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TO: Taskforce Members

MINNESOTA
 ILLINOIS FROM: John McNamara *jm*
 MICHIGAN
 COLORADO DATE: April 1, 2009

COMM. NO: 082137

SUBJECT: City of Northfield – New Public Safety Facility Taskforce
 March 26, 2009 Meeting Minutes

Attendants:

Ray Cox, Committee Member
 Jerry Anderson, Committee Member
 Gerry Franek, Fire Chief
 Andrew Yurek, Committee Member
 Kris Vohs, Committee Member/ Council
 Greg Colby, Committee Member
 Jon Denison, Committee Member/ Council
 Jenelle Teppen, Committee Member
 Fred Rogers, Committee Member
 Mark Taylor, Police Chief
 David Huistendahl, Committee Member
 Kathleen McBride, City of Northfield Finance
 John McNamara, Wold Architects and Engineers

Discussion Topics:

- A. Wold confirmed distribution of meeting minutes from the last meeting and inquired regarding any comments:
1. Gerry Franek clarified that the not all fire administrative functions are done at the front desk of the police administration.
- B. Building Tours – Wold requested the committee comment on the tours of police and fire facilities. The following was discussed:
1. It was commented that all the facilities toured were separate facilities.
 2. It was commented that the glass into the apparatus bay in New Prague was very nice.
 3. The access at the New Prague site was tight. Having a good access road for fire is important. The parking area was nice.
 4. The group discussed that the holding facilities at all the police facilities looked underutilized. The group felt that this area does not need to be overbuilt. The group holding area was nice.
 5. The group discussed that the apparatus bays did not need to be too high.
 6. The group discussed that the lobby at Lakeville was too large. Something smaller like Prior Lake was more desirable.
- C. Guiding Principle Discussion – Wold distributed revised guiding principles based on feedback from the previous meeting. The group discussed adding a statement about “community access and usage” would be important.



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- D. Discussion on Growth – Wold distributed a revised building program based on the discussion from the last meeting. Wold highlighted changes to the apparatus bay size and the addition of a gun range in the optional program section. The program has changed from 39,362 to 45,833 SF in area. A updated conceptual diagram of the apparatus bay was distributed to illustrate the changes to the program.
- E. There was a short discussion regarding additional sites to consider. It was suggested the mobile home site north of town would be a good opportunity for redevelopment. The site is 8.5 acres in area. Additional discussion regarding the potential clean-up costs for the Co-Op site was also discussed. It was suggested to do a Phase I site assessment to determine potential hazardous materials prior to final site purchase.
- F. Wold distributed a summary of similar municipal facilities and what their costs for construction were. Wold indicated that the costs have been inflated and that was a variable in today's construction market. The group discussed that the comparable to Northfield would be a city of approximately 30,000 persons. The group discussed the combined cost for a police and fire facility. Wold will review and update the group at the next meeting.
- G. Kathleen led the group through a discussion on financing for various cost facilities. The following was discussed:
- Any bonds would be general obligation bonds.
 - Payment would be from property taxes.
 - Typically repaid over 20 years.
 - Can be structured to provide an even annual payments.
 - Debt service levy would be based on tax capacity. Market value levies are no longer an option.
 - Bonds can be through a referendum or a Capital Improvement Bond. CIP bonds are subject to a reverse referendum process.
 - Any grants upfront would be used to reduce the bond issue size.
 - Any grants or annual contributions would be used to reduce the annual debt levy.
 - A \$1 million bond would cost approx \$11/ year on a \$220k residence, \$19/year on a \$375k residence, \$57/ year on a \$600k commercial property and \$98/ year on a \$1,000k commercial property.
 - A \$5 million bond and an \$10 million bond was also discussed.
 - A comparison on cost impact on property owners based on other outside influences that would reduce the impact was also reviewed.
- H. Joel led the group in a discussion on ISO and PPC ratings for fire facilities. The following was discussed:
- ISO – Insurance Services Office, Inc.
 - PPC – Public Protection Classification.
 - ISO is an independent organization that serves insurance companies, fire departments, regulators and others.
 - PPC numbers range from 1 to 10. Numbers closer to 1 are better and generate better insurance rates.



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- Northfield's current PPC ISO rating is a Class 4, which is very good for a volunteer fire department. It was noted that the City is only 3.85% away from a Class 3 rating. It was commented that keeping a Class 4 would be important with a new facility and the location of the site or the building needs to not impact that Class rating.
 - Water service is also very important. All sections of the City should be within 1.5 miles of a hydrant and 2.5 miles from an engine-ladder or engine-service company.
 - City municipal boundaries and comprehensive plan boundaries were reviewed.
 - NFPA 1720 applies to volunteer fire departments that typically do not have people on-duty in a station. Response times for NFPA 1720 were highlighted. Northfield is typically a suburban zone with some rural zones. Most of the rural area is either a rural zone or a remote zone.
 - The 1.5 mile radius was illustrated on a city map for each of the potential project sites.
- I. Wold discussed that the next process is to start evaluating sites for the facility. Wold distributed draft site selection criteria for the group to review. This will be discussed in greater detail at the next meeting.
- J. Wold discussed that the next meeting was rescheduled from April 2, 2009 to April 9, 2009 due to schedule conflicts with Spring Break. An update to City Council is scheduled for April 6, 2009 and the Taskforce is encouraged to be in attendance.

cc: Attendants
Michael Cox, Wold
Tyler Kavanaugh, Wold

SM/CI_Northfield/082137/min/3-26-09