MINNESOTA

Government City Services Home & Yard Doing Business Our Community How Do I...

Search...

Notifications Pay Bids

Jobs **Agendas & Minutes** Report a Concern

Select Language Google Translate

3

Find the meeting date your looking and that click on that day. You can either view this in a list or calendar view.

Home Legislation Calendar City Council Departments People

RSS Alerts

Email Updates
To sign up for email updates or to access your subscriber preferences, please enter your contact information below.

*Email Address Submit

List View Calendar View

today Feb, 2025 Day Week Month Timeline

Mon	Tue	Wed	Thu	Fri
27 Economic Development Authority 6:00 PM 31	28	29	30	31
3	4 City Council 6:00 PM 31	5 Heritage Preservation Commission 6:00 PM 31	6 HRA 6:00 PM 31	7
10	11 City Council 6:00 PM Work Session 31	12	13	14
17	18 City Council 6:00 PM 31	19 Environmental Quality Commission 6:00 PM 31	20 Planning Commission 6:00 PM 31	21
24 Economic Development Authority 6:00 PM 31	25	26 Human Rights Commission 6:00 PM 31	27	28

4

If your looking for a previous meeting, adjust the filters to show the date your looking for.

NORTHFIELD MINNESOTA [Sign In](#)

Home Legislation Calendar City Council Departments People

Details Reports

Body Name: City Council

Type: Primary Legislative Body

Meeting location: Council Chambers

Calendar (3) People (7) Sponsored Legislation (0)

List View Calendar View

3 records Group Export Date: Last Month

Date	31
	31
1/21/2025	31
1/14/2025	31
1/7/2025	31

Location	Meeting Details	Agenda	Minutes	Video	eComment
Council Chambers	Meeting details	Agenda	Not available	Video	Not available
2nd Floor Training Room <i>Work Session</i>	Meeting details	Agenda	Minutes	Video	Not available
Council Chambers	Meeting details	Agenda	Minutes	Video	Not available



Tip! - This is also where you can find the agendas and documents for the Boards & Commission meetings.

5

After clicking the meeting date you will see all the details and information about that meeting. You can click on individual agenda items below or download a PDF of the agenda by clicking the highlighted item.

NORTHFIELD MINNESOTA

Home Legislation Calendar City Council Departments People

Sign In RSS Alerts

Please note: this meeting's minutes have not been finalized yet. Actions taken on legislation and their results are not available.

Details

Meeting Name: [City Council](#) Agenda status: Final
 Meeting date/time: 2/4/2025 6:00 PM Minutes status: Draft
 Meeting location: Council Chambers
 Published agenda: [Agenda](#) Published minutes: Not available
 Meeting video: Not available eComment: [eComment](#)

Attachments:

Meeting Items (14)

File #	Ver.	Agenda #	Name	Type	Title	Action	Result	Action Details	Video
25-070	1	1.		Presentation	Presentation by FiftyNorth Related to Service Delivery in Northfield.			Not available	Not available
25-071	1	2.		Minutes	Consider Approval of January 21, 2025 City Council Meeting Minutes.			Not available	Not available
25-072	1	3.		Motion	Consider Approving Disbursements totaling \$1,763,547.39			Not available	Not available
25-073	1	4.		Motion	Consider Approval of Mayoral Board and Commission Appointments.			Not available	Not available
Res. 2025-014	1	5.		Resolution	Consider Accepting Bids and Awarding Contract -			Not available	Not available

6

If you want to watch the meeting live or the recording, click the highlighted item.

Sign In

Home Legislation Calendar City Council Departments People

RSS Alerts

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Meeting location: Council Chambers

Published agenda: [Agenda](#) Published minutes: Not available

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Attachments:

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14 records Group Export Show: Legislation only

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Alert! - Recordings of City Council meetings are posted the following morning.

7 To leave an "eComment" click the highlighted button and then complete the

NORTHFIELD MINNESOTA [Sign In](#)

Home Legislation Calendar City Council Departments People

RSS Alerts

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Sign Up To Have The Agenda's Emailed To You

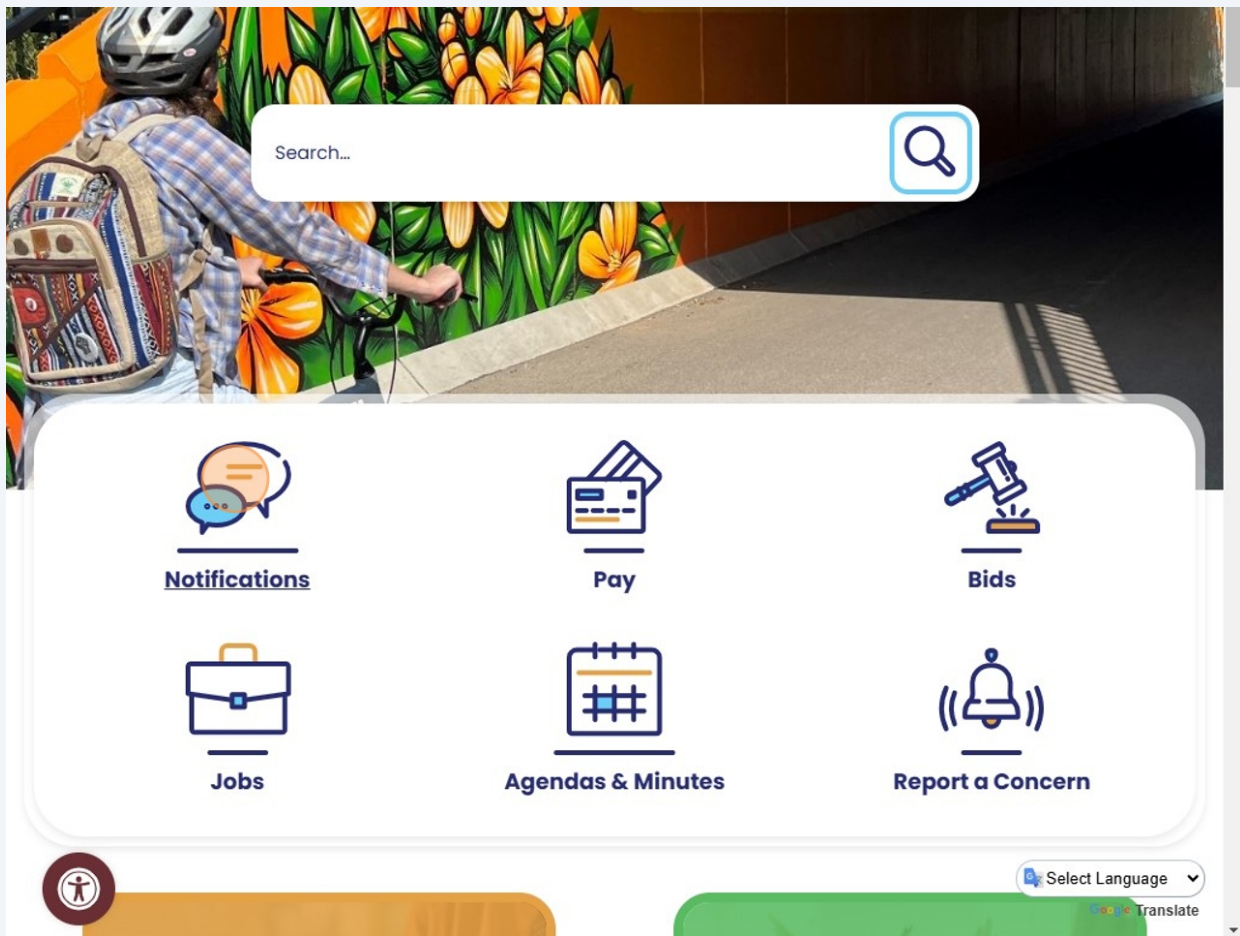


If you would like to have the agenda's automatically emailed to you when they are posted, complete the following steps.

8 Navigate to <https://www.northfieldmn.gov/>

9

Click on the "notifications" button in the middle of the homepage.



10 Then input your email into the highlighted bar

Home > Notify Me

Notify Me

1. Type your email address in the box and select **Sign In**.
2. If you want to receive text messages enter your phone number and select **Save**.
3. To subscribe or unsubscribe click and/or next to the lists to which you wish to subscribe/unsubscribe.

DISCLAIMER: Data used to set up a user account on the city of Northfield website is not shared or sold to anyone.

Please sign in to subscribe, unsubscribe, or manage your subscriptions

Email Address

[Notify Me Sign In](#)

▼ Notify Me

METHO D	LIST NAME	DESCRIPTION
	Boards and commissions: Arts and Culture	Receive agendas and packets for Arts and Culture Commission (ACC) meetings.
	Boards and commissions: Charter	Receive agendas and packets for the Charter Commission meetings.
	Boards and commissions: Economic Development Authority	Receive agendas and packets for Northfield Economic Development Authority (EDA) meetings.
	Boards and commissions: Environmental Quality	Receive agendas and packets for Environmental Quality Commission (EQC) meetings.

11

Click "Notify Me Sign In"

Employee Portal

Construction & Development Projects

Employment

Bids & Request For Proposals

Staff Directory

Please sign in to subscribe, unsubscribe, or manage your subscriptions

Email Address
Logan@kymnradio.net

Notify Me Sign In

▼ Notify Me

METHO	LIST NAME	DESCRIPTION
<input checked="" type="checkbox"/> <input type="checkbox"/>	Boards and commissions: Arts and Culture	Receive agendas and packets for Arts and Culture Commission (ACC) meetings.
<input checked="" type="checkbox"/> <input type="checkbox"/>	Boards and commissions: Charter	Receive agendas and packets for the Charter Commission meetings.
<input checked="" type="checkbox"/> <input type="checkbox"/>	Boards and commissions: Economic Development Authority	Receive agendas and packets for Northfield Economic Development Authority (EDA) meetings.
<input checked="" type="checkbox"/> <input type="checkbox"/>	Boards and commissions: Environmental Quality	Receive agendas and packets for Environmental Quality Commission (EQC) meetings.
<input checked="" type="checkbox"/> <input type="checkbox"/>	Boards and commissions: Heritage Preservation	Receive agendas and packets for the Heritage Preservation Commission (HPC).
<input checked="" type="checkbox"/> <input type="checkbox"/>	Boards and commissions: Housing and Redevelopment Authority	Receive agendas and packets for Northfield Housing and Redevelopment Authority (HRA) meetings.
<input checked="" type="checkbox"/> <input type="checkbox"/>	Boards and commis-	Receive agendas and packets for the Human Rights

12

Select how you would prefer to receive the notifications. You can have them emailed to your and/or texted to you.

Home > Notify Me

Notify Me

▼ Available Lists

1. Type your email address in the box and select **Sign In**.
2. If you want to receive text messages enter your phone number and select **Save**.
3. To subscribe or unsubscribe click and/or next to the lists to which you wish to subscribe/unsubscribe.

DISCLAIMER: Data used to set up a user account on the city of Northfield website is not shared or sold to anyone.

Your Profile Information

[Sign Out](#)

Email Address
Logan@kymnradio.net

I prefer to receive HTML emails when available

I would like to be able to receive text messages on my mobile phone

[Unsubscribe from All Lists](#)

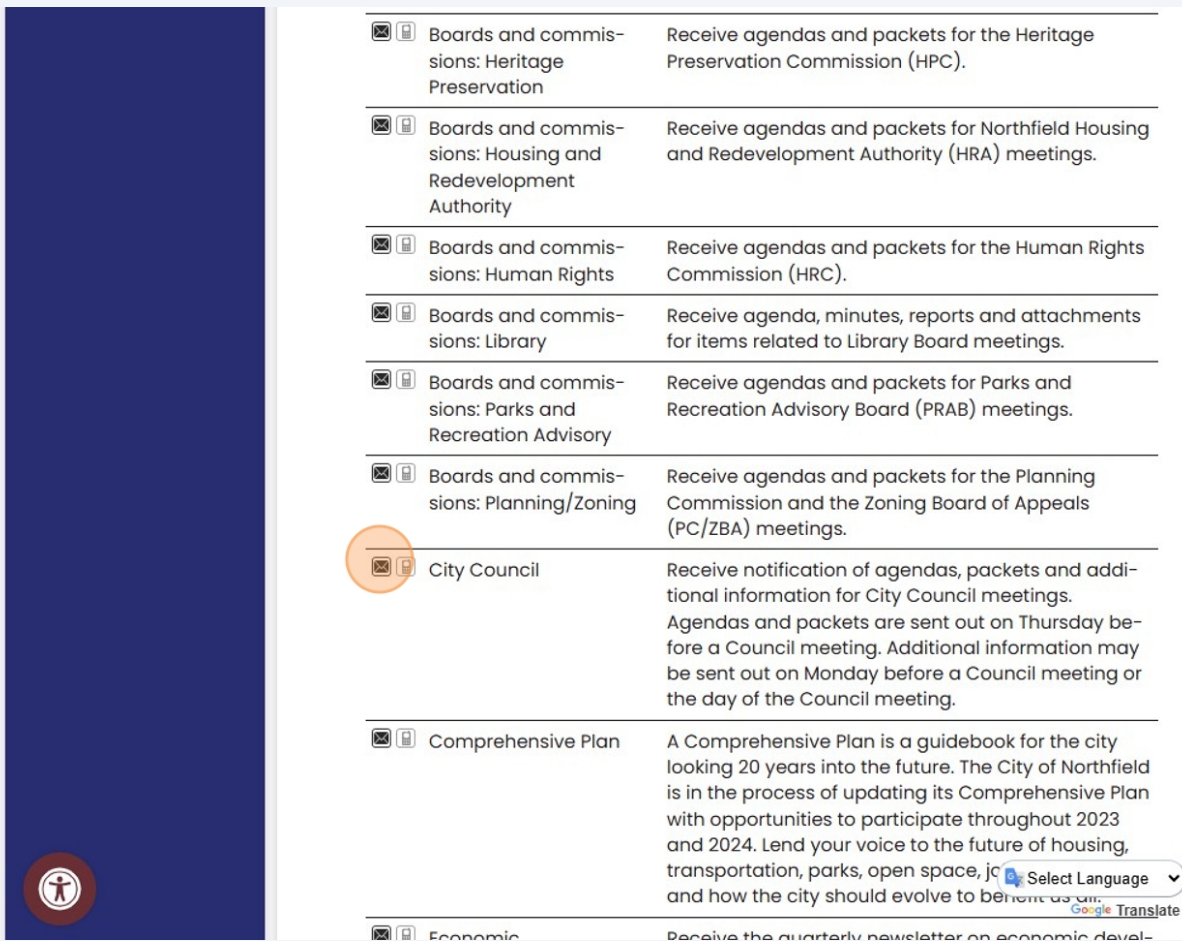
▼ Notify Me










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<input checked="" type="checkbox"/> <input type="checkbox"/>	Boards and commissions: Charter	Receive agendas and packets for the Charter Commission meetings.
<input checked="" type="checkbox"/> <input type="checkbox"/>	Boards and commissions: Economic Development Authority	Receive agendas and packets for Northfield Economic Development Authority (EDA) meetings.

→ Click icon to subscribe

13

Score through the list of different options and find the meeting or project you are interested in. Then click the small mail icon.

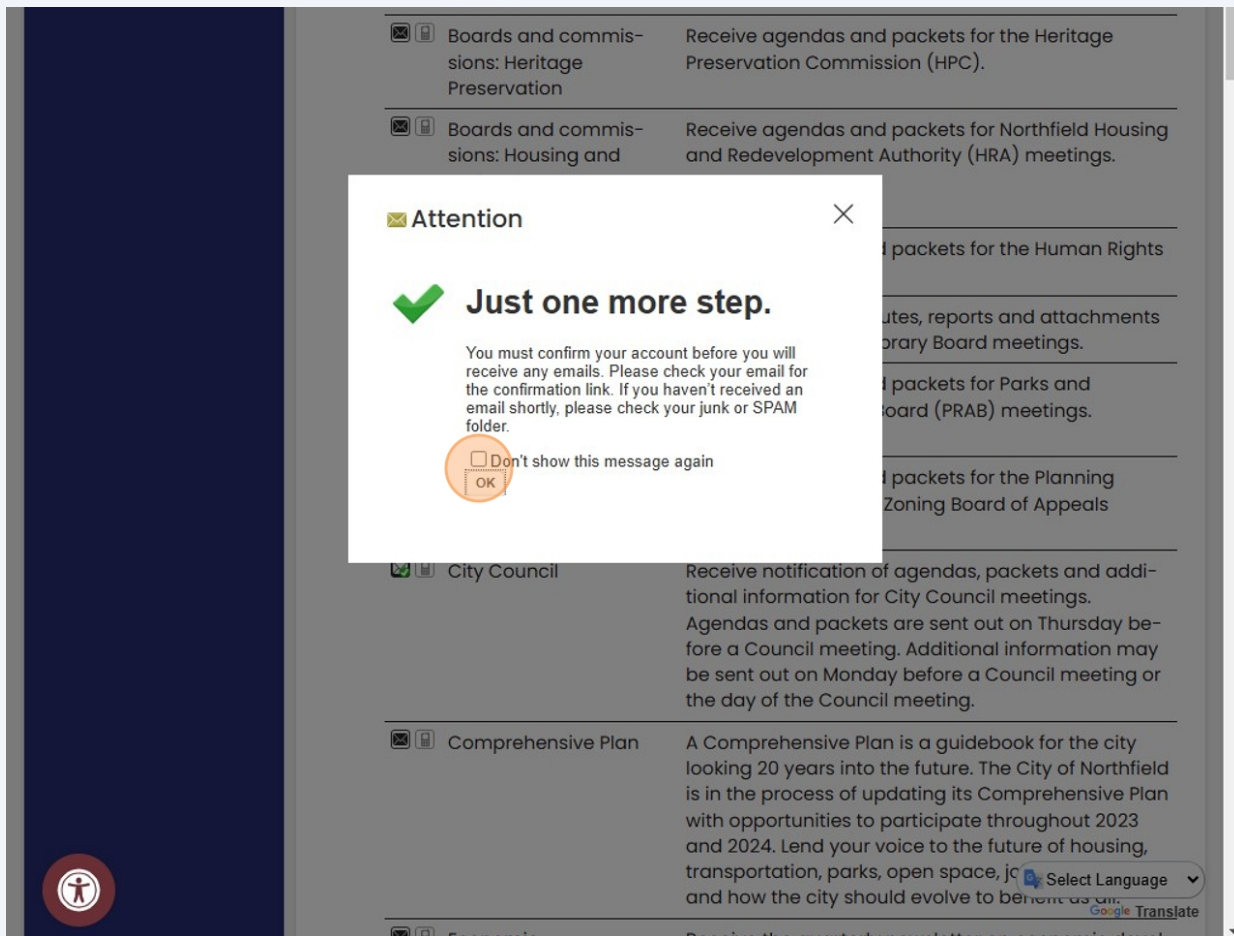


<input checked="" type="checkbox"/> 	Boards and commissions: Heritage Preservation	Receive agendas and packets for the Heritage Preservation Commission (HPC).
<input checked="" type="checkbox"/> 	Boards and commissions: Housing and Redevelopment Authority	Receive agendas and packets for Northfield Housing and Redevelopment Authority (HRA) meetings.
<input checked="" type="checkbox"/> 	Boards and commissions: Human Rights	Receive agendas and packets for the Human Rights Commission (HRC).
<input checked="" type="checkbox"/> 	Boards and commissions: Library	Receive agenda, minutes, reports and attachments for items related to Library Board meetings.
<input checked="" type="checkbox"/> 	Boards and commissions: Parks and Recreation Advisory	Receive agendas and packets for Parks and Recreation Advisory Board (PRAB) meetings.
<input checked="" type="checkbox"/> 	Boards and commissions: Planning/Zoning	Receive agendas and packets for the Planning Commission and the Zoning Board of Appeals (PC/ZBA) meetings.
<input checked="" type="checkbox"/> 	City Council	Receive notification of agendas, packets and additional information for City Council meetings. Agendas and packets are sent out on Thursday before a Council meeting. Additional information may be sent out on Monday before a Council meeting or the day of the Council meeting.
<input checked="" type="checkbox"/> 	Comprehensive Plan	A Comprehensive Plan is a guidebook for the city looking 20 years into the future. The City of Northfield is in the process of updating its Comprehensive Plan with opportunities to participate throughout 2023 and 2024. Lend your voice to the future of housing, transportation, parks, open space, jobs and how the city should evolve to benefit all.
<input checked="" type="checkbox"/> 	Economic	Receive the quarterly newsletter on economic development.



Tip! - You can sign up for meeting documents from all of the Boards & Commissions, different construction projects, city events, and more.

14 Then click "ok"



Find Additional Information About the Council

 Here are a few more helpful pieces of information about the City Council

15 Navigate to <https://www.northfieldmn.gov/>

16

Click "City Council"

NORTHFIELD MINNESOTA

Government City Services Home & Yard Doing Business Our Community How Do I...

Open the Government page

- City Council**
- Boards & Commissions**
 - Arts and Culture Commission
 - Charter Commission
 - Economic Development Authority
 - Environmental Quality Commission
 - Heritage Preservation Commission
 - Hospital Board
 - Housing & Redevelopment Authority
 - Human Rights Commission
 - Library Board
 - Northfield Alliance for Substance Abuse Prevention
 - Northfield Area Fire and Rescue Services
 - Northfield Transportation Advisory Committee
 - Mayor's Youth Council
 - Park & Recreation Advisory Board
- Elections & Voter Information**
 - Absentee Voting
 - Candidate Filing Information
 - Polling Locations
 - Registering to Vote
 - Serving as an Election Judge
- Awards & Contests**
 - Leadership Award
 - Board & Commission Member Excellence Award
 - Human Rights Award
 - Living Treasure Award
 - Mayor for a Day
- City Code / City Charter**
- City Fees**
- City Plans**
- City Strategic Plan**
- Comprehensive Plan**
- Council Policies**
- Meetings & Agendas**
 - Meeting Participants
- Ordinances Under Consideration**
- Public Participation**
 - Commenting at Meetings

17

Supplemental Memo's will be posted here, typical the afternoon before the council meeting.

- City Plans
- City Strategic Plan
- Comprehensive Plan
- Council Policies
- Meetings & Agendas +
- Ordinances Under Consideration
- Public Participation +
- State of the City Event
- Vision, Mission and Values

Regular City Council meetings

First and third Tuesday of each month
6 p.m.

City Hall, Council Chambers
801 Washington Street
Northfield, MN 55057

City Council work sessions

Second Tuesday of each month
6 p.m.

City Hall, Council Chambers
801 Washington Street
Northfield, MN 55057

Council packets and supplemental material

[02-04-25 City Council Meeting Agenda Packet](#)

Public monitoring

[Watch the live stream](#)

Watch a meeting and view agenda
View live streamed

Commenting at meetings
View all the options to comment at City Council, board and commission

Session

Wed, Feb 12
Mayor's Youth Council Meeting

[View All Events](#)

News



City takes major step in improving tax base through industrial development

In fulfilling a promise made to the Northfield community more than two decades ago, the long journey of rezoning the Northfield community...
the city... successfully when the

Select Language

Google Translate

18

Learn more about commenting at a City Council meeting by clicking the highlighted button.

The screenshot displays a city website interface. On the left is a dark blue navigation sidebar with the following items: 'Meetings & Agendas' (with a plus sign), 'Ordinances Under Consideration', 'Public Participation' (with a plus sign), 'State of the City Event', and 'Vision, Mission and Values'. At the bottom of the sidebar is a circular accessibility icon. The main content area has a white background and includes the following elements:

- Address: City Hall, Council Chambers, 801 Washington Street, Northfield, MN 55057.
- Section: **Council packets and supplemental material**, with a link to '02-04-25 City Council Meeting Agenda Packet'.
- Section: **Public monitoring**, with a link to 'Watch the live stream'.
- Four content cards in a 2x2 grid:
 - Watch a meeting and view agenda**: View live streamed meetings and agendas with links.
 - Commenting at meetings**: View all the options to comment at City Council, board and commission meetings. Use which one best suits you. (This card is highlighted with a red circle).
 - Search city records**: View agendas, minutes, resolutions, handouts and additional information.
 - Presenting at meetings**: Get instructions and best practices to make your experience smooth and accessible for the public.
- Article preview on the right: **City takes major step in improving tax base through industrial development**. The text discusses rezoning the Northwest Area of the city from agriculture to industrial. It includes a link: [Improving tax base...](#)
- Image of a street scene with a 'Select Language' dropdown menu and a 'Google Translate' logo at the bottom.

State of the City Event

Vision, Mission and Values

Watch a meeting and view agenda

View live streamed meetings and agendas with links

Commenting at meetings

View all the options to comment at City Council, board and commission meetings. Use which one best suits you.

Search city records

View agendas, minutes, resolutions, handouts and additional information

Presenting at meetings

Get instructions and best practices to make your experience smooth and accessible for the public.

development

In fulfilling a promise made to the Northfield community more than two decades ago, the long journey of rezoning the Northwest Area of the city landed successfully when the City Council approved rezoning of the area from agriculture to industrial.

[Improving tax base...](#)



Connecting businesses and community

A community team of volunteer civic and business leaders will be interviewing business owners over the next 6 months about general community concerns

Members

Name	Title	Term expiration	Phone number
Erica Zweifel	Mayor	December 31, 2028	507-663-7131
Kathleen Halonen	Council Member First Ward	December 31, 2028	507-301-6622