

Memorandum

DATE: December 21, 2007
TO: Mayor & Council Members
FROM: Al Roder, City Administrator
RE: Friday Memo for the week of December 17-21, 2007

Here is a list of city activities for the week of December 17-21, 2007:

Information Technology

Several NCRC residents are experiencing problems with their voice mail. Melissa Reeder has scheduled that device to be replaced.

We continue to research and optimize our network for the new telephone system. Now that we are using a fiber line between the City Hall and Safety Center, Kurt Wolf is busy configuring PC's at each of our locations to use for testing. The software that is used for testing will be available after the new year.

The NCRC facility received a new computer to operate the Honeywell HVAC system. It was a much needed upgrade.

Police

On 12-14-2007 Northfield Police Department interviewed police officers that had expressed an interest of becoming DARE instructors. Northfield Schools and Northfield Police Department Captains conducted the interviews.

Northfield Police Department Officers Blaine Anderson and Paul Haider were selected. The officers will attend state sponsored training from January 7 until January 18, 2008.

Northfield Police Department officers will run the first ever DARE program in the Northfield school district starting in February 2008.

This program has been put together with cooperation from Northfield Schools and Northfield Police Department.

Finance

City's investments – November 30, 2007: Shown below is a summary of the City's investments at the end of November. Please note that this does not include investments held by bond trustees (refunding bond proceeds or revenue bond reserve accounts).

**City of Northfield
Investment Portfolio
as of November 30, 2007**

Smith-Barney

Money Market Fund	\$ 500,894.49
Government Bonds	\$ 1,636,127.95
Government Securities	\$ -
Certificate of Deposit	\$ 96,289.82
Total Investment	\$ 2,233,312.26

RBC Dain Rauscher

Money Market Fund	\$ -
Government Bonds	\$ -
Government Securities	\$ 9,144,118.27
Certificate of Deposit	\$ -
Total Investment	\$ 9,144,118.27

UBS Financial Service Inc.

Money Market Fund	\$ 101,362.38
Government Bonds	\$ -
Government Securities	\$ 2,949,420.60
Certificate of Deposit	\$ 1,537,532.87
Total Investment	\$ 4,588,315.85

Former Rate Search

Money Market Fund	\$ 22,000.00
Government Bonds	\$ -
Government Securities	\$ -
Certificate of Deposit	\$ 3,399,650.26
Total Investment	\$ 3,421,650.26

4M

Money Market Fund	\$ 4,453,694.50
Government Bonds	\$ -
Government Securities	\$ -
Certificate of Deposit	\$ -
Total Investment	\$ 4,453,694.50

Total Investment	
Money Market Fund	\$ 5,077,951.37
Government Bonds	\$ 1,636,127.95
Government Securities	\$ 12,093,538.87
Certificate of Deposit	\$ 5,033,472.95
Total Investment	\$ 23,841,091.14

Background reading: Attached is an article from GFOA's Government Finance Review magazine on long-term / strategic financial planning. With the 2008 budget just approved and additional work to be done on the capital improvements plan, now is the time to also focus on longer-range strategies that will help guide decisions and determine outcomes for the future. Four cities were interviewed for the article and include the City of Minneapolis, which has been using the planning process for five years. Minneapolis initiated the process to develop and commit to a long-term strategy for managing its employee pension obligations.

Public Services

The draft of the Comprehensive Plan became available today. Hard copy and electronic copies were made available, a hard copy will be provided to the Mayor and Council Members. The next steps for review of this document are a review session by the Planning Commission January 15 and a joint Council – Planning Commission meeting some time thereafter.

The CASH 1 Project group met this week to review the final draft plan of the corridor study. Given previous input by local agencies changes were made to the draft memorandum of understanding, cost sharing documents, and the next step were identified for moving ahead with this project. These include the discussion with all agencies at the local jurisdiction meeting, cost estimate of a project Environmental Assessment, and adoption of the Corridor Study Plan by local agencies.

A draft of the Park System Master Plan was made available this week. The plan is available via the City Web Site under the current projects heading. Also a hard copy is available for review in the Council Office at City Hall. The

Park and Recreation Advisory Board will review the draft plan at their January meeting and a public open house is scheduled for January 29, 2008.

Community Development

Staff has created a development process outline for the development of the 3rd business/industrial center. This outline is being reviewed by McGough and also by a member of the Land Committee of the EDA. The outline will framework the steps and direction for the EDA, as it progresses with the development associated with the business/industrial center.

Community Development and Planning staff met with an individual representing a land owner who is seeking annexation in the Waterford Township area adjacent to Northfield. The land owner is exploring methods to explore a change to the annexation agreement between the Township and the City.

Staff from Community Development and Economic Development met with representatives from Mendota Homes to explore continued development strategies for the Community Resource Bank facility on Division Street.

Economic Development

The Sketchy Artist LLC small business loan was closed on this week. This will be a new art store opening in January at 300 Division St.

The Upper Lakes Foods deal is also moving forward and in January we hope to bring several resolutions to the Council Board for approval and support on JOBZ Benefits and a forgivable loan.

The EDA Land committee hosted a public meeting for community members. The keynote speaker was Gene Goddard from Positively Minnesota. Gene spoke on economic development marketing trends, business shovel ready sites, and industry trends.

Last Friday staff also attended a CVN event with the County EDA and the NEC, which had a few interesting clients that may present us with a great opportunity. More information will be provided as we move forward.

Engineering

The Second Public Open House for the 5th Street and Water Street Parking Lot Reconstruction and Enhancement was held Thursday evening. The next step in the project will be another meeting with the Mayor's Downtown Streetscape Taskforce to refine the design before presenting to the Council. In house work is also continuing on developing the feasibility report, which will be presented to the Council in early February of 2008.

Housing

The HRA met on Thursday and discussed the purchase of 14.2 acres of land in the southern part of the City. The HRA is still in negotiations with the current developer/landowner, but the HRA has authorized staff to conduct a survey of the land, get estimates on re-grading the site, and have Greater MN Housing draw up a sketch of what the area may look like single-family homes. The HRA will meet again on January 8 to review the information and finalize a Purchase Agreement with the developer, as well as reviewing the development plan with the Planning Commission to ensure that the HRA's plan for single family residential lots meets the criteria of the Comp Plan.

Facilities

Bernie Shakal has been busy working in the NCRC replacing a motor on one of the air-handling units. After that was replaced he found a couple other items that were causing problems with the heat and he's repaired those items as well.

With some help from the Streets and Parks Division the additional office space in City Hall has been moving along quickly. This space will be completed by the end of the month.

Recreation

Last week Friday, the Minnesota Department of Health stopped by and tested the air quality in the arena. Both carbon monoxide (CO) and nitrogen dioxide (NO₂) came back at levels well below the allowable limits for ice arenas. Additionally in terms of monitoring the mold levels in the arena, samples will be taken next week to assess the current mold spore levels. The results should be provided to staff no later than the second week of January. This delay is due to incubating the spores to determine the types of mold that may be present. These results will also be considered in reassessing any change in the current mitigation plan scheduled for late spring 2008.

Planning

Staff has been working on getting the draft Comprehensive Plan ready for distribution to the Planning Commission, City Council, various Board and Commission members, and various township and Dundas Staff. That Plan is expected to be distributed on December 21st. The Planning Commission is expected to have a special Work Session on January 15th to discuss the Plan, with a joint City Council-Planning Commission discussion to be held sometime after that. The City Council will be asked to adopt the Plan in the first quarter of 2008. Staff also spent time this week preparing traffic data for the new Transportation Plan currently underway.

Streets/Parks

The Streets and Parks crew has been busy with the annual tree pruning/trimming program. Typically the trees are pruned for a 5-year cycle, and this is done so that we can get the plow trucks, front-end loaders, and street sweepers through all the streets in Northfield.

Water

The staff at the Water Division converted a total of 477 meters in 2007 to radio read meters, which included 458 meters changed and 19 meters retrofitted to radio read. The vast majority of the commercial and industrial meters are now complete. These were the meters that were focused on first, due to their usage, the need to get accurate readings and their need for replacement because of their age. Also included in this list are over 40 meters that were changed because the Finance Office had not been receiving meter readings from these customers.

The staff at the Water Division will continue the meter replacement program beginning in 2008 with the new budget. The business and commercial meters should be completed by January. From that time forward, residential meters will be the focus of replacement. The Finance Office has passed along a list of approximately 80 accounts that will be changed over because of customers not reading the meter. Approximately \$160,000 was spent for the meter replacement program in 2007. This higher expense was a result of the larger meters that were changed in the commercial and industrial accounts. In the 2008 budget \$84,000 has been budgeted and the same amount for the next 8 years or until the meter replacement program is completed.

Wastewater

As we move through the holiday season wastewater flows and loads are trending downward. Average influent flow is about 200,000 gallons per day lower now than it was a month ago. This is a typical trend due to the schools taking time off and industrial activity slowing through this time frame as well. The Thanksgiving weekend produced flows that were about 600,000 gallons below normal and we expect to see even lower flows between Christmas and New Years. The change in load changes food to mass ratio in the facilities biological systems and several adjustments are required to keep the facility operating efficiently. If the load variations are over a short period of time (a week or so) the systems handle things on their own, but an extended trend like we experience this time of year requires some operational modification to optimize operations. When the flows and loads get back to normal levels as we get into the New Year things will be readjusted.

cc: Department Managers