

Memorandum

DATE: August 6, 2010
TO: Mayor & Council Members
FROM: Joel Walinski, City Administrator
RE: Friday Memo for the week of August 2-6, 2010

Attached to this week's Friday Memo are the monthly Board & Commission updates for July 2010. As mentioned at the Council Strategic Planning Session, this communication tool will continue to be used as the Council considers this an effective tool in providing information between the Boards and Commissions and the City Council. Those contributing please note your efforts are appreciated. Next month's report is scheduled to be included with the Sept 10, 2010 Friday Memo.

Below is information on city activities and information provided by the department directors and managers for the week of August 2-6, 2010:

CITY CLERK

Submitted by Deb Little, City Clerk

Elections work continues. Voters that are unable to get to their polling place on Election Day may vote via absentee. City Hall will be open on Saturday, August 7, 10:00 a.m. – 3:00 p.m. and Monday, August 9, 8:00 a.m. – 5:00 p.m. for absentee voting. Citizens are allowed to vote absentee for the following reasons:

- Absent from precinct
- Illness or disability
- Serving as an election judge in another precinct
- Religious discipline or religious holiday observance
- Eligible emergency declared by the governor or quarantine declared by the federal or state government

The Primary Election is Tuesday, August 10. Polls are open at 7:00 a.m. – 8:00 p.m. Voting will take place at the following locations:

Precinct	Location	Address
Ward 1 Precinct 1	St. Dominic Catholic Church	104 Linden St.
Ward 1 Precinct 2	First United Church of Christ	300 Union St.
Ward 2 Precinct 1	Northfield City Hall	801 Washington St.
Ward 2 Precinct 2	United Methodist Church	1401 Maple St. S.
Ward 3 Precinct 1	Buntrock Commons	St. Olaf College
Ward 3 Precinct 2	Emmaus Baptist Church	712 Linden St. N.
Ward 3 Precinct 3	Bethel Lutheran Church	1321 North Avenue
Ward 4 Precinct 1	St. John's Lutheran Church	500 Third St. W.
Ward 4 Precinct 2	Northfield Community Resource Center	1651 Jefferson Pkwy.

Voters can call City Hall or use the Minnesota Secretary of State Precinct Finder to determine their polling location. Voters can also view the list of candidates for their ward/precinct using the polling place finder. The website address is: <http://pollfinder.sos.state.mn.us/>

Please contact Deb Little, City Clerk, for additional information.

COMMUNITY DEVELOPMENT

Building

Submitted by Jim Kessler, Building Official

For the week of August 6, 2010, we received the 10th house permit application for the year. That is two more than last year at this time. We are in the process of working out some issues for house number 11 also. We have issued about nine other building construction or remodel permits for the week and have about sixteen mechanical and/or plumbing permits.

The inspection requests are now becoming more frequent due to the nice weather with fewer rain days. These include Malt O Meal, St. Olaf New Main, Jefferson Square Townhomes, and the Carleton Arts Union remodel at the old Middle School as the large projects in the works. The rate of inspections and length of the inspections is increasing as all 4 major projects move into full swing.

We are reviewing a large remodeling project at Laura Baker and we are continuing the plan review for the Carleton Arts Union. We are in the final stages of the preliminary plan review and anticipate sending a letter to the architects for clarifications on the design and construction details.

Housing

Submitted by Michele Merxbauer, Housing Manager

Staff worked on the 2011 budget for the Housing and Redevelopment Authority this week. In July, the HRA identified specific projects for funding for 2011, such as continuing to assist with the purchase and rehab of foreclosed homes for resale to income qualified homebuyers. The budget was built with those priorities in mind. Now we wait until we hear from the Finance Department more concrete numbers for the levy potential. The HRA is not requesting an increased levy this year but with the falling property taxes, a flat rate will result in fewer dollars; the HRA will adjust the budget as necessary to prepare for and address those numbers as they are received.

Community Development

Submitted by Brian O'Connell, Community Development Director

Staff has finalized the Division budgets contained in the Department budget. This information will be used to highlight for the City Council major components of the fiscal year 2011 budget.

The Community Development Director has worked with other staff in Economic Development and Public Works to identify major infrastructure expense items for the development of the Business and Industrial Park. The effort is occurring as part of the phasing strategy for the business and industrial parks west of the Municipal hospital and west and south of Highway 19 and west of Armstrong Road.

LIBRARY

Submitted by Lynne Young, Director

The Vintage Band Festival is underway. Two concerts have been scheduled for the library. Yesterday about 150 people (we couldn't really get an accurate count) were privileged to hear the Wind Works Quintet. On Saturday the Kentucky Baroque Trumpets will be here at 1:30 for our Carnegie Centennial Concert series. This festival is a wonderful opportunity to hear bands from all over the country! We're privileged to be even a small part of it.

The Library Outdoor Reading Area is under construction. It should be finished soon. We have heard many positive comments about it. The major question has been, "How will people get to it?" The answer is – they will walk on the grass. Over time, we will see if we need to think about a path. We are still working on choosing furniture.

Author Gayla Marta visited the library last night. Eighteen enthusiastic people listened to her talk about her book, *Memory of Trees: A Daughter's Story of a Family Farm*. Her visit is made possible by a grant from

the Minnesota Book Awards. Reader's Service Librarian Joan Ennis set up and facilitated the visit. Joan has been a reader and judge for the Minnesota Book Awards for the last several years.

The 2010 Summer Reading Program is over and regular children's programs are on hiatus although the library continues to be busy with many users and other activities. Regular children's programming will resume in September.

LIQUOR STORE

Submitted by: Stephen DeLong, Liquor Operations Director

This week marked the start of a new in-store wine sale that will present the wines of one selected supplier, and run through the end of September. This sale highlights a wide variety of wine regions, with special emphasis on California. In all, we have selected over sixty different wines to present to our customers for the duration of this sale.

The June - July sale that just concluded offered a wide variety of wine regions, with particular emphasis on Washington and California. Over a hundred and fifty cases of wine from the sales flyer were sold over the two-month period--quite a feat given that the summer is generally the weakest time of year for wine sales.

The Liquor Store continued its strong performance for the middle part of the year, experiencing its best July ever. For the year we are running approximately 4% over last year's numbers.

PUBLIC WORKS

Facilities

Submitted by Bernie Shakal, Maintenance Facilities Supervisor

Interest from potential contractors for the City Hall maintenance project is favorable. There was a pre-bid meeting scheduled for August 6 to discuss the scope of work to be accomplished. Phase 1 of the project, which is removing trees and shrubs from around the building got underway this week with help from the Street Department. Thank you for the assistance.

Progress continues on the indoor air quality issues at the Safety Center, measurements of affected areas were taken this week in preparation for a document to be provided to potential abatement contractors. Three potential mold abatement contractors have been identified thus far.

The annual Senior Center Pool maintenance is on schedule for the week of August 15th. This year there are a couple of major tasks to be done, including re-grouting of the pool and deck. Another is a project includes removing the carpeting in the women's shower room and installing porcelain tiles. This is a cost share project with the Northfield Senior Center organization. Also we will be doing some painting in the shower rooms at this time.

Streets and Parks

Submitted by TJ Heinrich, Streets and Parks Supervisor

The Street and Park department had a variety of tasks this week. Staff cleaned up all City parks. All parks and City Right of Ways were mowed. Staff repaired potholes around the City. Staff repaired a turf area at Central Park. Recent trenching in the area was due to the electrical system having to be re-installed. The old electrical system was removed from a nearby demolished school building.

Staff assisted the Rice County STS crew with a cleanup project at Grant and Heritage parks and assisted the Facility division with a couple projects this week. The showmobile made appearances at the Night to Unite event and the Vintage Band Festival this week.

There were 3,350 visits at the Compost Facility for the month of July. Benton Kodet ended his seasonal employment with the Street and Park Dept this week. He will be returning to college.

Transit

Submitted by Brian Erickson, Public Works Operations Engineer

The development of the Route Deviation schedule for Northfield Transit continued this week with two meetings. The first was a meeting with the Minnesota Department of Transportation, District 6 Project Manager, who is the primary point of contact for Transit related items. A rough implementation schedule was prepared and many of the detailed items that need to be considered as the system transitions from demand response (dial a ride) to route deviation were discussed. After that a second meeting was held with a small group of volunteers who have been assisting with drafting routes. In the next two weeks there will be some testing of proposed routes to investigate timing, stop locations, and potential challenges along the routes.

Water

Submitted by Doug Lien, Water Supervisor

Operators Scott Murphy and Lenny Moore drew monthly water Samples from different points in the system this week. Minnesota Valley Testing will test for Coliform bacteria. This testing is done monthly. Scott Murphy and Water Technician Jay Hall collected 30 water samples from residents in the City that have either Lead or Copper water service pipes in their homes that were installed prior to 1985. These type of pipes are the most likely to have Lead & Copper leach from them if the City water is aggressive enough. These samples are taken every three years. The City has always passed all Lead and Copper testing that has been done in the past.

Well #4 went into pump failure on Thursday afternoon. Staff took the well out of service. Automatic systems will be here some time on Friday to fix the problem.

ENGINEERING

4th Street Reconstruction

Submitted by Sean Simonson, Engineering Tech Coordinator

Crews finished the utility installations and started grading of the street subbase on the Fourth Street portion of Phase II between Union Street and Nevada Street.

Next week crews will continue with grading work between Union and Nevada and on Union between 5th and 4th. Concrete work on Phase II will start with sidewalk on 4th from the intersection of Washington working east. The church parking will be accessible from both 3rd Street and 4th Street on Election Day. Utility installations will begin on Union between 2nd and 4th on later in the week.

The tree grates to be installed in the 4th Street boulevard between Division and Washington will arrive the week of Aug. 16. During installation, parking will be limited to one side to allow the crews room to complete the work. Watch for signage the week of Aug. 16 giving details of the parking limitations.

Staff discussed the project schedule with the contractor, BCM Construction, during the weekly progress meeting. Staff encouraged the contractor to evaluate their schedule and make necessary adjustments, such as working overtime or using more crews, to ensure the phase II work will be completed by DJJD. The contractor indicated they would bring in another crew next week to accelerate the work.