



DATE: October 8, 2010  
TO: Mayor & Council Members  
FROM: Tim Madigan, Interim City Administrator  
RE: Friday Memo for the week of October 4-8, 2010

### **Administration**

A priority assignment from the Mayor and City Council when I was hired was to make as many community contacts as possible; to build relationships with community groups. Some of the contacts I have made include: Northfield Grass Roots Transit Initiative (3X), Rotary Club – became a member, Welcome Center Committee (7X), Ad Hoc Finance Committee (8x) Jesse James Bike ride- assisted with course set up, St Olaf President's dinner, Senior Center Board, Business Park Plan Committee, Planning Commission, Park Board, Economic Development Authority, speaker at Sertoma and Lions Clubs, City Labor-Management Committee, Downtown Development Corporation Board, Chamber of Commerce Board, Village of the Cannon residents meeting, Carlton College President installation, Hospital Board, and Fire Department all department members. I have also had the opportunity to visit with many community members in my office, over coffee or lunch.

Everyone has been most welcoming to me and generous with their thoughts and ideas, which is appreciated. I know there are many other groups and individuals that I need to contact in the future and I plan on doing so.

### **Below is information on city activities and information provided by the department directors and managers for the week of October 4-8, 2010:**

#### **CITY CLERK**

*Submitted by Deb Little, City Clerk*

The pre-registration deadline for the General Election is Tuesday, October 12. Voter registration applications are available at City Hall or online at [www.sos.state.mn.us](http://www.sos.state.mn.us). Voters can also register at the polls on Election Day.

Staff is busy with elections work. Equipment modems were tested this week. Absentee voting continues through Monday, November 1. Residents of the City of Northfield may vote by absentee ballot in the Administration Office at City Hall, 801 Washington Street during the following times:

- Monday-Thursday: 8 a.m. and 5 p.m.
- Additional Days:
  - Friday, October 29: 8:00 a.m. – 5:00 p.m.
  - Saturday, October 30: 10:00 a.m. – 3:00 p.m.

Other absentee voting locations include the Rice County Government Services Center for Rice County voters and for Dakota County voters the Administration Center in Hastings, Western Service Center in Apple Valley and Northern Service Center in West St. Paul for Dakota County voters.

Eligible voters who are unable to go to a polling location on Election Day may vote by absentee ballot. Qualifying reasons to vote absentee include:

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

Contact the City Clerk's office at 645-3001 or visit the City's website [www.ci.northfield.mn.us](http://www.ci.northfield.mn.us) for additional information.

## **COMMUNITY DEVELOPMENT**

### **Building**

*Submitted by Jim Kessler, Building Official*

The flood of 2010 is receding. The affected properties are slowing getting cleaned and the damaged equipment is getting replaced. There are currently about 6 properties that still have issues to resolve before they can get back to normal.

After almost 3 months of discussions and meetings with the Carleton design team and 5 major plan changes the Carleton Arts Union, building and mechanical permits were issued this week.

The Building Inspections office issued a total of 5 building permits and 20 plumbing or mechanical permits this week. We deposited over \$180,000 in permit fees this week.

The Mayo Oncology building specialty foundations were installed this week. The foundations were "GeoPiers" which are drilled shafts filled with compacted aggregate. The general contractor anticipates the concrete footings will begin next week. They have a six week estimate for the footings.

The Carleton Arts Union is still going full steam on the foundations and now they can start working on the above grade construction. The existing 1910 building has a lot of interior structural work required to get it up to code.

Inspections are in progress for two new houses (number 10 and 11 for the year), both still in the framing stage. Additional inspections for window replacements, additions, remodels, and decks are still happening. The rental renewals and inspections are slowly coming in.

The Court action last week regarding the landlord, who did not have a license, was continued to a future date. The gas and electric services for 611 College were ordered for disconnect. The service disconnect will take about 2 weeks. We will then begin the demolition of the building.

### **Economic Development and Community Development**

*Submitted by Jody T. Gunderson, Economic Development Director*

The Northfield Economic Development Authority held a special meeting on October 1, 2010, to discuss temporarily changing eligibility criteria to the Downtown Revolving Loan Fund in order to provide financial relief to those businesses and properties that were negatively impacted by the September 2010 Cannon River flood. The EDA Board agreed to temporarily change the eligible criteria for businesses that experienced damage to the building and/or its interior, inventory, equipment, business operations due to loss of power, and costs associated with the clean-up. Businesses may be eligible for assistance in amount not to exceed \$20,000.00 and an annual interest rate of 1.5%. Loans will be structured as balloon payments with all principal and interest accrued due at the end of 24 months. In order to be eligible businesses must complete a Small Downtown Revolving Loan application, demonstrate losses incurred as the direct result of September 2010 flooding, and provide a personal guarantee of repayment. The EDA Board met for a special meeting on

October 7, 2010, and approved its first application for assistance from Larson Printing. The company was able to demonstrate damages that exceed nearly twice the amount of their loan request.

Applications for flood relief can be found on the City's website at:

[http://www.ci.northfield.mn.us/assets/p/projects/Flood\\_2010/documents/EDA\\_Small\\_Loan\\_Flood\\_Relief\\_Application\\_20101004.pdf](http://www.ci.northfield.mn.us/assets/p/projects/Flood_2010/documents/EDA_Small_Loan_Flood_Relief_Application_20101004.pdf)

The EDA will be accepting applications through November 30, 2010.

## **ENGINEERING**

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

*Submitted by Sean Simonson, Engineering Tech Coordinator*

#### **Phase III**

Utility crews continued with utility installations on the College Street and Union Street portions of Phase III. All mainline sanitary sewer and watermains were installed on both College Street and Union Street. Plumbing crews were on-site on College Street working on service replacements from the right-of-way to the structure on the properties that were identified to have lead water services. Crews also started on service replacements from the mains to the right-of-way on Union Street.

Grading crews were on-site to work on sub-cutting and placing salvaged pavement millings and class V gravel on College Street. They also worked on backfilling boulevards on Nevada Street. Concrete crews were on-site early in the week and were able to pour all curbs and gutters, sidewalks, and driveway aprons on the Nevada Street and Winona Street portions of Phase III.

Next week, utility crews anticipate finishing up the remaining utility work on the Union Street portion of Phase III. This includes all the services from the main to the right-of-way, and all storm sewer piping. Plumbing crews will also be on-site next week to finish all the services from the right-of-way to the structure on all houses that have been identified as having lead water services on both the College Street and Union Street portions of Phase III.

### **Linden Street N/Second St W/Plum St N Reconstruction**

*Submitted by Sean Simonson, Engineering Tech Coordinator*

A notice was sent out this week to residents along the three proposed project streets and the project website will be launched at the same time. The Feasibility Study is due in mid-October and will be presented to Council for a decision on the final project scope shortly thereafter. The first Neighborhood Meeting will be held next Wednesday, Oct. 13, 2010, 6:00-7:30 at City Hall.

### **Babcock Park Sanitary Sewer Interceptor Project**

*Submitted by Sean Simonson, Engineering Tech Coordinator*

Staff has been answering questions about the upcoming project with numerous contractors. Staff issued an addendum later in the week which included the electrical plan for the lift station which hadn't had a final design yet due to waiting on comments from Xcel Energy.

Bids are scheduled to be opened at 1:00 on October 18<sup>th</sup>.

### **Enterprise Fund Rate Study**

*Submitted by Katy Gehler, City Engineer*

The website providing information to the public regarding the rate study was launched on Friday. Please refer to the following link for information regarding the development of the utility rates:

[http://www.ci.northfield.mn.us/assets/p/projects/UtilityRates\\_2010/index.html](http://www.ci.northfield.mn.us/assets/p/projects/UtilityRates_2010/index.html)

## **Flood Update**

*Submitted by Katy Gehler, City Engineer*

Staff has been working to address issues that have come up as a result of the Sept. 2010 flooding in Northfield. Concerns have been raised regarding the east river wall and potential acceleration of shifting that has been occurring for several years. Staff has been researching the issues and met with a structural engineer to inspect the wall on Monday. Although there does not appear to be eminent danger of failure of the wall, issues with shifting and settlement will have to be addressed in a timely manner. Inspections of the foundation of the wall have not been able to be completed due to the high water level. Once the water level drops, an inspection will be completed and a solution will be developed. Staff will be working with the adjacent property owner and the impact of the large deck on the issue.

Ceil Strauss, from the DNR Floodplain Section, was in town on Tuesday to tour the area and provide guidance on administration of the floodplain zoning with respect to repairs in the flood damaged areas. The first question that needs to be answered is the extent of the floodplain. If a property is in the floodplain, the zoning regulations are triggered. Although the flood insurance maps generally show the extents of the floodplain, ultimately the regulatory flood elevations govern. A survey was completed of the riverwalk area this week to determine elevations that will ultimately dictate what areas are in the floodplain. Once this information is received staff will work through the floodplain regulations with affected property owners. It should be noted that for buildings that are in the floodplain and are designated as historic, there are little limitations to redevelopment. However, property owners that fit this category will be encouraged to make adjustments to location of key equipment such as electrical panels and HVAC systems.

The 4<sup>th</sup> Street bridge was inspected by a certified bridge inspector late last week. The bridge appears to be in good condition, however, the bridge piers were not visible due to high water. There is a slight risk that the flood could have caused scour around the bridge piers. To be cautious, the bridge will remain closed to vehicular traffic until the piers are inspected and found in good repair. Closure of the bridge has also been helping facilitate the clean-up and repair efforts of those businesses with flooding damage.

## **PUBLIC WORKS**

### **Facilities**

*Submitted by Bernie Shakal, Facility Maintenance Supervisor*

Facilities is starting to gear up for the cold winter months ahead, we've been servicing the air handlers at various locations within the City, changing filters, checking bearings, belts etc. We will be doing some boiler maintenance at City Hall before the fall start up.

Progress is being made on the mold abatement in the Safety Center lower level, an abatement contractor has been selected to do the work.

The City Hall maintenance project is moving forward, window frame color and glass tint has been selected and a pre-construction meeting is planned for next week to discuss schedules so that we can update employees with a construction plan.

### **Streets and Parks**

*Submitted by TJ Heinrich, Streets and Parks Supervisor*

Flood clean up continues. The River Commons sand and silt removal is nearly completed. Washing and disinfecting of the affected areas is still ongoing. Sechler Park activities have been reestablished. Clean up of non-field areas continues. Babcock softball field is still closed. The Crossing riverfront area had a large amount of sand and silt removed. City parks were mowed this week. General park cleanup was completed. There were four tree inspections this week. The application process has been started for the City's yearly requirements for Tree City USA accreditation. Staff met with a concerned citizen about a water drainage issue on Washington Street. Pothole repairs were completed around the City and will be ongoing until bituminous plants close for the season. The City compost facility was quite busy this week. The yearly brush grinding has been completed. There were 33.5 loads or 3,350 yards of wood ground. This equates to 75%

of the daily requirements needed for the St Paul energy facility to operate. Compost screening also started this week. There were 2,233 visits to the compost facility in September.

### **Recreation**

*Submitted by Brian Erickson, Public Works Operations Engineer*

The archery range near the intersection of Spring Creek Road and Jefferson Parkway is nearing completion. The bow rests are in, the rules have been posted, the trees have been planted and the grass is coming up nicely. Look for the targets to be going in within the next two weeks. Many thanks to the Cannon River Sportsmen's Club with Larry Larson and Blair Fowler as the drivers behind this amenity.

### **Water**

*Submitted by Brian Erickson, Public Works Operations Engineer*

The annual water main flushing is scheduled to begin Monday evening Oct 11 at 10PM and will be concluded by Friday morning Oct 15 at 6AM. Residents are encouraged to avoid doing laundry during this time. If your laundry does get stained, please keep it wet and contact the Finance Department for a special detergent to clean the mineral staining.

### **Wastewater**

Submitted by Gerald Ness, Systems Technician

Wastewater staff inspected and cleaned storm water catchments. Safety training was provided to staff in the use of powered hydrant wrenches in preparation for the scheduled water system flushing. The Hazardous Energy Control Lockout Tagout Program for the Wastewater Division was updated and the procedures expanded with refined detail and clarification.

### **LIBRARY**

*Submitted by: Lynne Young, Library Director*

A group of St. Olaf women will begin a new session of "Adventure Girls" on Thursday, October 28 in the library meeting room. Check this link more information: <http://northfieldpubliclibrary.blogspot.com>