

Memorandum

DATE: July 30, 2010
TO: Mayor & Council Members
FROM: Joel Walinski, City Administrator
RE: Friday Memo for the week of July 26-30, 2010

The Public Safety Design Team met this week with KKE Architects to provide an initial review to design a joint facility on the MnDOT Truck Station Site of Woodley and Hwy. 3. This was the direction provided by the Council at the Council Meeting of July 20, 2010. The primary focus at this meeting was to identify potential issues and ascertain whether any of those issues would be considered "fatal flaws" which could not be addressed through design, programming or engineering solutions. The next step will be to identify the solutions and then assign the cost to those solutions. KKE will address the Council on the initial findings Tuesday evening and provide the Council with a proposed fee schedule based on the changes in project scope.

Below is information on city activities and information provided by the department directors and managers for the week of July 26-30, 2010:

COMMUNITY DEVELOPMENT

Submitted by Brian O'Connell, Director

City staff, including the Community Development Director, Economic Development Director and the City Engineer met with representatives from the consulting firm of HKGi who are creating the master plan for the business and industrial parks. The purpose of the meeting was to create a realistic phasing plan for the development of the business and industrial park. The phasing plan that will be proposed will enable the City to be able to respond to enquiries from business seeking to expand or locate in Northfield while at the same time minimize the capital outlay in expense related to the installation of infrastructure. This phasing plan will be presented to the steering committee at their upcoming meeting in August.

Staff is beginning the work to re-evaluate the park dedication requirements and cash payment in-lieu of dedication as part of the rewrite of the Land Development Code (LDC) that is underway with the Planning Commission. The new approach to park dedication will be presented to the Park and Recreation Advisory Board prior to the completion of the LDC.

PLANNING

Submitted by Dan Olson, City Planner

The Planning Commission met on Thursday and continued its review of the ordinances relating to commercial development. The Commission is expected to complete its review of these ordinances and present them at the City Council Work Session on August 24th. Prior to that meeting, some Commission members and City Staff will be meeting with representatives from the Chamber of Commerce to discuss what is proposed. A meeting will also take place with St. Olaf College officials to discuss the draft Land Development Code regulations relating to college development. A similar meeting was held with Carleton College officials a few weeks ago.

The Development Review Committee (DRC) met this week to review the proposed Site Plan for the Mayo radiation oncology facility on North Avenue. This project is completing its final development reviews with the approval of the rezoning of the property, which is on the Council's agenda for next Tuesday.

LIBRARY

Submitted by Lynne Young, Director

It was a perfect summer evening on Bridge Square for the last Books and Stars program of the Season. Xibaba's Brazilian rhythms had everyone (especially the kids) dancing, and the crowd of about 250 thoroughly enjoyed the setting, the weather and the music. With this last program, it is important to remind everyone that Books & Stars would not happen without the efforts and support of a great number of people.

- 1) Kathy Ness, Children's Programming Librarian, with assistance from Erin Mayberry and Laurie Taschler of the Northfield Public Schools' Community Services Division, spent many hours vetting and booking the acts, finding venues and developing publicity. This has been a great year and they deserve our kudos for all their great work.
- 2) The Streets and Parks staff members who set up and took down the Showmobile for each performance. Without their help, we couldn't take these shows on the road.
- 3) The library's youth volunteer corps, "the pages," for helping out at all of the Books & Stars programs.
- 4) Jim Ingham from the Northfield Hospital ambulance service for bringing an ambulance and safety gear to all the events. Anne Larson of the Non-motorized Transportation Task Force for bringing bike helmets and safety information to each event. And Officers Thad Monroe and Angela Nutt from the Northfield Police Department for registering bikes and rewarding those children who wore their helmets to the programs.
- 5) The Cocoa Bean (Eileen Seeley and Marvin Korbel) for the Hawaiian shaved ice and their subsequent financial contributions to children's programs at the library.
- 6) Diana Tallent for driving Booker to the events and for sharing stories and books with the children who attended.
- 7) The enthusiastic Northfield area residents who came to enjoy the entertainment, the parks and, most importantly, the great Northfield community.

And, finally, thanks to the Southeastern Minnesota Arts Council (SEMAC) for the grant that made it possible to pay the performers. This project was funded in part or in whole with money from the vote of the people of Minnesota on November 4, 2008 which dedicated funding to preserve Minnesota's arts and cultural heritage.

ENGINEERING

4th 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. They also finished all individual service connections to the right-of-way, and finished with all lead water line replacements to the structures. Crews worked on the new storm sewer system installation late in the week.

Next week crews will continue with storm sewer on the Fourth Street portion of Phase II, and anticipate finishing that up late in the week. Crews will then begin working on the Union Street portion of Phase II which includes Union Street from Fourth Street to Second Street late next week.

PUBLIC WORKS

Facilities

Submitted by Bernie Shakal, Maintenance Facilities Supervisor

Bids for the HVAC project at the Food Shelf were received last Friday, we now have three competitive bids and hope to award to the low bidder soon.

The City Hall Maintenance Project for the replacement of windows and doors went out for bid on Wednesday and are due on August 16, 2010.

Progress is being made on addressing the indoor air quality issues at the Safety Center. Areas identified in the Indoor Air Quality Report completed by Todd Lewis of Indigo Environmental were measured to develop estimates to perform the necessary repairs to eliminate areas of possible fungal growth. Updates will be provided as progress continues.

Recreation

Submitted by Jason Eisold, Recreation Manager

We will be offering a Red Cross Lifeguard Training Class at the pool starting August 8. For more information check the pool's web page <http://www.ci.northfield.mn.us/assets/1/Lifeguarding-Class.pdf>

The pool continues to be a busy place this summer. Over 25,000 guests have visited to date, currently on pace to top our best season in 2008 of 38,000.

Streets and Parks

Submitted by TJ Heinrich, Streets and Parks Supervisor

Street and Park Division staff's main focus this week was tree cleanup after the weekend storm that passed through the City. The downtown area was swept this week. Staff assisted with the showmobile at the last Books and Stars show for the season. The show was held at Bridge Square this past week. City parks were cleaned and mowed this week. Three damaged streetlights were taken down on Hwy 3 near St Olaf Ave. All other decorative streetlights along Hwy 3 are being inspected. John Murray ended his seasonal employment with the Street and Park Division this week. He will be returning to college.

Wastewater

Submitted by Glenn Lindroos, Wastewater Superintendent

The "Agricultural Liming Material Report of Tonnage Distributed" form was filed with the Minnesota Department of Agriculture this week. The report covers the first 6 months of 2010 and shows that 3850 tons of lime stabilized, heat pasteurized biosolids were removed from the facility and spread on agricultural land in the area for the first half of the year. This report must be filed because the material contains more than 300 lbs of lime per wet ton, which qualifies it as a liming agent. The biosolids also contain nitrogen (10/wet ton), phosphorus (8 lbs per wet ton), and potassium (2 lbs per wet ton), and several valuable micro-nutrients.

Water

Submitted by Jay Hall, Water System Technician

The City has had several complaints about large volumes of water forming on the walking path in front of the North Avenue booster station. The Water Division worked with Reynolds Blacktopping and B & B excavating to elevate and reconstruct the low section of the walking path so that the water flows off of the path and into the ditch. Water Operator Scott Murphy verified after a rainstorm that our efforts were successful in keeping the path clear of water puddles.