

Memorandum

DATE: March 21, 2008
TO: Mayor & Council Members
FROM: Al Roder, City Administrator
RE: Friday Memo for the week of March 17 - 21, 2008

Here is a list of city activities for the week of March 17 - 21, 2008:

Administration

Four candidates will be interviewed for the Police Chief position on Friday, March 28th, 2008.

Gerald Mines

Gerald Mines received his undergraduate degree in Criminal Justice/Psychology from John Jay College in New York and his Masters from New England College, New Hampshire in Criminal Justice Leadership and Management. Gerald has 40+ years of extensive and comprehensive law enforcement leadership and management experience in the New York Police Department in all areas of urban, suburban and rural areas, as well as transit facilities, emergency management, youth gangs, narcotics and counter-terrorism issues. Most recently he has two years of experience as a police expert and consultant.

Mark Taylor

Mark Taylor received his undergraduate academic training in Law Enforcement from Mankato State University and is presently enrolling in a Masters program in Public Administration. He has spent the past six months working as Patrol Captain of the Northfield Police Department with leadership responsibilities for twenty-three licensed and civilian personnel. Prior to 2007, Captain Taylor spent twenty years with the McLeod County Sheriff's department. His progressive responsibilities at McLeod included eight years as Chief Deputy Sheriff. He was responsible for all facets of the department including 70 full-time employees in civil process, patrol, records, jail, investigations, emergency services, communications (dispatch), clerical staff and a budget in excess of \$3 million.

Andy Bohlen

Andy Bohlen earned his Law Enforcement associates degree from Rochester Community College, his Bachelor degree from Concordia University in Organizational Communications and his Masters degree from the College of St. Scholastica in Management. His twenty plus years in law enforcement includes military police, patrol, sergeant and detective sergeant. His most recent fifteen years with the Lakeville Police Department includes progressive responsibilities in both patrol and investigations including management of crime scene including supervision of 17 licensed and civilian personnel, budgeting, public relations, and leadership instructor.

Lee Edwards

Lee Edwards earned his undergraduate degree in Organic Chemistry and his Masters degree in Public Administration from Minnesota State University in Mankato as well as the successful completion of the FBI National Academy. His progressive assignment history includes Patrol officer in 1989, Sergeant in 1995, Sergeant Detective in 1998, and Lieutenant/Commander in three different precincts in the Minneapolis Police Department for the last nine years.

Experience includes homicide, internal affairs, investigations, administrative functions, command of approximately 150 sworn officers and 10 civilian employees, with an operating budget of 12 million dollars.

Library

Cabin Fever Mini-Golf was a huge success. Thanks go to the Teen Advisory Board members who worked hard (and had a great time) setting the course up. Thanks also go to the Healthy Community Initiative for the \$400 grant that allowed us to buy and rent the necessary equipment and supplies. Hole sponsors included College City Homes, College City Beverage, the *Northern Gardener and Bachman's*, the Mayor's Youth Council, Weiland Landscaping, the Friends of the Library, Tiny's Hot Dogs, the Northfield Entertainment Guide, and Vital Force Consulting. The following businesses donated prizes: Champion Sports, Monkey See Monkey Read, Beef O'Grady's, Jesse James Coffee House, Applebee's, Anna's Closet, Oolala, Domino's, Rare Pair, Paper Petalum and the Hideaway. With this great support, the event netted \$1700! Thanks to all who contributed to making the event a success.

Many library staff members will be attending the Public Library Association Conference in Minneapolis next week. Over 5000 librarians, trustees and Friends of the Library from all over the country will be in attendance. Staff will attend sessions, visit with exhibitors and do some networking.

Library staff is learning to use the new telephone system. The last cutover was done this week. The main number for the library remains 645-6606 but previous numbers 645-6607 and 6608 no longer work. It is great to be on a city-wide telephone system and we all appreciate the work that went into planning and implementing the new phone system.

The Library Board met with all four new board members in attendance. The board also approved a new mission statement and goals for presentation at a public meeting on April 8 at 7:00 at the library. With input from the public meeting, the mission and goals may still be revised. Work continues on setting objectives and developing tasks to help us meet the new goals.

Public Services

Building Inspection

Paperwork regarding the inspections in Rental District One is nearly complete. There are about 60 letters to mail out to complete the paperwork for the first 700 rental units. The notification letter to the landlords in Rental District Two will be sent out around the end of May.

Community Development

Planning and Community Development staff participated in a bus tour of the Priority Growth Boundary of the City with the Planning Commission and City council. The tour was designed to highlight development issues related to the proposed growth boundary with the Planning Commission and the City Council .

Staff continues with the analysis of the potential water and sewer rate revenue and potential tax revenues in comparison to the cost of extending services into the area that is proposed for annexation west of the Hospital. This information is designed to provide an assessment of the impact of the potential annexation of the area that could be a 3rd business center for the City.

Economic Development

There has been a lot of activity and a few clients have resurfaced from a few months prior. Now is the time to start thinking about the construction season ahead. There is one strong prospect that is seeking at least 5 acres and as much as 11 acres. They would like to construct a building and eventually bring their corporate office here. This is an exciting project for Northfield as it could start with 35 jobs in the community and adding another 35 in a few short years. Staff also has been seeking land or a building site for another prospect seeking \$100,000.00 to \$350,000 with as many as 100-250 jobs.

Small business opportunities continue as well, as staff worked with Sweet Peas from Downtown, seeking to expand and add some sweets to their merchandise. The Management team also visited Final Course in the Crossings, which is a new Café in the Crossings. The opening of the Final Course Café, which is a great place for desserts, has helped bring an added interest to that condo development. Inquiries for open space at the Crossings has increased over 30% and this is very good news.

The EDA is planning a road trip to Chaska next week to see examples of how a city actively guided business and industrial development that resulted in a positive image for the City of Chaska. This trip will assist the EDA and others participating in this tour to see how similar approaches may occur in Northfield. The Chamber and a few members from the planning commission will join forces with the EDA on this learning adventure.

Fiber Optics Task Force: The task force had an actual show and tell last week with examples of what fiber is and how it works. This week we had a service provider explain the road ahead and how they successfully brought fiber to a small rural community with the help of the business community.

Engineering

Woodley Street

Property Acquisition continued this week. The consultant continues to have correspondence with the owners along the corridor. There are a few that have requested to negotiate an agreement such that they are able to complete the paving of their drive independently of the project thus having a complete new driveway pavement. The consultant has been working with the owners to determine the value for these requests and it is anticipated that the properties will be acquired once an understanding is reached.

Number of Properties	Northfield	Rice County	Total Project
Total Properties to Acquire	22	5	27
Verbally Committed	3	1	4
Signed Forms	2	1	3

Water Street and 5th Street Reconstruction

The design team of Bonestroo, Bolton & Menk, and City staff has been working on the final design of the plans and specifications. Plans on construction phasing and signing have begun. The original phasing anticipated the two blocks of 5th Street to be constructed first. However, due to the addition of sewer replacement along Water Street it is now anticipated to be constructed first. Also, due to the types of uses along the construction corridor, site specific signing will be used. Staff will be investigating opportunities for additional public parking during construction. It is anticipated that the plans and specifications will be presented to the City Council on April 7 for approval and authorization to bid.

Housing

The minor subdivision of the Southbridge Outlot F was approved Monday night at Council. This effectively splits the parcel and prepares it for purchase, with the new legal description of Southbridge 2nd Addition, Outlot A and Outlot B. The HRA is working to close on Outlot A either Friday or Monday.

Staff attended the Rice County HRA meeting on Monday evening and was able to discuss the foreclosure crisis with representatives from Amy Klobuchar's office. The MN legislature and Congress are both looking at different avenues to assist with Adjustable Rate Mortgages and sub-prime loans; more information is sure to follow over the next several months. Locally, the foreclosure crisis is at the forefront of many housing related meetings and organizations, and much collaboration is happening to provide and advertise crisis assistance programs and identify local vacant homes. Once again, more information and details is sure to emerge over the next several months and staff will be keeping the Administrator and Council informed of local impact.

Facilities

Facilities was busy this week getting started on the office remodeling project at the Police Station. The demolition was completed Thursday and on Friday the electrician came in to complete some minor work. Next week the contractor should be able to complete his work and then the carpet can be installed completing the project.

Another accomplishment for the week was the cleaning and testing of the exhaust hoods at the NCRC kitchen. Also at the NCRC Bernie Shakal met with Dennis Kenison of Johnson Controls on Thursday to discuss the proposed improvements at the NCRC. Work is tentatively scheduled to begin in early April.

Recreation

The ice is nearly out of the Arena with the help of the warm weather this week. In the upcoming weeks there will be some end of the season cleaning and maintenance as well as preparations for the remainder of the improvements planned in the off season.

A meeting regarding the Outdoor Pool was held on Monday with staff, the architect and the contractors. The architect is currently reviewing the proposed maintenance items due to the amount of ice in the pump house. As the opening gets closer there will be additional discussions among all the parties involved.

Planning

The Planning Commission will meet next week to review applications for two Conditional Use Permits (CUP). The first is a request by the Northfield Golf Club to revise the CUP approved in 1993 to allow the Club to serve alcohol to the general public (the 1993 CUP limited alcohol sales to Club members and their guests). The second CUP is Carleton College's request to construct two new residence halls, for a total of approximately 93,000 square feet, on campus property north of 1st Street East between Maple and Nevada Streets.

The Development Review Committee (DRC) met this week to review a site plan application to convert the Wendy's restaurant on Highway #3 South to a Culver's restaurant.

The Heritage Preservation Commission (HPC) met this week to hear a presentation from City Staff on improvements in the downtown area, including to the Malt-O-Meal dam and along 5th Street. The HPC also reviewed an application to become a Preserve America Community, and will be asking the City Council to adopt a Resolution in the near future to request this designation from the Preserve America organization.

Streets/Parks

Staff has been busy this week again with salting and plowing with the little 'skips' of snow through the city. Also during the warm weather mid-week the staff had a chance to get out and fill in some of the potholes that have been appearing around town at the end of the winter.

This week, interviews were held for summer seasonal employees, a number of 7-8 people total are needed for Facilities, Streets and Parks, Wastewater and Water divisions.

Water

Last Thursday Dean Huschle responded to a call from a resident on College Street who had water leaking into his basement. Dean sampled the water for fluoride and chlorine and determined that it was most likely ground water and not a service or watermain break. On Tuesday, Scott Murphy and Jay Hall observed water bubbling out of the boulevard and coming up through the black top at the same residence. Scott spoke to the homeowner who related the issue he had Thursday. Since this looked like an exact footprint of a watermain or service break Scott called TKDA to try and pinpoint the leak. After three hours of testing the watermains and valves, TKDA determined that the leak was ground water leaking up through the surface by hydraulic pressure from higher ground to the north of the leak location.

On Friday Gerry Franek installed a new rechargeable battery in the battery back-up unit which powers the electronic controls at Well #3. The problem was discovered because the well was cycling on and off under generator power and then under Xcel power as well. It was determined that the aged battery back-up unit was not operating properly. With

the new battery installed, Well #3 ran fine all day with no cycling. There were some minor issues due to the battery not having taken a full charge, but the staff will be checking to insure that the back up is functioning properly next week. The other well sites' equipment has been checked and they are all functioning properly.

Wastewater

Industrial discharge samples were taken from the new indium/tin printed circuit process that Multek has put on line. The process, which produces ultra-thin printed circuits, is coming out of the developmental stage and going into commercial production. At this time the line is only running a few hours per week as they refine the process and expand markets for the product. When maximum production is achieved the expected flow and load generated by this new technology will be less than 10% of the overall discharge from Multek and review of the makeup of the discharge indicates there will be no adverse impact on operations at the Northfield Wastewater Treatment Facility.

cc: Department Managers