

## Memorandum

DATE: July 23, 2010  
TO: Mayor & Council Members  
FROM: Joel Walinski, City Administrator  
RE: Friday Memo for the week of July 19-23, 2010

The last item listed in today's Friday Memo is the draft agenda items for August of 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.

Also please note the scheduling of the Public Forum on Budget meeting on August 23, 2010. As discussed previously, this is an opportunity for the community residents and groups to present their recommendations and suggestions to the Council. The format of the Public Forum will also allow for the council to ask questions on the details and merits on the recommendation or idea presented. More advertisement of the Public Forum will begin in August. The current plan is to hold this in the Council Chambers so it can be recorded and presented via live video streaming.

The draft item schedule also includes the public meetings scheduled for the process and consideration of appointing of a interim City Administrator.

**Below is information on city activities and information provided by the department directors and managers for the week of July 19-23, 2010:**

### COMMUNITY DEVELOPMENT

#### Building

*Submitted by Jim Kessler, Building Official*

This week we have done a number of inspections for four of the five new homes being built. Framing, insulation, radon reduction systems, plumbing rough-in, and heating rough-in inspections have been completed on three of the homes. The fourth house is in the foundation phase and the fifth is in the sheetrock and trim phase. We have another home in the office for plan review and another contractor has been talking to the City Planner about setback requirements for another new home. Other inspections this week included the new Key (Youth Union) project, Northwood's Pines at the Retirement Community as they are closing in on occupancy, the Malt-O-Meal ongoing office remodel, the St. Olaf New Main is ongoing, the Carleton Arts Studio (by the water tower) framing, Jefferson Square Town homes is fast tracking the remodeling with exterior and interior work and their new Community Building project is also starting.

The rental side has seen a couple of new licenses issued this week. We have about 20 properties that are not responsive to the first communications we have sent asking for more information. A second round of letters are in the mail.

Total for this week are nine building permits issued plus twenty mechanical and/or plumbing permits. We have an additional five building permits in for review or ready to be issued.

The Carleton College Arts Union is still in plan review. We have discussed a few of the project design issues with the design team. The project is very complicated with the existing to new construction spanning 100 years. The site work is still progressing with a temporary retaining system being installed under some of the 1934 building. The retaining system will allow for the new construction to be built within 3 feet of the existing walls while being 12 feet below the current ground elevation. We anticipate some new foundations will begin in the next couple of weeks.

### **Community Development**

*Submitted by Brian O'Connell, Community Development Director*

Staff worked with legal Counsel and representatives from Piper-Jaffray to close on the amended TIF note for the Crossing project. Additional TIF funds have now been deposited with the City which will enable the improvements to outlot A along Cannon River to proceed. Staff from Community Development Department and the Public Works Operations Department have been working together to finalize the contract and scope of service between the City and Bonestroo which describes the work that is to be completed to clean up, shape grade, and over-seed the area along the Cannon River from the 2<sup>nd</sup> Street bridge north to the limits of the Crossing project. This work should get underway in the next several weeks. This also marks the end the contract for private development between the City of Northfield and Mendota Homes on this project. Any future development in this area will occur as a result of a new development proposal and contract.

Staff expects to report back to City Council on a new offer to sell from the Union of Youth for the property at 303 South Water Street for the Council meeting of August 3, 2010.

### **Housing**

*Submitted by Michele Merxbauer, Housing Manager*

Staff received the second quarter foreclosures number for Rice County and the City of Northfield. Sheriff's sales for 2<sup>nd</sup> quarter in Northfield were 16, with 91 total in Rice County. Notice of Pendency were 26 for Northfield. The Notice of Pendency indicates the property is in arrears and Sheriff's sale is forth coming. Notice of Pendency for one quarter has proven to be a fairly consistent indication for the number of Sheriff's sales in the following quarter. Foreclosure rates continue to rise; staff is working to put together information showing the assessed values of the foreclosed homes, which will be more indicative of the housing needs and availability in the community.

Staff met this week with Dayna Clemment, Executive Director for Rice County Habitat for Humanity, to discuss the possibility of organizing a Northfield Housing Summit. The purpose of this would be to hear from local constituents in the housing field, from lenders and realtors to developers to social service organizations, to determine what type of housing is available in Northfield, where are the gaps in service, and who is and is not being served. Information garnered at this Summit would be correlated by Staff and then dispersed to all who attended the meeting. Currently, this project is in the planning phase, with hopes to conduct the Housing Summit the beginning of October.

Staff continues work to update the housing portion of the website, which has proven to be more time-consuming than originally thought. Online changes should be evident next week.

### **HOME MATTERS**

Bidding on the College Street home will occur shortly. Contact Jenny Larson at Three Rivers Community Action for more specific timelines. 507-732-8510.

The two homes on 8<sup>th</sup> Street are nearing completion and will be available for purchase shortly. Up to date information on these projects can always be found at [www.home-matters.org](http://www.home-matters.org).

## **Planning**

*Submitted by Dan Olson, City Planner*

The Planning Commission met on Thursday and approved a reduction in the number of required parking spaces for the proposed Mayo Radiation-Oncology facility on North Avenue. The Commission also recommended to the City Council that they rezone the property from Agricultural to Mixed Use Development District (MU). The Council is expected to take action on the rezoning request on August 3rd. After taking action on the Mayo Clinic requests, the Commission continued its review of the draft regulations for the downtown commercial area.

## **Engineering**

### **4<sup>th</sup> Street Reconstruction**

*Submitted by Sean Simonson, Engineering Tech Coordinator*

Crews continued with utility installations on the Fourth Street portion of Phase II between Union Street and Nevada Street. Crews finished all mainline sanitary sewer and watermain installations. Water shutdowns were performed early in the week, so connections to the existing water system could be made. Plumbing crews were in late in the week to begin service replacements to individual structures where lead water pipes have been discovered.

Grading crews worked on prepping Phase I on Fourth Street from Division Street to Washington Street for paving. Paving crews were on-site early in the week and completed the paving. Crews backfilled the sidewalks on Fourth Street between Division Street and Washington Street to aid in pedestrian traffic until the tree grates are installed. Tree grates are in production, and are expected to be installed in 3 weeks. Crews were able to get the road open in time for Crazy Daze celebration.

Next week, crews will continue with utility installations on the Fourth Street section of Phase II. Faribault Plumbing will be on-site working in service replacements to the structures, and BCM Construction will concentrate on service installations to the Right-of-Way, and the installation of the new Storm Sewer system. Barring any weather interruptions, all utilities should be finished on this area by the end of next week.

## **LIBRARY**

*Submitted by Kathy Ness, Children's Programming Librarian*

The library's 2010 summer reading program winds up next week. We have seen many kids become stronger readers this summer! We have also had a lot of fun "Making a Splash!" exploring themes of "will it float?", goldfish racing and tie dye. Thanks this week to Liz at Aquatic Pets for her donation of expertly trained racing goldfish. We had exciting races and many of the racers found new homes with the kids. We continue awarding the readers with coupons to downtown shops including Echo DVDs, Present Perfect, Goodbye Blue Monday, Hogan Brother's, Cocoa Bean, Quality Bakery, Monkey See Monkey Read, Sketchy Artist, the Northfield Historical Society and the Senior Center's Popcorn Wagon. The reward coupons are made possible by the Friends of the Library and some of the businesses! Our weekly Thursday noon reward pizza lunch is another great motivator to the kids who have read 4-6 books that week. We typically serve about 45 kids pizza. The pizzas are graciously donated by Northfield's Domino's Pizza! The volunteer Library Pages get a "big thank you" too for all their time and talents to making a large summer reading program run smoothly.

Thursday's Books & Stars was a dance and wiggle filled night of musical entertainment with the "Splatter Sisters." About 200 people enjoyed the show at Way Park. The last week of Books & Stars July 28th @ 7pm features XIBABA! A Brazilian music group. We are moving the show to Bridge Square (it's currently scheduled at Ames Park) Come join us for a cool evening with a Brazilian beat! Books & Stars is made possible by a grant from the Southeastern Minnesota Arts Council, with support from the City of Northfield, the Library. A big thanks goes to the Streets & Parks Department guys who weekly park and set up the showmobile!

Check out pictures of the fun we have at the summer reading program at <http://northfieldpubliclibrary.blogspot.com/>

## **PUBLIC WORKS**

### **Facilities**

*Submitted by Bernie Shakal, Facility Maintenance Supervisor*

Bids are due today for the HVAC project at the Food Shelf, the project was re-bid in hopes of receiving more competitive bids. We have received calls from interested contractors, so hopefully we can get this project finished soon.

The City Hall Maintenance Project for the replacement of windows and doors will be going out for bid next week, the I&S Group finalized the plans this week, we need to add our requirements to the bid packet to proceed. Phase 1 of this project is to remove a portion of old overgrown shrubs from around the building, which is scheduled to start next week.

A fungal and IAQ assessment has been conducted at the Police Station and recommendations have been made to correct the issues. We are in the process of getting a plan together and securing bids to have this work completed. I will provide updates as progress continues.

### **Recreation**

*Submitted by Jason Eisold, Recreation Manager*

The pool finished up the first half of the 2010 season this past week. It was the best first half we have had, over \$100,000 in gate receipts and over 20,000 in attendance. In the coming weeks, the pool will host triathlons for the Y (August 7) and the Northfield Athletic Club (August 14).

The ice arena will have a new protective netting installed on the west end of the arena to protect the building and scoreboard from flying pucks. This will reduce the amount of abuse these areas take throughout the season, reducing the amount of maintenance done on the building/wall and most importantly to our 16 year old scoreboard!

In cooperation with the high school Hockey Booster Clubs (Boys and Girls) and the Northfield Hockey Association we are looking to fill our dasher boards with advertising from surrounding area businesses. We also are offering the opportunity to purchase in-ice advertising and advertising on the zamboni. For more information on this please contact Jason Eisold at 645-3017 or [jason.eisold@ci.northfield.mn.us](mailto:jason.eisold@ci.northfield.mn.us)

### **Streets and Parks**

*Submitted by TJ Heinrich, Streets and Parks Supervisor*

The week was busy for the Street and Park division. There were two weed complaints investigated this week. Two more No parking on Saturday morning signs were added to the existing signage at Sesquicentennial Legacy Plaza. Staff installed traffic signage on 4<sup>th</sup> Street between Washington Street and Division and the Railroad Crossing warning symbols were painted this week. The remainder of the 2010 budget for stripping will be spent of painting crosswalks around the city. Staff placed barricades out for Thursdays Crazy Daze event in the downtown area and assisted with the showmobile at the weekly Books and Stars show at Way Park. City parks were cleaned and mowed this week. Potholes were repaired around the city including a large mud puddle filled in at the dead-end of Washington Street. A damaged streetlight was taken down on Hwy 3 near St Olaf Ave. The 2010 crack sealing project for the City of Northfield was completed this week.

### **Wastewater**

*Submitted by Glenn Lindroos, Wastewater Superintendent*

A power outage shut down the wastewater treatment facility Tuesday morning. The power loss was only for a few seconds, but a hard shut down like this generally causes some problems with programmable logic controllers as well as supervisory control and data acquisition systems. When power was reestablished most of the facility was in some state of alarm. Systems were reset and monitored for proper operation. We

were getting some phantom alarms and incorrect data from some of the systems, so the system was re-booted and normal operations were restored.

## **Water**

*Submitted by Doug Lien, Water Superintendent*

Water Systems Technician Jay Hall and Water Operator Scott Murphy performed the yearly THM/Haloacetic Acids samples and the yearly Nitrate/Nitrite samples. These samples are taken annually and sent to the Minnesota Department of Health to analyze and verify the consistent quality of our water system.

THM/Haloacetic Acids (HAAs) are a type of disinfection by-product that is formed when chlorine reacts with natural organic matter in the water. There are five significant HAAs in disinfected water and their combined concentrations is referred to as total HAA5.

There is concern that long-term exposure to elevated levels of HAAs may pose a risk in the development of cancer. HAAs are present in chlorinated drinking water supplies due to the presence of naturally occurring organic matter in source water, which reacts with chlorine. Water supplies relying on surface water generally have higher levels of chlorinated disinfection by-products than those relying on groundwater.

Without adequate disinfection of our water supplies, the health risks from micro-organisms would far outweigh the risks from HAAs. Drinking water is disinfected with chlorine to kill bacteria and viruses that can cause serious illnesses and deaths. In fact, chlorination of drinking water is one of the greatest achievements of public health protection having virtually eliminated typhoid fever, cholera and many other diseases.

The City of Northfield was tested for THM and Haloacetic Acids in July of 2008 and the results were 4.10 ug/l ( P.P.B. ) with the maximum contaminant level of 80.4 ug/l for THM and no Haloacetic Acids were detected. The maximum contaminant level for HAA's is 60.4 ug/l . Thus, our water system results are well below the maximum allowable levels.

## **DRAFT AGENDA AUGUST 2010**

In an effort to accomplish the City Council's goals, the following is a draft agenda for the month of August 2010 (Note: Special Meeting added August 9, 2010, August 13, 2010, and August 23, 2010). Regular council meetings are the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month; work sessions are on the 2<sup>nd</sup> 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.

8/3 – Council meeting

- Presentation/consideration of renewal of decade for culture of peace & nonviolence
- Safe Keeping Agreement
- Accept Comprehensive Annual Financial Report for year ending 2009
- Gambling permit Northfield Rescue Squad for bingo DJJD Days
- DJJD lease agreement
- DJJD liquor license
- Authorize staff to apply for a transit grant for 2010 and enter into a contract with the Minnesota Department of Transportation
- Authorization of application or Renewable Energy Grant (Pending)
- First reading of Ord \_\_\_\_\_ rezoning the property at 1821 North Avenue for a proposed radiation oncology facility for Mayo Clinics
- Approve a resolution ordering the removal of a hazardous building at 611 College
- Addition of park paths at Old Memorial Field Park

- Consideration of purchase of property at 303 Water Street
- Consider reestablishing the position of Welcome Center Coordinator (Postponed from 7/20/2010)
- Safety Center Projects Update
- Identifying Interim City Administrator candidates to be interviewed
- Establish Ad Hoc Finance Study Group/Appointments
- CJIIIN Record Keeping – Dakota County and NFLD Police - Agreement
- 2011 Budget Discussion

8/9 – SPECIAL CITY COUNCIL MEETING – 6:30 p.m.

- Interim City Administrator Candidate interviews

8/10 – PRIMARY ELECTION – NO MEETING

8/13(Friday) – SPECIAL CITY COUNCIL MEETING

- Canvas primary election results – must be done 3<sup>rd</sup> day following election

8/17 – Council meeting/worksession

- Public hearing & 1<sup>st</sup> reading of stormwater ordinance
- Receive bids & award contract for City Hall Maintenance Project
- Authorize bids – Babcock Park Interceptor & Lift Station
- Appointment of Interim City Administrator
- Discussion with EDA (worksession)

8/23 – 7:00 p.m. - Public Forum on Budget

8/24 – Work session \*\*

- LDC - Industrial (I1-B and ED-F \*\*), Table 2.7-1, Use Definitions and Use Specific Standards

Pavement Management Information

- Pavement Management: Knowing Your Bituminous Conditions.

cc: Department Managers