

Memorandum

DATE: November 13, 2009
TO: Mayor & Council Members
FROM: Joel Walinski, City Administrator
RE: Friday Memo for the week of November 9-13, 2009

City staff working in collaboration with members of the Friends of the Mill Towns Trail completed the Legacy Grant: Parks and Trails application due today. The grant application is for the initial leg of the Northfield Area Greenway Corridor running between the Cities of Northfield and Dundas on the east side of the Cannon River. Letters of support came from the following organizations and individuals:

- Senator Kevin Dahle
- Senator Patricia Pariseau
- Friends of the Mill Towns State Trail - committed \$40,000
- Northfield Area YMCA
- Representative David Bly
- Representative Patti Fritz
- Joint Powers Board of the Mill Towns State Trail
- Department of Natural Resources, Parks and Trails Division

Additionally, we have received confirmation from the majority of the property owners within the trail corridor supporting the development of the trail and the dedication of property or granting of a trail easement to make this project successful. Our appreciation also goes out to the City of Dundas, which passed a resolution of support including a commitment of up to \$10,000. Thank you to all that have assisted in developing and supporting this grant application. Information on the grant awards will be available early 2010.

Below is information on city activities and information provided by the department directors and managers for the week of November 9-13, 2009:

COMMUNITY DEVELOPMENT

Housing

Submitted by Michele Merxbauer, Housing Manager

The HRA met this week and approved a motion to recommend to Council the allocation of fiscal year 2010 Community Development Block Grant dollars. This application is due every year mid-December and traditionally the HRA has used these funds for first time homebuyers, rehab grants and loans, and manufactured home replacement. This item will be on the consent agenda for City Council on December 7, 2009.

The HRA's application for two units of townhomes on Elianna Drive were accepted this week. We are now moving towards closing on the property. The HRA will be advertising for property management firms to manage the units, and will work with the other tenants to re-establish the now defunct homeowners association. The HOA for these units never really was in effect because most of the units were foreclosed prior to sale. However, the HOA is needed, not only for lawn and snow maintenance, but also building maintenance such as siding and roof, etc.

Planning

Submitted by Dan Olson, City Planner

The Zoning Board of Appeals/Planning Commission met this week to approve a variance to allow a second residential apartment for a downtown building, and to recommend approval of a Conditional Use Permit (CUP) for a second apartment unit for a home in the R-1 zoning district. The Commission will meet next Tuesday to continue its review of the draft Land Development Code (LDC). The Heritage Preservation Commission (HPC) will meet next Thursday to review a project plan to demolish the existing Community Resource Bank at 25 Bridge Square, and replace it with a new three-story, approximately 48,000 square foot office building.

LIBRARY

Submitted by Lynne Young, Director

The Friends of the Library are busy planning for the annual model train display to be held at the library during Winter Walk on Thursday, December 3. They are also sending out membership reminders and are awaiting this year's special bookmark.

Kathy Ness attended ECFE's (Early Childhood and Family Education) 25th birthday party last week. The library, along with ECFE and Childcare Reference and Referral and other local child-centered organizations, is part of the Early Childhood Initiative Coalition. Each child who attended the birthday party received a book.

Kathy Ness and Leesa Wisdorf attended the Northfield Area Foundation's 15th anniversary event. NAF has given grants to the library for the First Steps Early Literacy Center as well as for special summer programming in 2008 and 2009. In 2008, historical characters brought history alive for children and in 2009, artists and musicians entertained and taught children about their particular area of expertise. Thank you, NAF, for all the great things you do in our community.

Just a reminder that the library subscribes to a database called Learning Express. Learning Express offers test preparation for those all-important college entrance exams as well as for the Armed Services Vocational Aptitude Battery (ASVAB), the graduate record exam, and many others. Go to www.northfieldmn.info, click on electronic resources and look for Learning Express.

LIQUOR STORE

Submitted by: Stephen DeLong, Liquor Operations Director

As Thanksgiving approaches, we will offer in-store wine tastings for the next two Saturdays, November 14 and November 21. Local wine aficionado Martha "Chefy Girl" Jirovec will be on hand both days to pour and expound selections from our current sale—the line-up for tomorrow includes:

Villa Maria Sauvignon Blanc (New Zealand)
Cline Pinot Gris (California)
Monte Oton Garnacha (Spain)
Pedroncelli Petite Sirah (California)

The penultimate Wine Club tasting of the year will be held Thursday, November 19 at The Grand Event Center, from 7:00 to 9:00 p.m. "Thanksgiving Cornucopia" is the theme for the evening—our annual response to the age-old question: "What do you serve with turkey?" Since the 19th is also the official release date for the 2009 Nouveau Beaujolais, we will submit a couple of examples for approval. As usual, we will feature artisan cheeses supplied by Just Food Community Co-op and baguettes from Brick Oven Bakery.

The Liquor Store's strong performance for the third quarter has continued into the fourth; sales for the month of October were approximately 4.5% above last year's record figures. We fully expect this healthy trend to continue through the end of the year.

PUBLIC WORKS

Arena

Submitted by Jason Eisold, Recreation Manager

The arena will be up to full speed starting Monday as the High School Boys begin practice on Monday. St. Olaf Men and Women have been skating for the past 4 weeks and the High School Girls the past 2 weeks. The NHA has been skating since we opened in September and their teams are beginning to start their game schedules.

Open Skate times are posted on the City of Northfield web site under Recreation/Arena. Times are normally Tuesday and Thursday mornings and Sunday afternoons. There is also Open Skate time on all scheduled school out days.

There will be a FREE (with food or cash donation) Thanksgiving Open Skate on Sunday, November 22 from 3:45-5:15pm. Please bring a bag of non-perishable food items or a cash donation to help support the Northfield Food Shelf during the busy holiday season.

Facilities

Submitted by Bernie Shakal, Facilities Maintenance Supervisor

With the nice fall weather that we have been having, it has enabled us to continue with the outdoor projects that we have on our list. We have retained an engineering firm to work out the few minor structural details in the roof cap that is replacing the large skylight in the UV Building at the Waste Water Plant. Hopefully with the approval of a Professional

Engineer, the contractor will be able to obtain a permit. We are also using this same engineering firm to assist with the plan for the overhead door replacement in the Transit Building.

Progress continues with the Liquor Store roof project, a pre-construction meeting with the contractors and building official is scheduled for Monday November 16, with construction to start soon after.

Streets and Parks

Submitted by TJ Heinrich, Streets & Parks Supervisor

The Streets and Parks crew the fall cleanup of leaves throughout the City. Commemorating Veteran's Day, the American flags were put up in the downtown areas. Staff also has been involved with windrowing the large amount of leaves received at the compost site. Reminder that the compost site closes for the season on November 15, 2009

Water

Submitted by Jay Hall, Water Technician

Water Systems Technician Jay Hall and Water Operator Scott Murphy discovered a lower than normal chlorine usage at well #3. They tried adjusting the flow control valve on the chlorinator with no success. They changed the chlorine injector and replaced all of the chlorine hoses, since they were scheduled to be replaced later this winter. Well #3 is back in operation and is distributing the correct amount of chlorine to the system.

Water Systems Technician Jay Hall has been working with Midwest Testing and Franek Electric on the water meter that was installed in well #4. The meter has not been registering the correct amount of water that is pumped daily through the meter. It was discovered that the meter was shipped with the wrong circuit board. The correct circuit board has been ordered and should be in by the end of next week. Jay has been manually typing in the correct amount of water pumped by multiplying the amount of time the well has ran with an average gallon per minute of 1300.

Wastewater

Submitted by Glenn Lindroos, Wastewater Division Superintendent

The UV disinfection system was taken out of service on November 1 and for the last two weeks staff has been cleaning the system and going through it assessing what parts will need to be replaced or reconditioned before it is put back into service next April 1. Because of limited recreational use and water temperatures that are not conducive to coliform bacteria replicating themselves and becoming a threat to downstream users, disinfection is not required for this 5 month period in Minnesota and other northern states. Parts will be ordered and maintenance will be performed this winter so the system is ready for another disinfection season next year.

cc: Department Managers