

Memorandum

DATE: April 18, 2008
TO: Mayor & Council Members
FROM: Al Roder, City Administrator
RE: Friday Memo for the week of April 14 – April 18, 2008

Here is a list of city activities for the week of April 14 – April 18, 2008:

City Clerk

Information regarding 2008 candidate filing is attached. Filing begins on July 1 at 8:00 a.m. and ends on July 15, 2008 at 5:00 p.m. The information has also been posted on the City's web site. Additional information may be obtained by contacting Deb Little, City Clerk.

Finance

Council Subcommittee on the CIP: The group will meet on Monday, April 28th at 8 a.m. to review the full draft of the CIP document. We hope to have the full Council review the modified 2008-2012 CIP in May at a work session. This would allow sufficient time to then hold a public hearing on the revisions in late June / early July – well before the next cycle is in full gear.

2008 Adopted Budget: The 2008 budget is on the City's website. It is located under City Hall - click on "Budget / Finance."

Year-end 2007 & the audit: Staff members from the City's audit firm, HLB Tautges, Redpath, Ltd. are wrapping up fieldwork this week. With fieldwork nearly complete, the focus will be on financial statement preparation. The fieldwork piece of the process has gone far smoother and quicker this year.

Investments – draft policy: At the Council work session on April 28th, we will present a draft investment policy for Council consideration. The draft policy will help address many of the concerns expressed in terms of what can be done to prevent another Rate Search situation.

Library

The Library Board met on Tuesday. Representatives from the Mayor's Youth Council, Claire Carlson, Hattie Ryan and Siri Thompson gave a presentation regarding the five promises and the award for 100 Best Communities for Young People.

Bernie Shakal replaced ballasts and lights at the library. Eric Peterson is in the process of refinishing library tables and fixing walls in the meeting room.

Library staff celebrated National Library Week with games and drawings - and refreshments during the week. Pictures of "carded" community members will be appearing on the library's web site soon.

Public Services

3rd Business Park Annexation Request

The annexation request for the 582 acres west and north of the current hospital location continues to be supported and developed from a number of divisions within the Public Services Department. This week's work included:

- Finalizing engineering cost estimates on infrastructure improvements and utility revenues. Community Development has developed estimates on the tax revenue the area could generate once development occurs. This information will be used in the upcoming meetings with the EDA and Planning Commission.
- This week staff attended the Greenvale Township meeting to secure the township affirmation for the St. Olaf and Lysne property requests for annexation and to continue to keep township supervisors in the communication loop.
- Staff continues to work with Dakota and Rice County the Northwest Corridor Study to insure the selected corridor route for the extension of Cedar Avenue (CSAH 23) supports the economic growth plans for this area and addresses the area property owners concerns.
- The Planning Division will be scheduling the presentations to the Planning Commission - April 22, 2008 will be a joint EDA/Planning Commission meeting and the Public Hearing on the annexation will be held April 29, 2008. The Planning Commission will consider the annexation and giving their recommendation to the Council at one of the May meetings.

Train Derailment Site – Sediment and Erosion Control

Staff contacted Rice County Soil and Water Conservation District (SWCD) and the Minnesota Pollution Control Agency (MPCA) after a complaint was filed by a local resident Friday, April 11, 2008. Staff monitored the site during the week for corrective action to be taken. On Friday April 18, 2008 with the lack of activity from the agencies, City staff swept the Highway 3 to remove loose soils which would be washed into the stormwater catch basins and contracted with Jirik Sod to install erosion sediment fence along side the drainage stream in the derailment site. These are seen as very temporary control measures, but having needed to be done given the forecast for rain this weekend. We also were early Friday afternoon the Union Pacific, MPCA, and SWCD met on site Friday and temporary erosion control measures will be put in place by 5:00 PM Saturday. Site clean-up will begin next week once completed the areas will be graded and seeded.

Economic Development

Staff continues to discuss and work with parties interested in the Q Block. One owner said a new lease will be signed any day now, and another is willing to work with us on ways to add outdoor dining and perhaps some landscaping.

Staff received a call from a resident wanting to know why Northfield does not have a quilt shop or a place to buy thread and fabrics. There may be some opportunities here in town and staff, with the help of

the Public Administration Intern, is gathering information to respond to questions raised by this Northfield resident wanting to keep her dollars in Northfield.

Staff met with Jasnoch Construction this week and it was wonderful to listen to their history and dedication to the community. They have provided some great additions to the community.

The EDA and Rice County group will be heading to the Cities to listen to a series of companies looking to relocate or expand in this area. We look forward to these events and often make the short list as a wonderful place to start.

Engineering

Water Street Parking/5th Street Reconstruct and Enhancements

The Water Street Parking/Fifth Street Enhancements and Reconstruction Project is currently out for bids. The City of Northfield is using the online data network QuestCDN.com as a way to distribute plans and specifications. Contractors and Suppliers can now log onto QuestCDN.com download and print off their own set of plans and specifications at a substantially reduced price compared to buying a full size plan set from the City of Northfield. Downloaded plans and specifications are \$20 compared to \$75 for a full size set of prints. Utilizing this site also allows the City of Northfield to reduce costs on copying and postage. The bids for the Water Street Parking/Fifth Street Enhancements and Reconstruction close at 9:00 A.M. May 1, 2008.

Cannon River Sanitary Sewer Crossing

The work completed this week includes:

- Construction of 30" PVC sanitary sewer from siphon manhole #2 to manhole #1.
- Construction of manhole #1.
- Installation of erosion control.

Housing

Staff has received a Request for Proposals from Rice County Economic Development Department to manage the Rice County HRA. Staff is reviewing the RFP and looking at ways this may both benefit and enhance the business and customer service of the City and the Northfield HRA. Staff is reviewing the details and numbers and plans to meet early next week with upper management to discuss the RFP in greater detail.

Facilities

Dave Nelson and Eric Peterson completed refinishing several tables for the Library. Also there were a number of lights that needed to be have ballasts replaced and that was completed this week as well.

Johnson Controls has continued on the relighting project at the NCRC this week, as of today they had many of the fluorescent lights converted to more efficient units. Nearly all the lights are completed and they are now focusing on the occupant sensors and some other smaller remaining items. In the next week or so a control system contractor will be in to start changing out the old system in preparation for the new system.

At the Wellness Center one of the doors into the pool area was removed, stripped and repainted. This was due to some paint that had not dried properly and was causing some maintenance problems.

Recreation

The Hospital Auxiliary Bookfair will begin its sale on Tuesday afternoon, April 22. The sale will run until Saturday, April 26. Arena renovation will continue on April 28.

The pool pumps are currently being serviced from the ice incident that took place this winter. All three circulation pumps have been serviced with little to no problems. Staff will begin preparing the pool for filling in the coming weeks so that the pool can be serviced by Badger Swim Pools to assure everything is operating correctly after the ice incident.

There will be pre-season pool pass sales on the following dates: May 8, 15, 19 from 4:00p.m. – 6:00 p.m. and May 31 from 10:00 a.m. – 1:00 p.m. All sales will take place at the pool, 801 7th Street E. Patrons purchasing their season pass at these pre-season pass sales will also receive two free general admission passes to the pool to be used this summer. For more information on the pre-season pass sales please contact Jason Eisold, Recreation Manager 645-3017 jason.eisold@ci.northfield.mn.us

Planning

Staff continued to work on the revisions to the draft Comprehensive Plan. The Planning Commission will meet next Tuesday at 7 PM to hold another discussion session with the EDA on the proposed business park west of the Northfield Hospital. The public hearing for the annexation request will be April 29th. At that time, Staff is recommending that the Commission review the staff report, take public testimony, and then make a recommendation on the annexation request at their May 13th meeting. The Development Review Committee (DRC) met this week to review a minor subdivision request to split a twinhome into two separate lots. It is expected that the City Council will review this request at one of their May meetings. The Heritage Preservation Commission (HPC) met this week to review the finalized plans for the 5th Street streetscape improvements.

Streets/Parks

Pothole repairs have continued through out the week and street sweeping has continued. At this point about half the City has been swept and the downtown is being swept weekly. Downtown flushing will begin in May.

Some other sure signs of Spring are that the compost site is now open for business, and Sechler Park fields are being prepared for the season. Staff anticipates that the opening of the park will be May 1, weather dependent. This will give us the time to insure the fields are ready for the season. Finally, Steve Petricka & Lenny Moore attended Playground Inspection school.

Water

As a follow up to the water main break on the east side of Highway 3 earlier this month, Doug Lien met with Mark Decker from MP NEXLEVEL, Inc. to get a quote on installing a new section of 10" water main. This new section would be installed by directional boring instead of open cut construction. This would bypass the old 10" water main and replace it with new water main. Staff will meet next week to review this quote and make a decision on how to proceed on fixing this break.

Staff is working on meter replacement and locates

Wastewater

Parts for the grit pump that had failed the previous week came in on Tuesday and the pump was rebuilt and installed that day. The system had been out of service for 6 days so there was a backlog of grit to move, but the start up went well and systems are back on their normal schedule.

The collection system staff spent the week fixing manhole inverts and benches on older parts of the sewer system. These manholes are 60+ years old and over time the corrosive nature of the wastewater erodes the concrete. Problems are noted during routine inspections throughout the course of the year and repairs are made as needed to maintain service.

cc: Department Managers