

Memorandum

DATE: May 21, 2010
TO: Mayor & Council Members
FROM: Joel Walinski, City Administrator
RE: Friday Memo for the week of May 17-21, 2010

On behalf of the City of Northfield, Mayor Rossing and I hosted the Dakota County Mayor/Managers Breakfast Meeting which is held monthly at the Eagan City Hall. Mr. Mark Koegler for Hoisington Koegler Group, Inc (HKGi) was invited to make a presentation on the 3rd Business and Industrial Park Master Planning process currently being undertaken by the Northfield Economic Development Authority. The morning breakfast has representation of all the cities in Dakota County and Dakota County Government. The presentation by HGKi focused on the efforts used to incorporate participation of stakeholders and the need for the master plan to reflect the distinctive character of the community. It also provided the opportunity to inform the larger regional partners and neighbors of Northfield about this project, another asset to Dakota County economic development.

Below is the updated tentative meeting schedule for the Police and Fire Facility project:

- May 25, 2010: Steering Committee Meeting: Review Site Costs, Construction Materials Outline, Sustainability Goals. Establish proposed maximum budget for public hearing notice. Discussion points to include Construction Inflation and Owners Contingency.
- June 1, 2010: Design Committee: Concept Design Review including site plan and floor plan. Presentation of construction material, expectations from Steering committee.
- June 8, 2010: Cost Estimates returned from Faithful and Gould to Architect and Engineer for review
- June 10, 2010: Steering Committee Meeting: Presentation and Review of cost estimates for proposed solutions. Review of Board Packet Information to be submitted for Public Hearing/Project Funding discussion at June 15th City Council Meeting.

At this time it is anticipated that all these meeting will be held in the Council Chamber and commence at 3:00 PM. Background information on this project is available at:

http://www.ci.northfield.mn.us/assets/p/projects/SafetyCenter_2010/index.html

The last item listed in today's Friday Memo is the draft agenda for June 2010. The draft agenda of the upcoming month's Council agenda items is subject to change. Additions and deletions of items will occur in an effort to best accomplish the Council goals and the necessary successful operation and business of the City.

Below is information on city activities and information provided by the department directors and managers for the week of May 17-21, 2010:

CITY CLERK

Submitted by Deb Little

Staff has been working with community events organizers to finalize the applications and collect missing items. There were 12 applications submitted. The events subcommittee will be reviewing the in-kind grant requests. The committee will forward a recommendation for consideration at the June 1, 2010 City Council meeting.

Election season is in full swing. Recruitment of election judges is in process. Persons interested in serving as an election judge should complete an election judge application located on the City's website <http://www.ci.northfield.mn.us/government/elections> or contact Deb Little at 645-3001 for additional information. Deb Little has been attending election administrator training as well as serving on the Dakota County elections forms and procedures work group. Candidate filing started on Tuesday, May 18 and continues until 5:00 p.m. on Tuesday, June 1. As of 11:00 a.m. Friday morning, 4 candidates have filed for office:

- Suzie Nakasian - Ward 1
- Nathan Kuhlman - Ward 4
- Jon Denison - Ward 4
- Rhonda Pownell – At-Large

The Secretary of State has a candidate search feature on their website at the following location: <http://candidates.sos.state.mn.us/> The Secretary of State's office updates the information regularly as additional filings are received. There are many search options available. The quickest way to see Northfield only offices is shown below:

The screenshot shows a search interface titled "Search by Office". It contains four dropdown menus: "Offices: City / Township" (selected as Northfield), "County: RICE", "City / Township: Northfield", and "Office Title:" (empty). A "Search" button is located at the bottom right of the form area.

Deb Little met with the Charter Commission in April and May regarding proposed changes to the Charter. The suggested changes were proposed to comply with State election law changes that were made during the legislative session. These changes will be forwarded to the City Council for consideration at an upcoming council meeting (schedule yet to be determined).

COMMUNITY DEVELOPMENT

Building Inspections

Submitted by Jim Kessler, Building Official

We are making progress on 421 Lockwood. On Tuesday night City Council approved the "Order directing the property owner to remove the hazardous building" The City Prosecutor is working with the court to expedite the process for removing the building.

This week blight letters went out to a few property owners regarding complaints for items including unlicensed cars, fences or buildings in disrepair or trash. We have been working with Public Works personnel on complaints regarding high weeds, grass and brush piles.

The Carleton Arts Union project (Old Middle School) has mobilized on site. During the asbestos removal they found more than in the original report indicated and the abatement is taking a little longer than estimated. The initial plan review has gone out to the contractor and design team.

This week we have met with representatives for a small commercial remodel and contractors for repair of some small fire repairs. We have also been in contacted by a contractor regarding 611 College, the house destroyed by fire March 9th. There may be some progress, from responsible parties, on repairing or removing this property.

We are continuing inspections for older permits that have not received their final inspection. Inspections for St Olaf New Main and Malt-O-Meal are ongoing along with the new building at the Northfield Retirement Center, Northwood Pines, and the Carleton Arts Center and typical residential remodels, basement finishes and occasional deck.

This week we have issued four building permits plus five mechanical and/or plumbing permits and three new rental licenses. We have an additional eight building permits in for review or ready to be issued.

Community Development

Submitted by Brian O'Connell, Community Development Director

The Community Development Director has met with property owners of areas currently within the City that have undergone a degree of development review and approval. The purpose of these meetings is to determine to what degree will the proposed Land Development Regulations incorporate past development design decisions or create conflicts with past development design decisions. In several instances, underground infrastructure is already installed or street grading and lot grading has already occurred that may be in conflict with proposed regulations in the proposed Land Development Regulations. These circumstances may result in the need for a general regulation that recognizes pre-existing development design as a means to overcome unreasonable conflicts that may otherwise occur.

The Community Development Director, City Administrator and Economic Development Director met with a representative to outline the process and due diligence steps that the City will undertake in the purchase of the property at 303 South Water Street.

The pre-application meeting for the future Mayo Clinic Radiation Oncology facility occurred on Monday of this past week. It is expected that the application for annexation of the leased parcel from St. Olaf will be filed with the City as early as next week.

Economic Development

Submitted by Jody T. Gunderson, Director

The Infill and Redevelopment Work Group met and discussed how the EDA would respond to the City Council's request to facilitate the reuse or redevelopment of the City owned and The Union of Youth Properties. The work group believed it would be beneficial to spend time over next month evaluating all alternative uses for the sites. They believed this approach would provide a level of assurance that all alternative uses were evaluated prior the EDA's formal recommendation to the Northfield City Council.

The Economic Development Director attended a meeting of the Business Park Master Plan Committee on Thursday. The Committee evaluated the merits of the five alternatives for the two sites based upon the input provided during meetings held with the land owners, City Council, Planning Commission, and the public open house. The Committee also reviewed costs associated with the full build-out of infrastructure for four of the

development alternatives. The City's consultants cautioned the Committee to not confuse those cost that are developer's costs and those that are financed by the City. He also explained that the total cost to build-out any one of the alternative concepts occurs in phases over 20 to 30 years depending upon absorption rates.

Planning

Submitted by Dan Olson, City Planner

The Zoning Board of Appeals met on Thursday and approved a variance to allow a larger accessory greenhouse building in a different location than allowed by City Code at Artech Charter School. Subsequently, the Planning Commission recommended approval of an Amendment to a Conditional Use Permit to allow the greenhouse. The Commission also continued its review of the future residential regulations in the draft Land Development Code (LDC). Next Tuesday, an additional section of the LDC relating to development procedures will be presented to the City Council, and the future residential regulations are proposed to be presented to the Council on June 8th.

The Heritage Preservation Commission (HPC) met on Thursday, and received an update on the proposed demolition of the existing bank building at 25 Bridge Square, and the construction of a new building at that location. The HPC was informed by Staff that the applicant for the 25 Bridge Square project has decided not to pursue the project due to financing difficulties. After this update, the HPC decided to withdraw its preliminary approval of the project, which was given last November.

ENGINEERING

4th Street Reconstruction

Submitted by Sean Simonson, Engineering Tech Coordinator

Work continued on the Fourth Street Improvement project. Falcon Drilling and Blasting was on-site excavating bedrock in the location of the new utilities. Bedrock was as shallow as 1.5' from the existing roadway surface. Falcon set off around 25 blasts between Monday and Wednesday. Seismograph equipment was used to measure the effect of each blast. The drill rig was left on-site just in case further excavation needs to be done. Staff met with adjacent businesses before the blasting to help them prepare, and also informed them of each blast prior to detonation. Notice was also sent through the email notification list for those interested in the project.

Utility installations occurred in the Fourth Street and Division Street intersection this week. Sanitary sewer, watermain, and storm sewer were all connected to the existing lines under Division Street. Crews also switched all properties from Division Street to Washington Street to temporary water.

Next week crews anticipate continuing with utilities between Division Street and Washington Street. BCM will also have their grading crew on-site sub-cutting the Division Street and Fourth Street intersection, and will have a concrete crew in to pour the concrete and crosswalks in the Division Street intersection by the end of next week.

Staff has set up an email notice list for the Fourth Street Improvements project on the project website where residents can add their e-mail address and receive the most up to date information about the project. To add your e-mail address to the notice list, please visit the project website listed below, and follow the instructions in the e-mail notification section.

http://www.ci.northfield.mn.us/assets/p/projects/FourthStreet_2010/index.html

Riverside Trail Extension

Submitted by Sean Simonson, Engineering Tech Coordinator

Crews on-site finished the concrete work behind 500 Water Street this week. They also worked on sub-cutting the trail and placing select granular sub-base and class 5 gravel. Crews also worked on the concrete edger and curb along the trail.

Next week crews anticipate finishing up the concrete edger and curb along the trail, and installing the rip-rap along the river side of the trail.

First Street Reconstruction

Submitted by Sean Simonson, Engineering Tech Coordinator

No work was completed on the job this week. Crews are still anticipating installing the wear course of asphalt next week.

Stormwater Ordinance Development: Technical Steering Committee

Submitted by Katy Gehler, City Engineer

The technical steering committee met on Friday to begin the iterative process of reviewing and revising the stormwater ordinance. The group plans to meet two more times to work through policy issues and prepare the first draft of the ordinance and policy document that addresses the Rice Creek watershed prior to the next round of public meetings. The draft of the ordinance along with several policy questions will be presented for feedback to the advisory group and general public on June 9. Please see the project website for more information on these meetings.

FINANCE

Submitted by Kathleen McBride, Finance Director

Supplemental Budget Cuts:

In the Legislature's final action, we had thought the aid cut was limited to the \$310,875 in LGA. We have just learned, however, that the \$310,875 is apportioned between LGA and MVHCA (Market Value Homestead Credit Aid). \$22,171 is cut from LGA and the balance, \$288,704 from MVHCA. It's still a cut that affects the General Fund budget, but it is important to distinguish between the two aid types.

LGA (Local Government Aid) is direct aid to cities. Market Value Homestead Credit Aid represents a portion of the General Fund's property tax levy. It is the sum total of all of the homestead credits given to homestead residential properties that (up until now) the State reimbursed us for. In discussions with the League and other groups, it has been suggested that the entire program be abolished. At the time we set our future levies, we will have to show the full amount – but will not collect all of it – only the dollars from the local property owners.

For 2010, the City's total property tax levy is \$6,304,824. The MVHC Aid is \$288,704 or 4.58% of the levy.

And, while current law restores (and actually even increases) LGA and MVHCA for 2011, we know we will not see it.

PUBLIC WORKS

Facilities

Submitted by Bernie Shakal, Facilities Supervisor

Facilities was busy this week servicing air handlers at various City Facilities, including the Northfield Community Resource Center, City Hall, Library, Liquor Store, and the Safety Center. Also a technician from the Trane Company was at the Resource Center this week to do scheduled maintenance on the chiller, per contract that we have with the company. I have reduced the services that this company does for us, and any repairs that need to be made over and above the contract, we reserve the right to repair in house or hire another vender. It was discovered that 1 of 10 fan motors needs to be repaired, city staff has the ability to make that repair.

The I&S Group has submitted additional documentation for the heating and ventilation project at the Community Action Center, with this we can proceed with the construction bid.

The concrete work that was remaining to be done on the Transit door replacement project was completed this week which completes the project and has been closed out by the Building Inspection Office.

Streets and Parks

Submitted by TJ Heinrich, Streets and Parks Supervisor

Mowing city parks was the main focus the first part of the week and also general cleanup. Staff dealt with a large amount of trash left behind after the softball games at Babcock Park Thursday night. Staff repaired drainage damage done at the Sechler Park softball fields. Street potholes repair continued. Staff inspected nine weed complaints and reviewed several event applications. Spring maintenance has been completed on the fountain on Bridge Square. The fountain had a couple of electric issues since start-up that have been repaired. Staff assisted the Garden Club with some soil preparations at Bridge Square. Staff provided Showmobile services on Saturday.

Wastewater

Submitted by Gerald Ness, Systems Technician

Wastewater staff provided input and assistance to the employee Safety Committee during an inspection of the treatment facility. This internal self-review process provided additional insight and information that will be utilized to ensure a safe work environment for all personnel.

Water

Submitted by Doug Lien, Water Superintendent

The Water Division received a letter from the Minnesota Department of Health in regards to the ten year update to the City's Well Head Protection Plan. This plan was completed in 2002 and has to be updated by 2012. The State wants the City to start the update by September of this year with completion of the plan in September of 2012. City staff met with Bolton & Menk on Wednesday to discuss what has to be done to update the plan.. Bolton & Menk completed the first plan in 2002.

Doug Lien and Jay Hall met with Mary Savina, Geology Professor from Carleton College, on Thursday to discuss the water testing that Carleton College students have conducted on spring creek. The testing was done on part of the creek that runs through the drinking water supply management area, DWSMA, the area where all the City wells are located. These tests are done for two purposes, one is for student educational purposes and the other is to compile important information on the health status of the ground water in Rice county. This fall a Carleton student will be taking samples from spring creek and testing for nitrate-nitrite, D.O, temperature, pH, Total Dissolved Solids and phosphorous. The Water Division will test for B.O.D., Biological Oxygen Demand.

Draft Agenda Items June 2010

In an effort to accomplish the City Council's goals, the following is a draft agenda for the month of June 2010 (Note: Work Session added June, 2010). Regular council meetings are the 1st and 3rd Tuesdays of each month; work sessions are on the 2nd Tuesday of the month. Note: ** meetings only if needed for items to be acted on. (These are subject to change). Additional meetings/work sessions will be scheduled as needed. **The Draft Agenda of the upcoming months agenda items is subject to change.** Additions and deletions of items will occur in an effort to best accomplish the Council goals and the necessary successful operation and business of the City.

JUNE 2010

June 1 – Council Meeting

- Review Disbursements
- Adopt arena fees

- Consider approval of a Conditional Use Permit to allow the construction of an additional parking lot at Bridgewater Elementary
- Accept feasibility study – Babcock Park Interceptor & Lift Station
- Authorize staff to enter into an engineering design contract – Babcock Park Interceptor & Lift Station
- Approve Community Education & Recreation Agreement
- Update on Police and Fire Facility Project
- CIP Debt Service Information
- Approve Archery Range Site Agreement
- Items related to the Crossing Project
 - Resolution approving supplemental agreement between the City of Northfield & Highland Bank regarding the Crossing Development
 - Resolution providing the form, terms and covenants of an amended and restated taxable tax increment revenue note (The Crossings Project Series 2006)
- Approve community events and in-kind grant awards

6/8 –Work session

- Adopt a park
- LDC - Future Residential (N2-B), Temporary Uses and Non-conformities
- 2011 Budget Development Process

6/15 - Council meeting

- Public Hearing – 1st Street Service Assessments
- CIP Public Hearing
- Council decision on Finance method (1 of 3)
- Appoint election judges (no later than 7/1)
- Designate AB board (no later than 6/25)
- Council Goal Tracking

6/22 – Work session**

- Update City Council on Stormwater Ordinance
- Background Expanded Discharges Requirements

cc: Depart Managers