

Memorandum

DATE: June 11, 2010
TO: Mayor & Council Members
FROM: Joel Walinski, City Administrator
RE: Friday Memo for the week of June 7-11, 2010

On Thursday, June 10, 2010 the Police and Fire Facilities Project Steering Committee met in preparation for the Public Hearing on the CIP Bonding of the Facility Projects scheduled for Tuesday June 15, 2010 7:00 PM. KKE Architects presented the draft of their "Police Station & Fire Station Schematic Design Report". The report provides a review of the steps and information presented to date, a draft site plan, draft floor plan, initial schematic design drawings of each facility, the beginning construction outline and potential materials, and budget estimate. A schematic estimate of probable costs was developed by Faithful and Gould and is included in the design report. The estimate of probable costs includes: inflation to cover delayed starts, estimated land costs, and contingencies and is currently \$12,750,855. Finance will be developing the table of effective property tax impacts for Tuesday evening. The KKE schematic design report will be available on line this weekend at the project website:

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

Next Thursday, June 17, 2010 at 7:00 PM the Planning Commission is scheduled to hold a public hearing and give a recommendation on the annexation request from Mayo Clinics to annex a 4.5-acre parcel of land in Bridgewater Township for a new radiation oncology facility across from the Northfield Hospital. Consideration for the approval of the annexation is tentatively scheduled to be presented to the City Council on June 29, 2010 – time to be determined.

Below is information on city activities and information provided by the department directors and managers for the week of June 7-11, 2010:

ECONOMIC DEVELOPMENT

Submitted by Jody T. Gunderson, Director

The Economic Development Director and City Planner met with the Bridgewater Township Board of Supervisors on Wednesday night to discuss the annexation of property that Mayo Clinic is proposing to develop the Northfield Radiation Treatment Center. City staff discussed the Mayo Clinic project timeline with the Township Supervisors, and asked that they assist the City by expediting the signing of the joint resolution for orderly annexation. The Supervisors concurred that the project was good for the residents of City and surrounding area, and will be scheduling a special meeting to officially approve the document.

COMMUNITY DEVELOPMENT

Housing

Submitted by Michele Merxbauer, Housing Manager

Once again, a busy week with several projects going on! This week, the Greater Minnesota Housing Fund held their quarterly Board meeting and Annual site visit in Northfield. Staff, along with Jenny Larson from Three Rivers Community Action, took the GMHF staff and Board on a bus tour of Northfield to show the

different projects they have helped to fund. We toured the Maple Hills neighborhood, discussed the future Southbridge site, visited the Cherry Street house and the homes on 8th Street currently in construction, and toured Northern Oaks townhomes, which is one of the first projects ever they helped to fund. The Board asked many questions about Northfield's rental market, foreclosure rates and home-ownership opportunities, and were very impressed with the partnerships between the City and Three Rivers Community Action. This was an excellent opportunity for staff to impress upon the GMHF Board and staff the continued housing needs in Northfield. A special thank you to Northfield Lines and the NCRC for their assistance in the city tour and meeting space, and of course to Jenny Larson and Three Rivers for their continued work and support.

The HRA met on Thursday to approve payment of allotted leveraging dollars for two of the houses in the Home Matters program, and also to allot \$30,000 of the 2011 budget to Three Rivers in support of their application to MN Housing Finance Agency for additional acquisition, rehab and demolition funds. Staff was invited to attend the Human Rights Commission on Thursday evening at the request of Marj Evans de Carpio and the Commission, as part of a housing panel. Staff was joined by Sue Warring from the Northfield Community Action Center and McMary McComesky from Project Able to speak about housing issues in Northfield, with the focus on access to housing as it relates to low income, disability, or immigration status.

STIMULUS FUNDING GRANTS

The Window Project: The contract with the Office of Energy Security for the window grant has been received, reviewed, signed and sent back. We are now in a position to start work on the project.

CDBG

Two applications were received this week for Manufactured Home Acquisition funds. Both applications look great and staff is working with Fran Hahn on the details of closing on the units and the demolition/move-in timeline. Staff continues to work with Fran on updating the lots as they become vacant to upgrade the electrical to each individual site. We are able to assist with this using Rehab funds from Dakota County.

There are funds available in the rental rehab program (\$10,000 rehab grant for landlords!) and the homeowner rehab loan program, which provides up to \$8,000 for rehab on single family homes. All housing program applications can be found at <http://www.ci.northfield.mn.us/housing/rentalhousingprograms>.

HOME MATTERS

The Home Matters project house at 311 Cherry Street continues to draw the crowds for a variety of Healthy Homes Seminars and Public Open houses. We had our last Public Open House on June 5th from 11am to 1pm.

The house is on the market for sale. Applications and further information can be found on the website, below.

The next event in the Seminar Series is tomorrow, Saturday, June 12 from 10-12. We are so pleased and excited to report that Billy Weber will be there to present! Billy Weber is a University of MN Senior Research Fellow and will present his cutting edge research on sustainability in affordable housing.

All events are located at 311 Cherry Street. For more information, check out the blog at www.home-matters.org

Seminar Series

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|----------------------------|------------|------------------|
| 2. Refreshing Renovation | 06/12/2010 | 10:00 - 12:00 PM |
| 3. Save Energy, Save Money | 06/29/2010 | 5:00 - 6:30 PM |

Planning

Submitted by Dan Olson, City Planner

The Planning Commission met on Thursday to begin its discussion of the downtown district zoning regulations ("C1-B") in the draft Land Development Code. One of the major points of discussion was the creation of regulations for the commercial area across Highway #3 west of the downtown area. The consensus was that this area should have a building pattern that "frames" the highway on both sides, but that the development pattern may vary somewhat on the east and west sides of the highway (because of the platted lot patterns). Before writing detailed ordinance regulations, the Commission will request direction from the Council on the various options for regulations for the west side of Highway #3. That direction will be requested from the Council in the near future.

Next Thursday, the Planning Commission is expected to hold a public hearing and give a recommendation on the annexation request from Mayo Clinics to annex a 4.5-acre parcel of land in Bridgewater Township for a new radiation oncology facility across from the Northfield Hospital. Staff attended, along with the Economic Development Director, the Bridgewater Town Board meeting on Wednesday to provide an update on the annexation request. The Board indicated they would soon be signing the joint Resolution for the annexation that the City Council also would sign.

Staff attended the meeting where a draft of the storm-water ordinance was presented, based on public input in May. Many of the participants commented on how pleased they are with how the ordinance is coming together.

ENGINEERING

4th Street Reconstruction

Submitted by Sean Simonson, Engineering Tech Coordinator

Rain this week hampered crews from making a lot of progress. Crews did mill off the remaining portion of Phase I. Crews continued with storm sewer on Fourth Street from Division Street to Washington Street. They were also able to get the watermain pressure tested and bacteria tested this week on Fourth Street between Division Street and Washington Street, and get all affected properties that were hooked up to temporary water hooked up to the newly installed watermains.

Crews anticipate working on the Washington Street intersection next week. Residents should expect the intersection to be closed down next Tuesday and Wednesday and possibly Thursday for the installation of the new utilities.

Riverside Trail Extension

Submitted by Sean Simonson, Engineering Tech Coordinator

No work was completed on the job-site this week due to the rain. Paving crews are scheduled again for next week to complete the trail and parking lot paving,

First Street Reconstruction

Submitted by Sean Simonson, Engineering Tech Coordinator

Crews finished up adjusting curb stops on the job site this week. Rain again hampered the installation of the wear course paving. BCM contacted staff late in the week and said the paving crew was scheduled for the first part of next week.

Stormwater Ordinance Development: Technical Steering Committee

Submitted by Katy Gehler, City Engineer

The technical steering committee met on Friday to review and address comments received from the advisory group meeting on Wednesday (note there were no attendees at the community meeting). Comments on the draft and policy questions will continue to be received until next Friday. The documents are available for

review on the project's webpage under the "updates" section on the right-hand side of the page. Comments can be emailed to the engineering email account engineering@ci.northfield.mn.us. The draft documents will be presented to the City Council at the June 22, 2010 work session and several policy questions asked of the council to provide direction on. A final draft of the ordinance and policy document will be prepared for the next round of community meetings on July 12. Please see the project website for more information on these meetings and the project process as a whole.

PUBLIC WORKS

Facilities

Submitted by Bernie Shakal, Facilities Supervisor

Facilities assisted this week with miscellaneous tasks at the outdoor pool; including helping install crushed rock in the solar field areas. This week's rainfall hampered the project somewhat, but should be able to be finished early next week.

The HVAC project at the Food Shelf is proceeding, Construction bids for the project were sent out last Friday, and are due by June 18, 2010.

Window replacement projects were viewed this week to assist in selecting a design firm to proceed with plans for window replacement at City Hall. Projects designed by I&S Group and by Professional Design Group were looked at. Both companies provided excellent examples, the I&S Group showed a school building similar in design to the City Hall building, and Professional Design showed a dormitory building at Carleton.

Recreation

Submitted by Jason Eisold, Recreation Manager

The pool is opening up on Saturday; hopefully the weather won't be too rainy! The Books & Stars series starts their season at the pool, they will be at the pool on Wednesday evening next week. 572 people purchased season passes at the pre-season pass sales, an all time high with over \$25,000 in sales.

Streets and Parks

Submitted by TJ Heinricy, Streets and Parks Supervisor

This week a number of tasks revolved around the rain. Staff mowed the majority of City parks and right-of-ways. Weekly park chores were completed. Sechler and Babcock park softball field activities were canceled on Tuesday night. Staff has been trying to keep the fields maintained during this rainy period. Garrett Ave was graded this week. Garrett Ave has seen an increase in traffic due to the reconstruction of Dakotas County's 320th street. The River Commons area stone seating areas was repaired and a bike retrieved from the river. Staff investigated eight weed and tree complaints this week. Staff met with representatives of the Defeat of Jesses James committee. The meeting was to discuss costs and potential volunteer efforts for the event. Staff also met with a representative from the Minnesota Department of Agriculture this past week. The main focus of the meeting was to discuss the upcoming Northfield Emerald Ash Borer Detection program. There will be detection traps placed in various parks this week. These traps will be in place until late October. The traps are used to detect and trap Emerald Ash Borers.

Wastewater

Submitted by Glenn Lindroos, Wastewater Superintendent

Summer collection system cleaning was slowed a little because the jet/vac would not start. It took three days to have the problem diagnosed and corrected. Staff mowed and helped with projects around the wastewater treatment facility while repairs were being made. Wastewater treatment and biosolids handling operations continued in a routine fashion.

Water

Submitted by Doug Lien, Water Superintendent

Water Systems Technician Jay Hall and Water Operator Scott Murphy discovered that well #4's fluoride pump was vapor locked and not pumping any fluoride to the water system. The bleed air valve to the

pump was broken, so they had to remove the hose from the top of the pump and fill it with water to remove as much air as possible. They were able to get the pump and well back in operation and ordered a new bleed air valve for the pump.

cc: Department Managers