

## Memorandum

DATE: May 8, 2009  
TO: Mayor & Council Members  
FROM: Joel Walinski, City Administrator  
RE: Friday Memo for the week of May 4 - 8, 2009

**Below is information on city activities and information provided by the department directors and managers for the week of May 4 - 8, 2009:**

### **CITY CLERK**

*Submitted by Deb Little, City Clerk*

The City Clerk and Fire Chief have been working on issuing retail fireworks licenses. Currently in store licenses have been issued to: Holiday, Cub Foods, Econofoods and Target. Staff anticipates additional applications within the next few weeks including one or two locations that will be providing tent sales of fireworks. The Fire Chief inspects all locations prior to the sale of fireworks.

The City Clerk and Welcome Center Coordinator attended CPR/1<sup>st</sup> Aid/and Blood Borne Pathogen training this week.

Beginning April 24, the Welcome Center Coordinator began offering a Spanish story hour at the library's request. After reading stories and singing songs geared toward pre-school level children, information is shared about the library's services, including Booker, how to obtain a library card, First Steps, computer use and materials available in various formats and subject areas. The program will run for a six-week period, at the end of which participation levels will be evaluated in order to determine if it will continue through the summer.

On Tuesday, the Welcome Center Coordinator participated in a meeting convened by the Minnesota Department of Health (MDH) for Limited English Proficiency (LEP) Leaders in order to enlist their help in getting the MDH's messages regarding H1N1 flu out to the LEP populations. A productive discussion ensued concluding that from this point forward the MDH and LEP Leaders need to be collaborating proactively at all times. MDH will re-convene the group to begin this ongoing collaboration within the next two weeks. Meanwhile, staff will meet to evaluate the City's emergency preparedness vis-a-vis LEP residents.

### **COMMUNITY DEVELOPMENT**

#### **Community Development**

*Submitted by Brian O'Connell,*

Staff reviewed the proposed street cross section and right of way standards in the new Land Development Regulations to determine if the distances and dimensions are in line with the policy direction in the Comprehensive Plan. This issue is going to require a balancing of interest between the design and operational needs in managing the cities infrastructure in comparison to the cities desire to create a development pattern where the street right way becomes integrated into the overall land pattern of the city.

Staff met with a representative from a consulting firm and discussed specific questions posed by the consultant in relation to the Request for Proposals (RFP) for the new business park that has been distributed to numerous companies in the area. The deadline for questions related to the RFP is Friday May 15, 2009.

The Community Development Director is following up with the special legal counsel to the City of Northfield in relation to the request that has been received recently from Piper-Jaffray related to financing for the Crossing Project. The City Council gave specific direction related to completing site improvements, park improvements and site maintenance in relation to the request to change financing on the project.

## **Economic Development**

*Submitted by Jody T. Gunderson, Director of Economic Development*

The EDA's Infill and Redevelopment and Programs, Processes, and Procedures Subcommittees met this week to advance the initiatives outlined in the EDA's 2009 Work Plan. The Infill and Redevelopment Subcommittee discussed matters related to their upcoming meeting with the Holland Michigan contingent. The Programs, Processes, and Procedures Subcommittee met and discussed the proposed changes to the Large Downtown Revolving Loan Program. Additionally, the subcommittee reviewed a matrix of elements of various working capital loan programs from a sample of communities in Minnesota and from other regions across the United States. The EDA is exploring the development of a loan program that will serve as gap financing for businesses throughout the community seeking funding for working capital. The subcommittee agreed to have the Directors of the EDA and NEC put together a rough draft of the program for discussion at its next meeting.

The Director also attended a meeting with Mr. Bruce W. Schwartau, of the Community Economics Department, University of Minnesota Extension, representatives of the retail community, NDDC, NEC, and Chamber of Commerce. Over the last couple of months, Mr. Schwartau has been working with the EDA's economic development partners to gather statistical information which would be used to enhance retail activity in Northfield. The group will meet again prior to finalizing their work.

## **Planning**

*Submitted by Dan Olson, City Planner*

Land Development Regulations Advisory Group met on Friday to provide input on the draft Land Development Code (LDC). That meeting is expected to be the last meeting of the Advisory Group. The Planning Commission will meet next Tuesday to discuss the direction of the City Council on the approval process of the draft LDC (the City Council will discuss that direction next Monday night at their Work Session).

Staff also attended personnel training relating to blood-borne pathogens and CPR.

## **Inspections**

*Submitted by John Brookins, Building Official*

The building inspection staff continues to work on the unlicensed rental property. We are going through all the addresses in the city to verify if the property is owner occupied or is being used for rental property. Letters requesting information about the use of the property are sent to all property owners who are not listed as owner occupied. Once the use has been established and if the property is being used as a rental, the property owners must comply with the Northfield rental ordinance.

The plan review continues for the CSMR Clinic addition. This project is scheduled to begin sometime in early June.

## **ENGINEERING**

### **Mill Towns Trail Bridge**

*Submitted by Katy Gehler-Hess, City Engineer*

The southern wingwalls of the bridge abutment were poured on Tuesday and the northern wingwalls were poured on Thursday. The contractor anticipates backfilling the wingwalls next week and possibly starting to pour the concrete deck of the bridge. Remaining work includes pouring the concrete deck of the bridge,

completing slope paving around the Highway 3 bridge, grading, and trail construction. It is estimated that the trail and bridge will be available for use by early July.

As more work is completed it will be tempting for people to try to see the site and possibly use the new bridge and trail. However, we ask that people continue to refrain from entering the construction site and using the bridge until the entire project is complete. Construction crews are very safety conscience, however, construction sites are inherently dangerous. We ask that interested observers keep away from construction areas and allow the contractors to complete their work.

### **1<sup>st</sup> Street Reconstruction**

*Submitted by Sean Simonson, Engineering Tech. Coordinator*

Staff received a tentative project schedule from BCM Construction this week. The project will be broken into three phases. Phase I, set to begin June 1st, will include storm sewer construction along Linden Street from Second Street to First Street, First Street reconstruction from Linden Street to Plum Street, and Plum Street reconstruction from Second Street to St. Olaf. Phase I is expected to last until early August. Phase II, set to begin once Phase I is complete, includes reconstruction of First Street from Plum Street to Way Park and Orchard Street from Second Street to St. Olaf. Phase II is expected to be completed by mid-September. Finally, Phase III, set to begin once Phase II is complete, will be the remainder of the project and includes the reconstruction of First Street from Way Park to Madison and then from Lincoln to the St. Olaf dead end. Phase III is expected to be complete by early November. This schedule is subject to change due to weather, and any unforeseen circumstances that may be encountered during construction. The majority of the work will be completed in the 2009 construction season that typically lasts until mid-November. The second lift of bituminous and other minor items will be completed in the spring of 2010. A newsletter was mailed late in this week to residents along the project corridor outlining the project schedule.

### **Woodley Street Reconstruction**

*Submitted by Sean Simonson, Engineering Tech. Coordinator*

Friedges Contracting started work on Stage II of construction that includes Woodley Street from Farehaven Drive to Prairie Street. Work will be phased within Stage II to allow for greater mobility during construction. Road removals will occur for the entire phase, however, work in the intersection of Woodley and Spring Creek Road will be completed before the contractor moves west to complete the remainder of the work. The intersection is anticipated to be closed for about a month.

A detour was set up for traffic to avoid the area where the work is occurring. Friedges Contracting concentrated on pavement and trail removal for the week. Five houses along the project corridor were connected to temporary water supply late in the week to prepare for watermain installation starting next week.

Work next week will include the continuation of pavement removals up to Prairie Street, and storm sewer and watermain installation occurring on Woodley Street between Spring Creek Road and Farehaven Drive. Detour maps and other information can be found on the project website located at:

[http://www.ci.northfield.mn.us/projects/worksenineering/2007/03/08/woodley\\_street\\_reconstruction](http://www.ci.northfield.mn.us/projects/worksenineering/2007/03/08/woodley_street_reconstruction)

### **Water & 5<sup>th</sup> Street Enhancements and Reconstruction**

*Submitted by Sean Simonson, Engineering Tech. Coordinator*

A meeting was scheduled between City Staff and Heselton Construction for next Tuesday, May 12, to discuss the schedule for finishing up the remaining work on the project. The remaining work includes a crosswalk near the Post Office, concrete repairs, and the final wear course paving. Heselton Construction is tentatively scheduling this work from May 28th thru June 4th. This schedule will be finalized after the meeting next week, and a newsletter will be sent out to property owners along the project corridor outlining the project schedule.

## **LIBRARY**

*Submitted by Leesa Wisdorf, Reference and Youth Services Manager*

Negotiations between Lonsdale and Northfield on the operation of the new Lonsdale Library continue. Lynne Young met with the newly formed Lonsdale Library Board to discuss her vision of, and what is required for, a successful modern library.

The bookmobile route will be cut and readjusted at the end of the school year. The Webster stop will be dropped and routes will be adjusted because many daycare providers change hours during the summer. Booker has been invited to attend the Minnesota State Fair this year as part of the Great Minnesota Read-Together.

A diverse and appreciative audience attended the Job Search Workshop with Eileen Shimota and Sara Nagel Newburg. A Powerpoint presentation served as a springboard for an excellent presentation the covered all aspects of the job search process, including deciding whether an individual wants a job, career or vocation; job search strategies, resumes, cover letters, interviewing skills, following up and action steps. The 2 presenters had more than 30 years of experience as career consultants.

The library is working with Lifeskills Education staff on a skit that will be video-taped in Northfield for the National Association of Workforce Development Professionals conference May 31-June 3 at the Minneapolis Hilton. The video will feature clips of Northfield librarians and our new Business and Employment Resource collection.

We are excited to have Marj Evans-de-Carpio bring her skills to a new Friday morning Spanish language story time. The program is in its third week and has been well attended by an audience new to the library. Parents and children hear stories, learn about the library and the importance of early literacy, and check out materials.

## **PUBLIC WORKS OPERATIONS**

### **Facilities**

*Submitted by Bernie Shakal, Facilities Maintenance Supervisor*

Facilities staff has been very busy this week working on air conditioning units at various City facilities, starting out the week was devoted to getting the chiller started up at the Safety Center, with a few minor adjustments it seems to be working fine. An improvement that was made prior to start-up was a new pressure tank in the water supply to the unit. Next we moved to the Library where there are 10 condensing and air handler units to service, facilities worker Tom Spooner vacuumed out all of the condensing units and cleaned debris from the area. Routine maintenance was done on the air handlers, and everything seems to be working good. Finally it was on to City Hall to service the fourteen roof top units and to insure that the air conditioning is working properly.

### **Streets and Parks**

*Submitted by TJ Heinrich, Streets & Parks Supervisor*

Mowing and pot hole repairs were the main focus this week. All city parks, and other city areas were mowed. Baseball & softball leagues started their seasons this week at Sechler and Babcock parks. Staff assisted with cleanup at a City retention pond. Staff assisted City Building Inspections this week with a property complaint. The compost facility is still being used heavily this spring. Last month saw 2,577 visits from citizens. The City Spring cleanup days went well. Pumps and lights are being prepared for install in the Bridge Square fountain. Enjoy the spring weather.

### **Water**

*Submitted by Doug Lien, Water Superintendent*

Water Operator Dean Huschle represented the Northfield Water Division at the YMCA sponsored Healthy Kids Day on Saturday at the Northfield Senior High School. The Healthy Kids Day is an opportunity for

young kids and their families to learn more about themselves, programs available in the Northfield area and educational information on their environment.

Dean demonstrated the "Urban Water Cycle" CD, an interactive computer program for students and adults, demonstrating water, storm water, wastewater and water conservation. Dean worked with Hamline University to develop this program. He also talked to the attendees about the water cycle and the importance of water conservation and handed out booklets titled "The Story of Water".

Students and younger kids are always interested in how the water system works and how water towers work, so Dean had some diagrams and photos of those items. Approximately 1000 – 1500 people passed thru the school during the event.

### **Recreation**

*Submitted by Jason Eisold, Recreation Supervisor*

#### **ANNUAL HOSPITAL AUXILARY BOOK SALE AT THE ARENA**



The crowds were lined up for the annual book sale. Over \$48,000 in sales were brought in for the 2009 Sale. This was the biggest sale to date according to the group.

### **Wastewater**

*Submitted by Gerald Ness, Wastewater Systems Technician*

The wastewater facility received a draft copy of its 2008 Annual NPDES/SDS Permit Compliance Summary Report. The report confirms that the 48 facility monitoring forms that were filed were complete, on time, and with no violation of any permit limit. The frequency of analysis for various parameters varies from daily to monthly, and the total number of lab tests conducted on the wastewater facility's influent and effluent is over 2,500 per year.