

## Memorandum

DATE: January 23, 2009  
TO: Mayor & Council Members  
FROM: Joel Walinski, Interim City Administrator  
RE: Friday Memo for the week of January 19-23, 2009

**Below is information on city activities and information provided by the department directors and managers for the week of January 19-23, 2009:**

### City Clerk

*Submitted by Deb Little, City Clerk*

Secretary of State Mark Richie met with elections officials from Dakota County and Ramsey County on Tuesday to personally thank the local election administrators for all of the work they have done to ensure the success of the 2008 primary and general elections and to listen to our experiences with the 2008 election and the Senate recount. The Secretary of State is developing election reform ideas for consideration by the 2009 legislature based upon the experiences of election officials over the past three months. Deb Little and one of our lead election judges, Alex Beeby, attended the meeting to share Northfield's experiences and ideas.

Deb Little and Marj Evans-de-Carpio attended training hosted by the Alcohol and Gambling Enforcement Division on liquor laws and licensing. The five-hour training was very informative. Knowledge gained will be used to improve our liquor licensing processes and procedures.

### Community Development

#### Building

*Submitted by John Brookins, Building Official*

The Building Official has returned to work following his medical leave. Please bring all building/municipal code questions to John Brookins. Jim Kessler did an excellent job filling in as Building Official in my absence. Thank you Jim for your hard work!!

St. Olaf Music Remodel is moving along on schedule. This project is scheduled to be complete in the fall of this year.

Carleton College Student Residence Hall project is on schedule and should be ready for occupancy in September of this year.

The Wells Fargo Bank will soon be undergoing a major interior remodel. The plans are in for review and the permit should be issued early next week.

### Community Development

*Submitted by Brian O'Connell, Community Development Director*

#### Community Development

Staff has met recently with the owners of the property seeking annexation west of the Municipal Hospital. The purpose of the meetings was to review the content of a proposed agreement between the City and

these property owners. Questions are being raised by these owners related to the deferment of assessments and the effect of the priority growth boundary on the development ability of some of the property seeking annexation. Staff expects to continue to meet with these owners in an effort to resolve concerns they have. This agreement is expected to be at City Council for the meeting of February 23<sup>rd</sup>.

The Interim City Administrator and the Community Development Director met with Greenvale Township on Tuesday evening. The Township outlined two small changes they are seeking in the orderly annexation agreement. Staff has reviewed the requested changes and do not find that they are out of line with the basic content of the agreement. This orderly annexation agreement is expected to be at City council on February 23<sup>rd</sup>

### Housing

The Community Development Director met with representatives from Faribault, Lonsdale and others relating to the Neighborhood Stabilization Program grant application that is due to be submitted to the Minnesota Housing Finance Agency on January 28<sup>th</sup>. The HRA has approved that the application be submitted in hopes of being able to secure as much as \$1,000,000 to be used for the assistance of purchasing, repairing, reselling or demolishing foreclosed dwellings and homes in the City.

### **Economic Development**

*Submitted by Jody Gunderson, Economic Development Director*

The EDA Director attended the Northfield Convention and Visitor Bureau's board meeting on Tuesday. The CVB board discussed a number of issues including collaborative marketing initiatives with the Chamber of Commerce, NDDC, and the EDA. Representatives of the organizations will be meeting next week to discuss potential marketing strategies.

The EDA held its regular board meeting on Thursday and discussed its committee assignments and 2009 Work Plan. In 2009, the committee will be expanded to include a representative from the EDA's economic development partners.

The EDA Director has also spoke with three individuals that have inquired about the EDA's Micro Grant program.

### **Planning**

*Submitted by Dan Olson, City Planner*

Staff had a meeting with St. Olaf College staff regarding the annexation agreement that will be signed by the four property owners for the area west of the Hospital. Also, Staff spent time preparing staff reports for next Tuesday's Zoning Board of Appeals and Planning Commission meetings, and upcoming City Council meetings. Staff continues to work with our consultant on the draft Land Development Code (LDC). Many members of the Advisory Group submitted comments on the LDC on a google webpage created for that purpose. Staff and the consultant are now working to review those comments.

### **Public Works Operations**

#### **Facilities**

*Submitted by Bernie Shakal*

Facilities has been busy this week with heating issues, problems arose at the Library due to a malfunction with the boilers over the weekend, Johnson Controls was notified to alert the contractor that installed the boilers this past year, some modifications need to be made so that hopefully the problem won't happen again. Issues still exist with the heating system at the NCRC; Bernie is working with the Johnson Controls project manager to bring in technical support to improve heat distribution throughout the building.

The painting project in the Engineering department came back to life this week and hopefully without too many interruptions, Scott should be able to finish early next week.

Bernie is working with the contract cleaning companies to find solutions for the performance problems at some of the City facilities. We are just going into the first month of this new service and can expect some problems, by addressing the issues early we can correct the problems and make the plan work.

### **Streets and Parks**

*TJ Heinrich, Streets & Parks Supervisor*

This week warmer temps allowed for some needed snow removal from streets and parking lots. The Street Division took advantage two days and plowed most city streets and cul-de-sacs. City park ice rinks were flooded and there were two incidents of vandalism to warming houses. Christmas trees were also recycled at the City compost site. Holiday decorations were also taken down for the season. Yearly repairs of picnic tables have also started.

### **Water**

*Submitted by Doug Lien, Water Superintendent*

Staff from the Water Division completed their year-end report this week. The 18 page report details the water pumped from the wells over the past year, water meter operations, the water system, and a history of the Water Division in Northfield. The water pumped by the City in 2008 totaled 824,314,000 gallons. That amount was 17 million gallons less than what was used in 2007.

The Water Division is in the final process of completing the Department of Natural Resources Water Emergency and Conservation Plan. Water Superintendent Doug Lien and Water Operator Dean Huschle had put together the original plan. The DNR had come back with a review checklist of items in the plan that needed to be addressed and in the past month Dean had been working with Kathryn Sterk from Bolton & Menk to complete these items. The plan will then be submitted to the DNR for final review and once approved, it will be submitted to the City Council for their review.

### **Wastewater**

*Submitted by Glenn Lindroos, Waste Water Superintendent*

The final Agricultural Liming Report for 2008 was filed with the Minnesota Department of Agriculture this week. The wastewater treatment facility produced about 7000 tons of biosolids in 2008 that was applied on agricultural land in the area. Lime is mixed with dewatered sludge to stabilize and begin the heating process that results in the pasteurized Class A "exceptional quality" biosolids product that is generated at the facility. The biosolids contain the equivalent of about 400 lbs of agricultural lime per ton of material so it is an excellent soil amendment for soils that are low in pH.

cc: Department Managers