

ITEM: Approve the plans and specifications for the reconstruction of 4th Street and adjacent blocks and authorize advertisement for bid

ACTION REQUESTED:

The City Council is being asked to pass the attached resolution approving the plans and specifications and authorizing bids for the improvement of 4th Street and adjacent blocks.

SUMMARY

The City Council is being asked to consider a resolution approving the plans and specifications and authorizing the bid for 2009 Improvement No. 005 - the reconstruction of 4th Street between Division Street and Nevada Street including the adjacent blocks of Union, College, Winona, and Nevada. This project includes the replacement of all city infrastructures – water, wastewater, storm water and the replacement of the asphalt, curb and gutter, and sidewalk.

The plans and specifications have been completed by staff and with additional design and project management provided by Bolton & Menk. The project will be advertised for a minimum of 21 days as required by Minnesota Statutes Chapter 429. The project will be advertised in the Northfield News and the Construction Bulletin. Staff is proposing to open bids at 1:00 p.m. on April 13, 2010 tabulating the bids and making recommendations for awarding the project at the April 20th City Council Meeting. A full copy of the plans and specifications are available in the City Engineer's office. A subset of the project plans is included as Attachment #2.

The next step in moving the project forward is for the City Council to approve the plans and specifications and authorize the bid that is consistent with Chapter 429 of the Minnesota Statutes. The action requested is required by Minnesota Statute Chapter 429, which specifies the action that must be taken to assess property owners for the cost of local improvements. The City Council has moved this project forward to this point with the actions shown on the attached project process. This project was identified in the 2009-2013 Capital Improvement Program with funding through municipal state aid, assessments and bonding.

BACKGROUND INFORMATION

The Northfield City Council ordered the preparation of this feasibility report at its October 5, 2009 council meeting. Council Resolution No. 2009-098 was passed requesting that a study be completed analyzing the potential improvements of the streets noted below:

- Fourth Street E, Division Street to Nevada Street
- Union Street S, Fourth Street to Fifth Street
- College Street S, Fourth Street to Fifth Street
- Winona Street S, Fourth Street to Fifth Street
- Nevada Street S, Fourth Street to Fifth Street
- Union Street S, Fourth Street to Second Street

- Union Street S, Sixth Street to Seventh Street

Two neighborhood meetings were also held. The first neighborhood meeting was held on October 22, 2009 for the purpose of informing the affected property owners of the improvements being considered and to gather input from the impacted residents. Informational pamphlets explaining typical infrastructure projects and information on the Minnesota State Statute Chapter 429 special assessment process were distributed. Also distributed was a questionnaire to give the residents an opportunity to provide comments and express concerns with the proposed project. The second neighborhood meeting was held on November 5, 2009. At this meeting design options were presented to residents in order to get feedback and help the project team develop design options.

FINANCIAL

Summary

A summary of the project costs and funding is below. The project will be financed through a combination of MSA funds, bonding, assessments, enterprise funds and the Master Development Fund. The estimated project costs are very similar (approximately \$40,000 less) to the costs presented in the feasibility report with the exception of the streetscape enhancements and storm sewer improvements. The streetscape enhancement costs were reduced by estimated \$140,000 due to the elimination of pavers, trees and planters along the 4th Street corridor between Division Street and Washington Street. The storm sewer costs increased by an estimated \$140,000 once the final design determined larger pipe sizes would be required to convey the stormwater. Based on the preliminary construction estimates, an average home may see an increase in taxes of \$0.80 to \$1.00 per month. A commercial business with a tax capacity of \$600,000 may see an increase of \$4.20 to \$5.00.

Project Costs

	State Aid	Local	TOTAL
Street Improvements			\$1,764,000.00
Storm Sewer Improvements			\$281,500.00
Sanitary Sewer Improvements			\$221,365.00
Watermain Improvements			\$391,690.00
Streetscape Enhancements			\$65,000.00
Total Construction Costs			\$2,723,555.00
Engineering/Legal/Admin.			\$544,711.00
Total Project Costs			\$3,268,266.00

Project Funding

	Fund	Amount
Street Improvements	MSA, Bonding, Assessments	\$1,764,000.00
Storm Sewer Improvements	Stormwater Enterprise Fund	\$281,500.00
Sanitary Sewer Improvements	Sanitary Sewer Enterprise Fund	\$221,365.00
Watermain Improvements	Water Enterprise Fund	\$391,690.00
Streetscape Enhancements	Master Development Fund	\$65,000.00

Engineering/Legal/Admin.	MSA, Bonding	\$544,711.00
Total Project Funding		\$3,268,266.00

Assessments

The proposed street and utility improvements are eligible for assessments according to the City of Northfield’s Assessment Policy (Ordinance). All properties that are adjacent to the project streets are proposed to be assessed according to the policy. The assessment rate is based on a Benefit Appraisal conducted by an independent appraisal firm per City code. The assessment rate is a cost benefit per lineal foot of street frontage. The benefit analysis takes into consideration zoning, land use, and other characteristics within the project area to provide a fair benefit to differing entities within the project.

The benefit appraisal found the assessment rates for this project to be \$150 per linear foot for commercial properties and \$115 per linear foot for residential properties. Using these rates the total assessments range from \$3,565 to \$16,916.50 for a residential lot depending on lot frontage. Many of the assessments would be between \$7,500-\$8,000. There are a number of corner only lots on this project that would be impacted by the assessment policy. Assessments for these properties range from \$155-\$2,557.50. There are also a handful of lots that will have higher assessments simply due to the large size of the lot. **The Council will be asked to adopt the assessment at the April 20th meeting when the project is awarded.**

It is anticipated that many individual service connections will need to be replaced along with the project. Service connections are the responsibility of the property owner from the right-of-way to the building. In the past the City has given property owners the options of having this work completed with the project and being assessed the additional amount. It is proposed to use a similar method for this project.

ATTACHMENTS:

1. Resolution 2010-023
2. 4th Street Reconstruction Plans Subset
3. Project Process

SUBMITTED BY: *Katy Gehler, P.E., City Engineer*
Brian Hilgardner, P.E., Design Engineer

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2010-023

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR 2009 IMPROVEMENT NO. 005 – 4TH STREET RECONSTRUCTION BETWEEN DIVISION STREET AND NEVADA STREET INCLUDING ADJACENT BLOCKS OF UNION, COLLEGE, WINONA, AND NEVADA

WHEREAS, pursuant to a resolution passed by the council January 4, 2010, city staff with assistance from Bolton & Menk, Inc. has prepared plans and specifications for 2009 Improvement No. 005 – Fourth Street Reconstruction, the proposed improvement of street and infrastructure rehabilitation of Fourth Street between Division Street and Nevada Street including the adjacent blocks of Union, College, Winona, and Nevada and has presented such plans and specifications to the council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NORTHFIELD, MINNESOTA:

1. Such plans and specifications, a copy of which will be attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper, Northfield News, and in The Construction Bulletin an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the clerk until 1:00 p.m. on April 13th, 2010, at which time they will be publicly opened in the council chambers of the city hall by the city clerk and engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on April 20th, 2009, in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for five percent (5%) of the amount of such bid.

PASSED by the City Council of the City of Northfield on this 16th day of March, 2010.

ATTEST

City Clerk

Mayor

VOTE: _____ ROSSING _____ POWNELL _____ DENISON _____ ZWEIFEL
 _____ BUCKHEIT _____ POKORNEY _____ VOHS

MINNESOTA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION PLANS FOR STREET, CURB & GUTTER, STORM SEWER, SIDEWALK, SANITARY SEWER AND WATERMAIN
 S.A.P. 149-107-002 LOCATED ON FOURTH STREET FROM WASHINGTON STREET TO NEVADA STREET

MUNICIPAL STATE AID PROJ. NO. 149-107-002
 GROSS LENGTH 1728.21 FEET 0.33 MILES
 BRIDGE LENGTH 0.00 FEET 0.00 MILES
 NON PARTICIPATING LENGTH 3267 FEET 0.62 MILES
 NET LENGTH 1728.21 FEET 0.33 MILES

CITY OF NORTHFIELD - 2009 IMPROVEMENT NO. 05

CITY PROJECT # 2009-005 LOCATED ON UNION STREET FROM SECOND STREET TO FIFTH STREET & FROM SIXTH STREET TO SEVENTH STREET
COLLEGE STREET, WINONA STREET & NEVADA STREET FROM FOURTH STREET TO FIFTH STREET
FOURTH STREET FROM DIVISION STREET TO WASHINGTON STREET

STATE PROJ. NO 149-107-002.



GOVERNING SPECIFICATIONS

THE 2005 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATION FOR CONSTRUCTION DIVISIONS II & III & THE SUPPLEMENTAL SPECIFICATIONS. ALL TRAFFIC CONTROL DEVICES SHALL BE INSTALLED IN ACCORDANCE TO THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MMUTCD) THE 2008 EDITION OF "STANDARD CONTRACT DOCUMENTS AND TECHNICAL SPECIFICATIONS FOR UTILITY AND STREET CONSTRUCTION FOR CITY OF NORTHFIELD, MINNESOTA.

INDEX

SHEET NO.	DESCRIPTION
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2.1 - 2.X	STATEMENT OF ESTIMATED QUANTITIES
3.1 - 3.X	STANDARD PLATES / DETAILS
4.1 - 4.X	TYPICAL SECTIONS
5.1 - 5.X	PHASING
6.1 - 6.X	TRAFFIC CONTROL
7.1 - 7.X	STREET PLAN & PROFILE
8.1 - 8.X	UTILITY PLAN & PROFILE
9.1 - 9.X	SIGNAGE / PAVEMENT STRIPING
10.1 - 10.X	LIGHTING
11.1 - 11.X	EROSION CONTROL
12.1 - 12.X	CROSS SECTIONS

THIS SET OF PLANS CONTAINS XX SHEETS

NOTE: CITY OF NORTHFIELD DETAILS LOCATED IN PROJECT SPECIFICATIONS MANUAL

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAMETRAVIS L. WINTER..... LIC. NO. ...46649...

DATE: SIGNATURE:

RECOMMENDED FOR APPROVAL 20
 NORTHFIELD CITY ENGINEER

RECOMMENDED FOR APPROVAL 20
 DIRECTOR, OFFICE OF RIGHT-OF-WAY AND SURVEYS

RECOMMENDED FOR APPROVAL 20
 DIRECTOR, OFFICE OF TRAFFIC ENGINEERING

STATE AID APPROVALS:

DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE W/ STATE AID RULES/POLICY

APPROVED FOR STATE AID FUNDING: STATE AID ENGINEER

I HEREBY CERTIFY THAT THE FINAL FIELD REVISIONS, IF ANY, OF THIS PLAN WERE MADE BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

..... LIC. NO. 46649 DATE:

STATE PROJ. NO.

EXISTING
LEGEND

- SOIL BORING & ELV. B-9 933.65
- RIGHT OF WAY
- LOT LINE LINE
- SECTION LINE
- EASEMENT LINE
- CITY LIMITS
- RAILROAD
- CURB & GUTTER
- CONCRETE EDGE
- BITUMINOUS EDGE
- GRAVEL EDGE
- FENCE
- CULVERT
- DECIDUOUS TREE
- CONIFER TREE
- BUSH
- HEDGE
- TREE LINE
- SAN. MANHOLE
- STORM MANHOLE
- STORM CB
- HYDRANT
- GATE VALVE
- WATERMAIN
- STORM LINE
- SAN. SEWER LINE
- POWER POLE
- LIGHT POLE
- O.H. UTILITIES
- ELECTRIC
- U.G. GAS
- U.G. TELEPHONE

PROPOSED
LEGEND

- CURB & GUTTER
- SIDEWALK
- DRIVEWAY & WALK
- PEDESTRIAN RAMP
- SAN. MANHOLE
- STORM MANHOLE
- STORM CB
- HYDRANT
- GATE VALVE
- TEE
- BENDS
- CROSS
- REDUCER
- WATERMAIN
- STORM LINE
- SAN. SEWER LINE
- SILT FENCE

UTILITIES:

TELEPHONE
 QWEST
 6244 CEDAR AVE. SOUTH
 RICHFIELD, MN 55423
 (612) 798-2580
 MARY MARTIN SMITH

CABLE
 CHARTER COMMUNICATIONS
 16900 CEDAR AVENUE SOUTH
 ROSEMOUNT, MN 55068
 (612) 919-2404
 DON BARTELL

GAS
 XCEL ENERGY
 2763 1st AVENUE NW
 FARIBAULT, MN 55021
 (507) 334-2923
 JEFF KNIPPEL

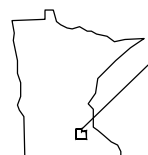
ELECTRIC
 XCEL ENERGY
 210 LIME STREET P.O. BOX 1090
 MANKATO, MN 55002
 (507) 334-2952
 LIZ ZEMKE

CITY COUNCIL MEMBERS

MARY ROSSING - MAYOR
 JAMES POKORNEY - COUNCIL PERSON (1ST WARD)
 BETSEY BUCKHEIT - COUNCIL PERSON (2ND WARD)
 ERICA ZWEIFEL - COUNCIL PERSON (3RD WARD)
 JON DENISON - COUNCIL PERSON (4TH WARD)
 RHONDA POWNELL - COUNCIL PERSON (AT-LARGE)
 KRIS VOHS - COUNCIL PERSON (AT-LARGE)

FOURTH STREET M.S.A.P. 149-107-002
 ADT (Current Year) 2008 FUNCTIONAL CLASSIFICATION MINOR ARTERIAL
 ADT (Future Year) 2028 NO. OF TRAFFIC LANES 2
 DIRECTIONAL DIST R.) NO. OF PARKING LANES 2
 HCADT 5.9% (ONE BIKE LANE)
 N18 505,681 = 1,000
 R VALUE 24,900
9 50% DESIGN

Design Speed 30 MPH
 Based on stopping Sight Distance
 Height of eye 3.5 FT Height of object
 Design Speed not achieved at:
 STA. N/A TO STA. MPH
 STA. N/A TO STA. MPH

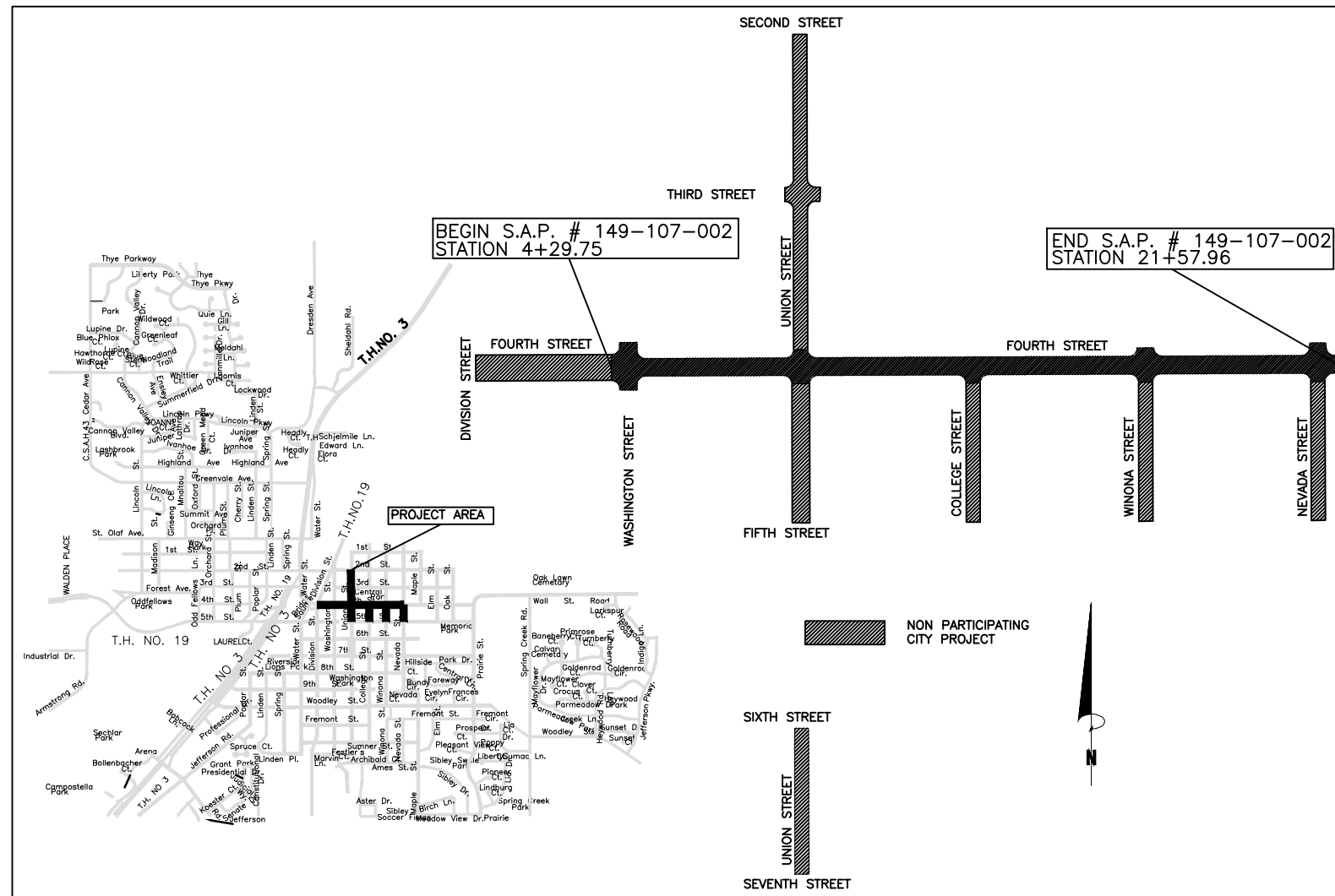


PROJECT LOCATION

COUNTY : RICE
 DISTRICT : 6

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



DESIGNED



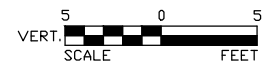
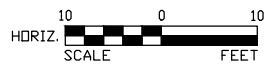
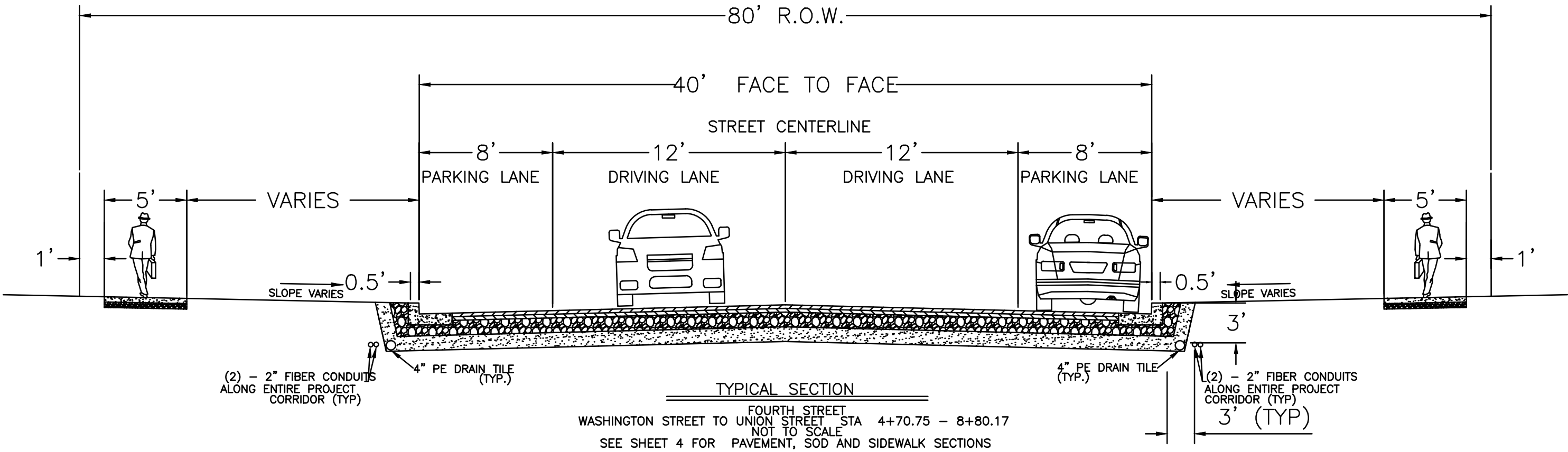
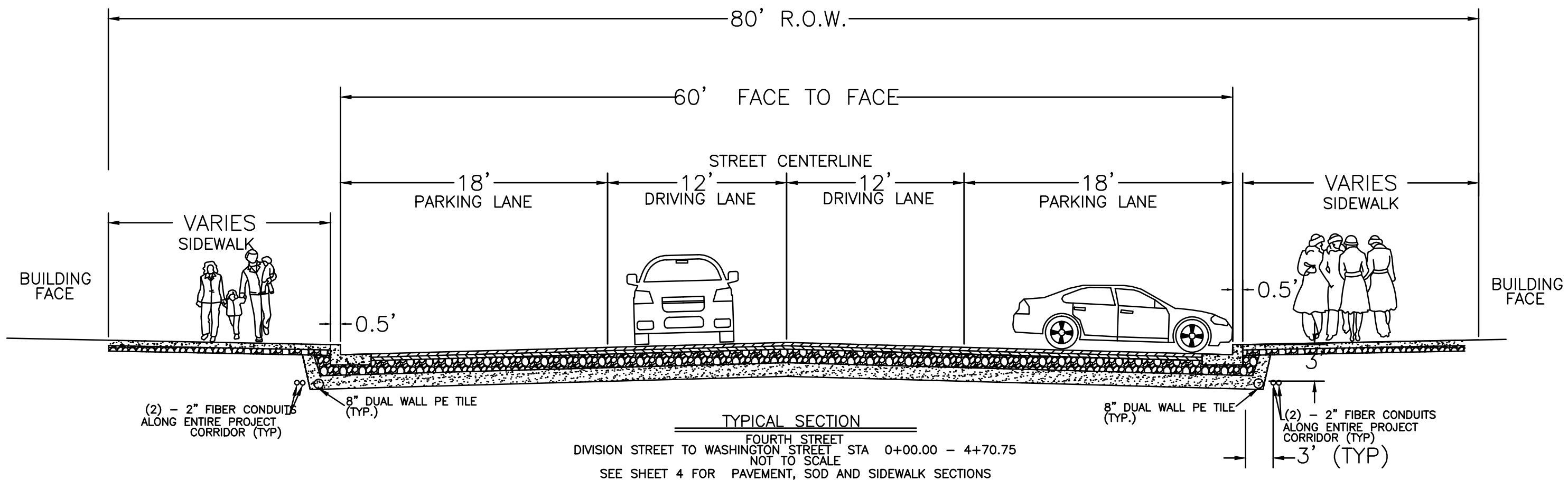
BOLTON & MENK, INC.
 Consulting Engineers & Surveyors

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN
 BURNSVILLE, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN AMES, IA

REV.	BY	DATE

CLIENT NAME
 FOURTH STREET IMPROVEMENTS 2009-005
 COVER SHEET

SHEET
 ? OF ?
 ?



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DESIGNED TLV
 DRAWN XXX-XXX
 CHECKED TLV

TRAVIS L. WINTER
 LIC. NO. 46649 DATE XX/XX/XX

BOLTON & MENK, INC.
 Consulting Engineers & Surveyors

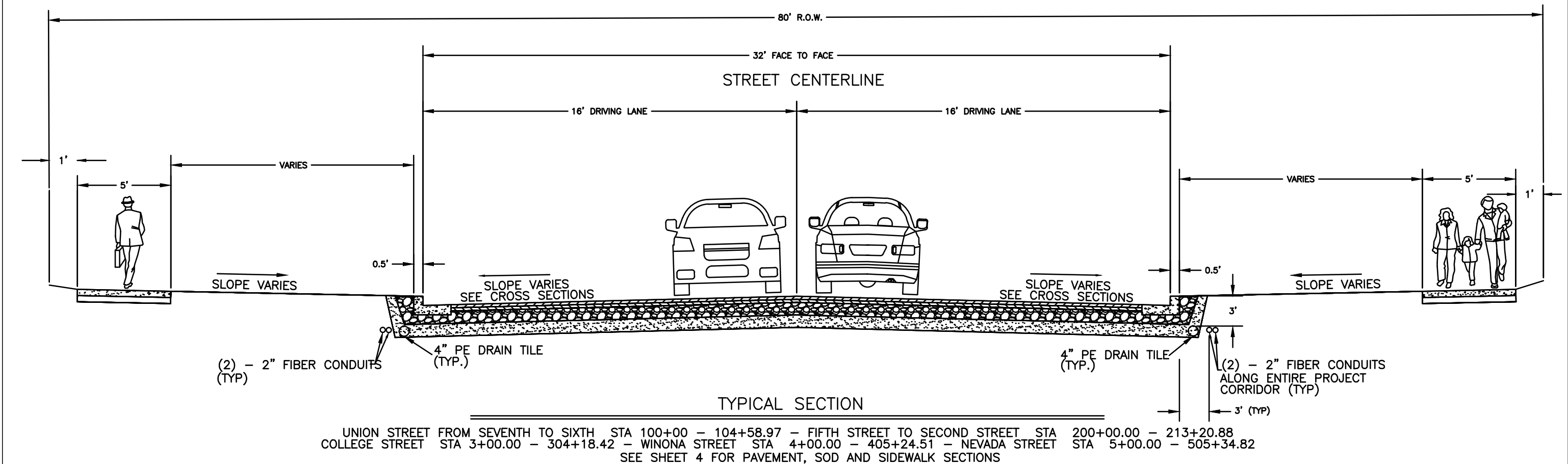
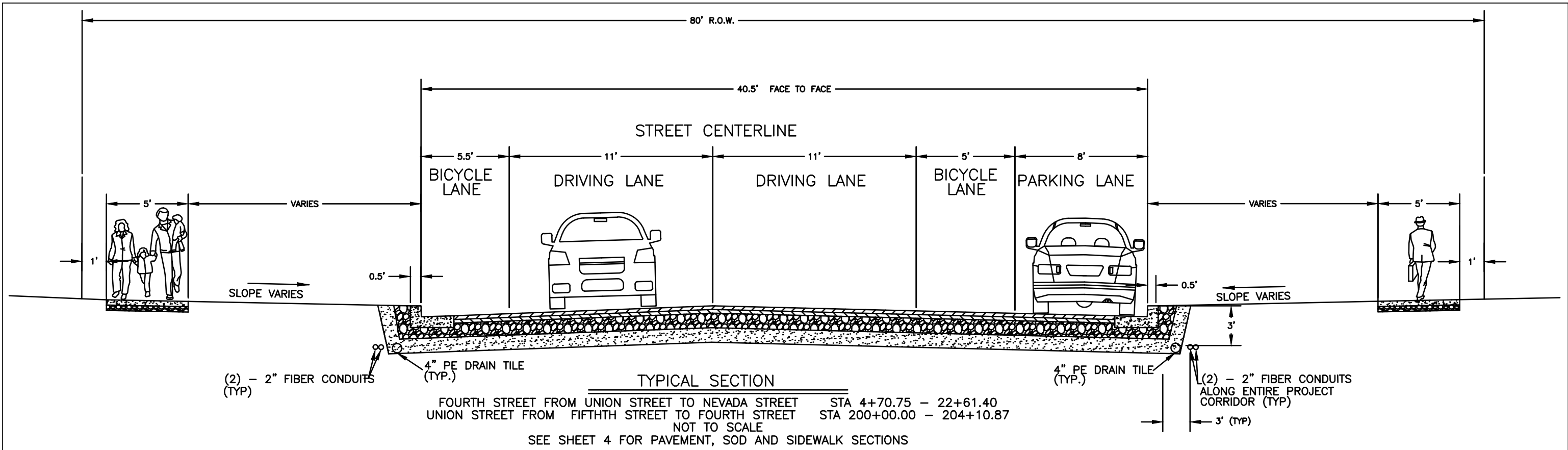
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN
 BURNSVILLE, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN AMES, IA

REV.	BY	DATE

CITY OF NORTHFIELD
 FOURTH STREET IMPROVEMENT 2010-05
 CROSS SECTIONS

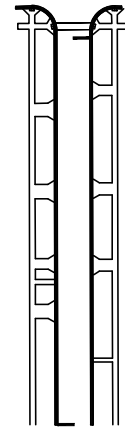
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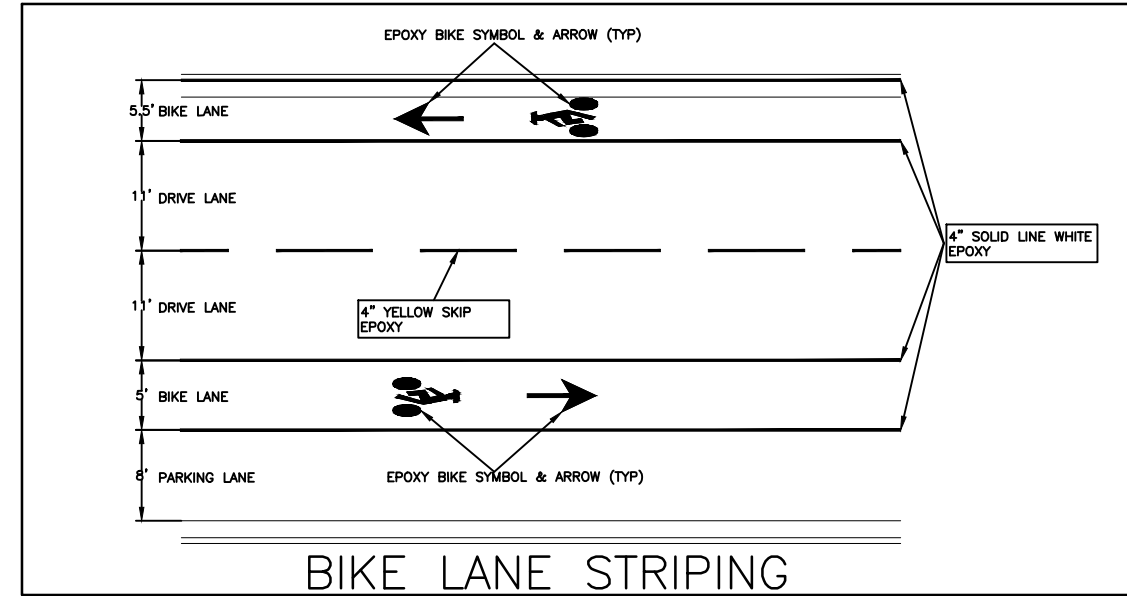
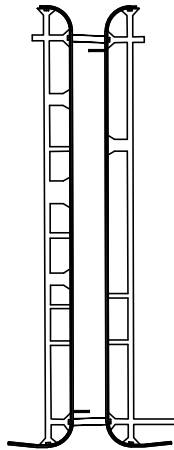


SIXTH STREET

SECOND STREET



UNION STREET



THIRD STREET

UNION STREET

SEVENTH STREET

FOURTH STREET

DIVISION STREET

24\"/>

6\"/>

EPOXY BIKE SYMBOL & ARROW (TYP)

4\"/>

WASHINGTON STREET

4\"/>

COLLEGE STREET

WINONA STREET

NEVADA STREET

FIFTH STREET

FIFTH STREET



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

TRAVIS L. WINTER
LIC. NO. 46649 DATE XX/XX/XX

DESIGNED
TLW
DRAWN
XXX-XXX
CHECKED
TLW



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN
BURNSVILLE, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN AMES, IA

REV.	BY	DATE

CITY OF NORTHFIELD
FOURTH STREET IMPROVEMENT 2010-05
TRAFFIC CONTROL / STRIPING

SHEET
10.6

4th Street Reconstruction Project Process

Date ¹	Project Step	Purpose of step	Council Action ²
July 6, 2009	Approve initiation of project (This step will be used until CIP is a complete developed document) and Authorize staff to request proposals for engineering services.	Notifies staff that project should move forward to the feasibility stage. This includes preparing a request for proposals for engineering services, evaluation of the submitted proposals for best value of services, and preparing a contract for council consideration. Note that professional services contracts are not required to go through the bidding process.	Motion
August 2009	Meet with Streetscape Task Force #1		
Sept. 15, 2009	RFP		
Sept. 28, 2009	Engineering Proposals Due		
Oct. 5, 2009	Order Preparation of Feasibility Report and award engineering services contract	Ordering of the feasibility report is a required step of 429 process. Staff intends to use an outside consultant to supplement current staffing levels.	Resolution (429)
Oct. 13, 2009	Forester Report	A trained forester or arborist will evaluate the trees along the project corridor and give recommendations for project considerations.	
Oct. 22, 2009	Hold First Neighborhood Meeting	The intent of this meeting will be to inform the neighborhood of the upcoming project and seek input on improvements. Input will be summarized and given to council.	
Oct. 22, 2009	Meet with Carleton		
October 2009	Draft Feasibility Report		
Nov. 5, 2009	Second Neighborhood Meeting	Present a draft of the feasibility report to the neighborhood for input prior to action by council.	
Nov. 16, 2009	Accept feasibility and call for Public Hearing	The engineer will present the proposed project including a cost estimate and potential assessments	Resolution (429)
Nov. 19 2009	Meet with Streetscape Task Force #2		
Dec. 21, 2009	Public Hearing on Improvements	<p>The purpose of the first hearing is for the council to discuss a specific local improvement before ordering it done. The council considers all the information in the feasibility report and any other information necessary for council deliberation.</p> <p>At the improvement hearing, interested persons may voice their concerns, whether or not they are in the proposed assessment area. A reasonable estimate of the total amount to be assessed and a description of the methodology used to calculate individual assessments for affected parcels must be available at the hearing. If the council rejects the project, it may not reconsider that same project unless another hearing is held following the required notice.</p>	Public Hearing (429)
Jan. 4, 2010	Order Improvement and Preparation of Plans and Specifications	The project may be ordered any time within 6 months after the improvement hearing. It is not advised to change project parameters after ordering the improvement. Upon ordering the improvement construction drawings and specifications are prepared. Any changes to the project parameters after this point will cause a redesign costing additional money for engineering services and staff time and causing a delay of the project.	Resolution (429)
March, 2010	State Aid Review	Submit Plans to State Aid for review and approval.	
Mar. 15, 2010	Third Neighborhood Meeting	Present the detailed plans and specifications to the neighborhood for input prior to council action.	
Mar. 16, 2010	Approve Plans and order advertisement for bids (Pending State Aid Approval)	This step is a requirement of the 429 process.	Resolution (429)

Mar. 20& 27, 2010	Publish Ad for Bid in Northfield News	Step in bidding process.	
Mar. 22& 29, 2010	Publish Ad for Bid in Construction Bulletin	Step in bidding process.	
April 13, 2010	Bid Opening – 1:00 pm	Step in bidding process.	
Apr. 20, 2010	Accept bids and award contract	This step is a requirement of the 429 process and allows staff to move forward with the construction process.	Resolution (429)
April/May 2010	Neighborhood Tour	Prior to the start of construction a walking tour of the project corridor will be taken meeting one on one with individuals to go over the details of construction, try to address concerns, and document existing conditions as necessary.	
Substantial May-Nov. 2010 Final June 2011	PROJECT CONSTRUCTION	Once the project is awarded staff manages the day-to-day operations. Typically a Resident Project Representative is on-site to make sure the project is constructed in accordance to the plans and specifications. Communications between the contractor and City is limited to the Engineer and Resident Project Representative. Significant changes would be brought to council for approval prior to the work being completed. Minor change orders and field directives are authorized by the Engineer to maintain project construction and schedules. All changes to the contract must be approved by council. Minor changes which occurs during project final acceptance.	
June 2011	Accept Improvements and Authorize Final Payment	The city engineer recommends to the council when final payment should be made to the contractor. The city council may accept the work by resolution. However, if the city fails to pay the amount due within 30 days of a monthly estimate, or 90 days after the final estimate, the city must pay interest on the past due amount as prescribed by law.	Resolution (429)

The following actions are also required by the 429 process to access benefiting property owners for the cost of the local improvement. These actions may be taken concurrently with the actions above.

Date ¹	Project Step	Purpose of step	Council Action ²
November 2009	Appraisal Report	Based on the City's new assessment policy, an appraisal of the project will be completed to determine the assessment rates.	
Nov. 16, 2009	Set date and time of Assessment Hearing	Best practice suggests cities pass a resolution setting the date and time of the assessment hearing and directing that the city clerk publish and mail notice about the assessment hearing.	Resolution (429)
Dec. 21, 2009	Assessment Hearing	The purpose of the second hearing, commonly known as the assessment hearing, is to give property owners an opportunity to express concerns about the actual special assessment. At the assessment hearing the council shall hear and consider all objections to the proposed assessment, whether presented orally or in writing.	Resolution (429)
April 20, 2010	Adopt Assessment	The council has some flexibility before it adopts the assessment roll and may change, or amend, the proposed assessment as to any parcel. Council must, by resolution, adopt the same as the special assessment against the lands named in the assessment roll. Once the assessment roll is adopted the assessments are set and become liens against the properties listed.	Resolution (429)

1 – Dates in bold text denote actions or events that have taken place. Dates in italics denote tentatively scheduled actions or events.

2 – A motion will be used for those items that are not necessary for the 429 assessment process. Resolutions are required for those steps that are part of the 429 process.

ITEM: Authorize staff to enter into an agreement for engineering services related to the extension of the NW Utilities

ACTION REQUESTED:

Proposed Motion For Consideration: _____ **Motion** _____ **Second**

The City Council of the City of Northfield authorizes staff to enter into a Professional Services Agreement with SRF Consulting Group, Inc. for the Engineering services associated with the Northwest Utilities Extension.

SUMMARY

The Council is being asked to authorize staff to enter into a contract for the work associated with design of the extension of utilities to the northwest along North Avenue. Staff received 2 quotes from qualified engineering companies. SRF Consulting Group, Inc. presented the best value of service and has a strong working relationship with the City. The fees for the proposed services will be charged on an hourly basis not to exceed \$27,800. The fees will be paid from the water and wastewater enterprise funds.

The contract will include the topographic survey, preliminary and final design of the utilities from the existing location at the hospital, west to the eastern edge of the Sorem property. If the design is completed this spring prior to the construction season, engineering staff can be used to complete the drafting offering a significant cost savings for the design. Ultimately the construction contract documents (Plans and Specifications) will be completed and ready for bidding should a funding source be found. Approval of the motion is for design services only and does not authorize bidding or construction of the project.

BACKGROUND INFORMATION

City staff continually looks for opportunities for alternative funding sources for various project needs within the City. Matching the funding source and its given criteria with local projects is key. Staff has been watching the development of two federal funding opportunities that focus on job creation. This goal is in line with economic development within the City, particularly the NW area. Both funding sources could align with the project of extending public sewer and water to the eastern boundary of the Sorem parcel of the newly annexed area in the northwest. Extension of these utilities would significantly increase the attractiveness of this area for economic development and would fit within the timelines of the master planning process.

A. 2011 Federal Appropriations Bill - Senator Franken's office released a request for information on local projects for the upcoming 2011 federal appropriations bill. The criteria that will be used to evaluate projects submitted are as follows:

1. Demonstrated need - does it create jobs?

2. Requested by group with proven record
3. State, local or private matching funds
4. No multi year projects (except transportation)
5. Not the first funding source
6. Is there a federal or state grant program that could fund your requests?

B. Federal Jobs Bill – There has been indication that another round of stimulus money is being considered know as the Jobs Bill. Very little information is known about the criteria for this funding at this time other than the time frames for delivery of a project will be 90-120 days. The bill did pass the House. There is potential for this funding to become available in a short period of time meaning projects that will qualify will have to be “shovel ready”.

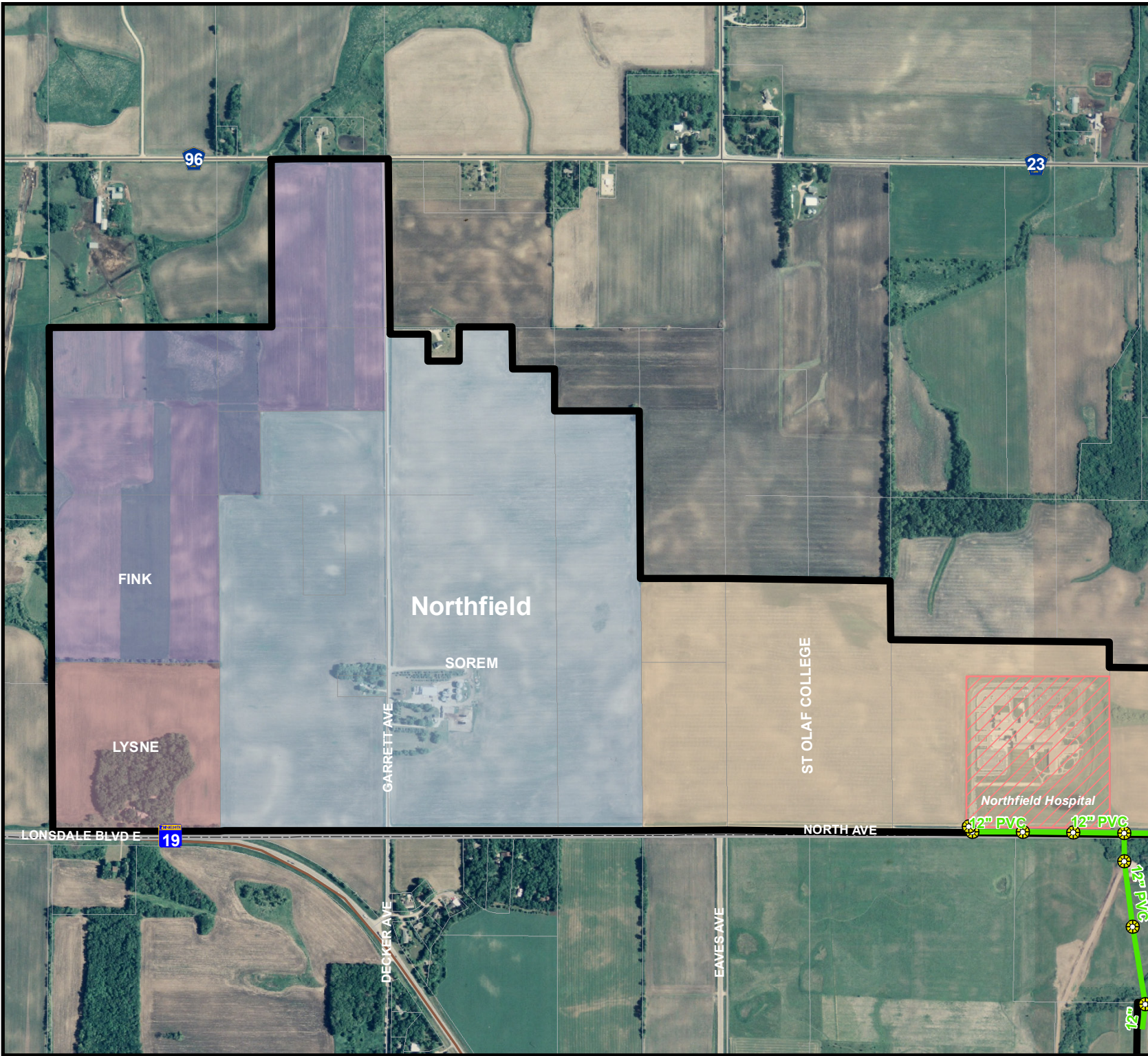
PROCESS CHECKLIST

Y	N	Checklist
X		Does this project fit within the identified Council goals, objectives, and priorities?
X		Does the project fit within the estimated budget & resource parameters?
NA		Is the public process identified consistent with the scope and implications of the project? <i>A public process was not identified with this project since it will only impact 3 property owners. Individual meetings with the property owners is expected. It should also be noted that the project is for design only.</i>
NA		Have the pertinent boards and commissions been identified for providing review, recommendations, or input? <i>This design project does not entail aspects that would be under the scope of review of boards or commissions. Although linked with the Master Planning process, the design of the utilities does not impact the planning process or vice versa.</i>
X		Is this decision consistent with current city plans (Comp Plan, Transportation Plan, Park Plan, etc)?
X		Have the future costs to city operations been calculated and identified?
NA		Are there measurable criteria to aid with the decision-making and have they been identified?
X		Have the suitable timelines and schedules been identified?

SUBMITTED BY: Joel Walinski, City Administrator
 Katy Gehler, P.E., City Engineer
 Jody Gunderson, EDA Director

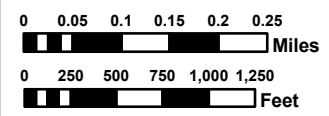
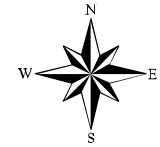
ATTACHMENTS: Figure

Annexation Area (2009)

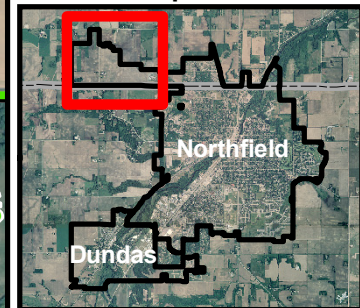


Legend

- Corporate Limits
- County Line
- Sanitary Manhole
- Watermain & Sanitary Sewer
- City Hospital



Location Map



Parcels: Rice Co., Dakota Co.
 Roads: MNDOT (2008)
 Hydrography: U.S.G.S. City of Northfield (2008)
 Aerial Photo: USDA (2009)

ITEM: Approve 2010 Season Pool Fees

ACTION REQUESTED:

The City Council of the City of Northfield hereby approves the attached Resolution 2010-024 which establishes the user fee structure for the 2010 Outdoor Pool Season.

SUMMARY

The City Council is being asked to resolution 2010-024 which establishes the user fees for the 2010 Outdoor Pool Season. The user fees established are based on balancing revenues with annual operating costs.

Staff reviewed a number of options regarding the user fees for the 2010 season. These options were an attempt to address direction from City Council to consider the fact that Northfield residents already contribute to pool operations through their taxes. Some of the options considered included:

1. Adding a percentage to the season pass rates for non-Northfield residents.
2. 'Capping' the number of household passes for Northfield residents. For example a Northfield household with 6 or more family members would be charged a maximum of 5 members. Households under the maximum cap would only be charged for actual number of members purchasing season passes. This discount would not apply to non-Northfield residents.
3. A combination of 1 and 2 above.

As a result of the above discussions staff is recommending the following changes to the 2009 user fees for the 2010 season:

- Increases in the season pass rates for additional family members from \$20 to \$25
- Non-Resident Fee for Season Pass holders created, additional 15%
- Scholarships for season pool passes previously available through Community Services and the Community Action Center funds are exhausted.
- Resident Family Season Pass fee capped at a \$185.00 (Five persons from same household, no additional fee charged above five persons).

Additionally for 2010 the operating season will be from June 12th to August 29th. The swimming lesson program will again be offered in partnership with the School District's Community Services Division. All the pieces of the Johnson Control project at the pool; the supplemental solar heating system and the pool covers will be implemented this summer. Staff will be reviewing the labor requirements involved with the pool covers to insure that potential savings in chemicals, water replacement, and heating are not being overcome by the additional labor required for opening and closing the pool.

Staff is recommending approval of the proposed fees, which are consistent with the Council direction and are estimated to offset facility-operating costs.

DECISION MATRIX:

Y	N	Checklist
X		Does this project fit within the identified Council goals, objectives, and priorities?
X		Does the project fit within the estimated budget & resource parameters? <i>Estimated pool revenues/expenses are balanced based on known previous history.</i>
NA		Is the public process identified consistent with the scope and implications of the project?
X		Have the pertinent boards and commissions been identified for providing review, recommendations, or input? <i>Park and Recreation Advisory Board was informed at their March 8, 2010 meeting of the planned rates and fees.</i>
NA		Is this decision consistent with current city plans (Comp Plan, Transportation Plan, Park Plan, etc)?
X		Have the future costs to city operations been calculated and identified? <i>Anticipated revenue/expenses are balanced to operate the pool on a revenue neutral basis annually.</i>
X		Are there measurable criteria to aid with the decision-making and have they been identified?
X		Have the suitable timelines and schedules been identified?

ATTACHMENTS

1. Resolution 2010-024
2. 2010 Proposed Pool Rates/Fees – Updated 03-08-10

SUBMITTED BY: *Brian Erickson, Public Works Operations Engineer
Jason Eisold, Recreation Manager*

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2010-024

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
NORTHFIELD, MINNESOTA ADOPTING 2010 POOL FEES

WHEREAS, the city of Northfield operates the Old Memorial Pool; and,

WHEREAS, the fees charged are used to offset the costs associated with operating the Old Memorial Pool.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council adopts, replacing all previous fee schedules, the following fee schedule for the 2010 Old Memorial Pool Season:

2010 Old Memorial Pool Fees

- Daily Admission \$4.50 (Under the age of 1 FREE)
- Twilight (after 5:00pm) \$2.75
- Resident Individual Season Pass \$75.00
- Non-Resident Individual \$86.25
- Resident Dual Season Pass (Two people from same household) \$110.00
- Non-Resident Dual Season Pass \$126.50 (Two people from same household)
- Resident Additional Family Member (From same household) \$25.00
- Non-Resident Additional Family Member (From same household) \$28.75

***Resident Fee Caped at \$185.00 (5 people on pass; additional family members from households with more than 5 pass holders are at no cost)*

- Open Swim Punch Card \$40.00 (Good for admission to 10 Open Swim Sessions)
- Lap Swim Punch Card \$30.00 (Good for admission to 10 Lap Swim Sessions)
- 50-Meter Portion of Pool Rented \$40.00/hour (No Staff Provided)
- Diving Well \$30.00/hour (No Staff Provided)
- Zero Depth Area \$25.00/hour (No Staff Provided)
- Private Pool Rental with Staff \$200.00/hour
- Shade Structure Rental \$25.00 (2 hours)
- Birthday Party Package \$50.00 (2 hours shade structure and 10 admissions)

PASSED by the City Council of the City of Northfield on this 16th day of March, 2010.

ATTEST:

City Clerk

Mayor

VOTE: ___ ROSSING ___ BUCKHEIT ___ DENISON ___ POKORNEY
 ___ POWNELL ___ VOHS ___ ZWEIFEL

2010 Proposed Pool Rates/Fees

Updated 3-8-10

Proposed 2010 Rates-Fees

- Daily Admission \$4.50 (Under the age of 1 FREE)
- Twilight (after 5:00pm) \$2.75
- Resident Individual Season Pass \$75.00 (*81 Sold in 2009*)
- **Non-Resident Individual \$86.25**
- Resident Dual Season Pass (Two people from same household) \$110.00 (*504 Sold in 2009*)
- **Non-Resident Dual Season Pass \$126.50 (Two people from same household)**
- Resident Additional Family Member (From same household) \$25.00 (*793 Sold in 2009*)
- **Non-Resident Additional Family Member (From same household) \$28.75**
- ***Resident Fee Caped at \$185.00 (5 people on pass; additional family members from households with more than 5 pass holders are at no cost)*
- *Open Swim Punch Card \$40.00 (Good for admission to 10 Open Swim Sessions)*
- *Lap Swim Punch Card \$30.00 (Good for admission to 10 Lap Swim Sessions)*
- *50-Meter Portion of Pool Rented \$40.00/hour (No Staff Provided)*
- *Diving Well \$30.00/hour (No Staff Provided)*
- *Zero Depth Area \$25.00/hour (No Staff Provided)*
- *Private Pool Rental with Staff \$200.00/hour*
- *Shade Structure Rental \$25.00 (2 hours)*
- *Birthday Party Package \$50.00 (2 hours shade structure and 10 admissions)*

Proposed 2010 Dates & Times of Operation

June 12th to August 29th (*78 Days*)

Open Swim

Monday to Sunday 11:30am to 8:00pm

Lap Swim

Monday thru Saturday 9:15am to 11:15 am

Sunday to Saturday 6:00pm-8:00pm One lane will be designated for lap swim during Open Swim

2009 Rates-Fees

- Daily Admission \$4.50 (Under the age of 1 FREE)
- Twilight (after 6:00pm) \$2.75
- Individual Season Pass \$75.00 (*78 Sold in 2008*)
- Dual Season Pass (Two people from same household) \$110.00 (*517 Sold in 2008*)
- Additional Family Member (From same household) \$20.00 (*863 Sold in 2008*)
- Lap Swim Punch Card \$30.00 (Good for admission to 10 Lap Swim Sessions)
- 50-Meter Portion of Pool Rented \$40.00/hour; No longer rented as lanes (*No Staff Provided*)
- Diving Well \$30.00/hour (No Staff Provided)
- Zero Depth Area \$25.00/hour (No Staff Provided)
- Private Pool Rental with Staff \$200.00/hour

2009 Dates & Times of Operation

June 6th to August 23rd (*78 Days*)

Open Swim

Monday to Sunday 11:30am to 8:00pm

Lap Swim

Monday thru Saturday 9:15am to 11:15 am

Sunday to Saturday 6:00pm-8:00pm One lane will be designated for lap swim during Open Swim

ITEM: Letter Supporting Lifting of the Gag Order Regarding the Dan Patch Line

ACTION REQUESTED:

Proposed Motion For Consideration: _____ **Motion** _____ **Second**

The City Council of the City of Northfield hereby supports the removal of the gag order placed on the feasibility study of railway corridor lines conducted by the Minnesota Department of Transportation which includes the proposed Dan Patch corridor. Furthermore, the City Council requests that Mayor Rossing send letters to Representative David Bly and Senator Kevin Dahle supporting their efforts to lift the gag order imposed by the Minnesota Legislature and their ongoing efforts to improve transportation in Minnesota.

SUMMARY:

The Council is being asked to support the removal of the gag order placed on the feasibility study of railway corridor lines conducted by the Minnesota Department of Transportation (MnDOT) which includes the proposed Dan Patch corridor. The feasibility study was completed by the MnDOT in 1997 and the Minnesota Legislature placed a gag order on the discussion of the findings of the feasibility study concerning the Dan Patch rail line in 2002. The Council is also being asked to authorize a request to Mayor Rossing to provide letters of support to Representative David Bly and Senator Kevin Dahle supporting their effort to remove these restrictions and supporting their ongoing efforts to improve transportation in Minnesota.

The primary goal of the feasibility study conducted by MnDOT was to determine if the use of existing freight railroad lines could provide a transportation alternative to automobile commuting. They identified that “out of 19 rail corridors studied, six proved to be feasible of supporting commuter rail services. Those six lines were divided into two tiers. The first tier was given more priority than the second based on characteristics of each corridor, such as predicted ridership, public support, and geographic feasibility.” The Dan Patch corridor was placed in the first tier and given top priority along with the Northstar and Red Rock corridors. The Northfield Comprehensive Plan identifies that the community of Northfield values a “safe, convenient, multi-modal, and environmentally-responsible transportation system for Northfield and the surrounding region.” Lifting the Dan Patch Line restrictions would allow the city of Northfield to use the information in the Dan Patch study to assess our situation and move forward in our planning.

The draft letters of support are provided as Attachments #1 and #2.

ATTACHMENTS:

1. Draft letter of support to Representative David Bly
2. Draft letter of support to Senator Kevin Dahle

SUBMITTED BY: *J. Walinski, City Administrator*

March 16th, 2010

Representative David Bly
557 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
Saint Paul, Minnesota 55155

Representative David Bly,

Thank you for your work in previous legislative sessions regarding the Dan Patch commuter line planning and development restrictions removal. The Dan Patch line is a proposed commuter rail line linking Minneapolis and Northfield. I am writing to you on behalf of the Northfield City Council to offer our support in this matter.

According to Mn/DOT's website "During the 1997 Minnesota Legislative session, the Legislature instructed the Minnesota Department of Transportation (Mn/DOT) to conduct a feasibility study to determine if the Twin Cities metropolitan area could support commuter rail service. The primary goal of this study was to determine if the use of existing freight railroad lines could provide a transportation alternative to automobile commuting." They identified that "out of 19 rail corridors studied, six proved to be feasible of supporting commuter rail services. Those six lines were divided into two tiers. The first tier was given more priority than the second based on characteristics of each corridor, such as predicted ridership, public support, and geographic feasibility." The Dan Patch corridor was placed in the first tier and given top priority along with the Northstar and Red Rock corridors. However in 2002, individuals objecting to the Dan Patch line were successful in placing a gag order on the study and restricting the discussion of the proposed corridor.

Based on statements in our comprehensive plan and supporting documents, the community of Northfield values "safe, convenient, multi-modal, and environmentally-responsible transportation system for Northfield and the surrounding region." Lifting the Dan Patch Line restrictions would allow the city of Northfield to use the information in the Dan Patch study to assess our situation and move forward in our planning. We would welcome the opportunity to assist your efforts to lift the planning and development restrictions on the Dan Patch commuter line.

Thank you for your ongoing efforts to improve public transportation for Minnesotans.

Sincerely,

Mary Rossing
Mayor, City of Northfield

March 16, 2010

Senator Kevin Dahle
Senate District 25
320 State Capitol
Saint Paul, Minnesota 55155-1606

Senator Kevin Dahle,

Thank you for your work in previous legislative sessions regarding the Dan Patch commuter line planning and development restrictions removal. The Dan Patch line is a proposed commuter rail line linking Minneapolis and Northfield. I am writing to you on behalf of the Northfield City Council to offer our support in this matter.

According to Mn/DOT's website "During the 1997 Minnesota Legislative session, the Legislature instructed the Minnesota Department of Transportation (Mn/DOT) to conduct a feasibility study to determine if the Twin Cities metropolitan area could support commuter rail service. The primary goal of this study was to determine if the use of existing freight railroad lines could provide a transportation alternative to automobile commuting." They identified that "out of 19 rail corridors studied, six proved to be feasible of supporting commuter rail services. Those six lines were divided into two tiers. The first tier was given more priority than the second based on characteristics of each corridor, such as predicted ridership, public support, and geographic feasibility." The Dan Patch corridor was placed in the first tier and given top priority along with the Northstar and Red Rock corridors. However in 2002, individuals objecting to the Dan Patch line were successful in placing a gag order on the study and restricting the discussion of the proposed corridor.

Based on statements in our comprehensive plan and supporting documents, the community of Northfield values "safe, convenient, multi-modal, and environmentally-responsible transportation system for Northfield and the surrounding region." Lifting the Dan Patch Line restrictions would allow the city of Northfield to use the information in the Dan Patch study to assess our situation and move forward in our planning. We would welcome the opportunity to assist your efforts to lift the planning and development restrictions on the Dan Patch commuter line.

Thank you for your ongoing efforts to improve public transportation for Minnesotans.

Sincerely,

Mary Rossing
Mayor, City of Northfield

ITEM: Budget – Approach for 2010 Reductions & Beyond

SUMMARY

Staff seeks direction on addressing the significant amount of state aid cuts anticipated for this year and next. See attached General Fund summary. We need preliminary indication of what types of cuts and/or increased or alternative revenues are acceptable to the Council and which are not. This will allow us to more effectively focus our time and energy in devising an appropriate fix to the 2010 General Fund budget.

Establishing an initial framework can also help inform the community of the City's approach to addressing our budget dilemma.

There are no large individual items that can be isolated and recommended for elimination that will make up for the \$700,000 cut anticipated for this year. The budget deficit will be made up through a series of expenditure reductions and revenue increases – many of them at an amount of \$10,000 or less.

While we are specifically requesting guidance in the following areas, any comments and suggestions are welcome.

1. City services:

Is there any benefit to the Council spending time identifying core city services and / or essential city services?

Do we identify / target those current services that are not typical municipal services for an entity our size?

Is there any benefit to the Council spending time rank-ordering city services? Not only by primary category, i.e., public safety, public works, etc., but specific services and levels within each category (snowplowing schedules)? Do you have any thoughts on how this information should be presented to you?

On a longer-term basis, we will be reviewing opportunities to share services with other cities or the county. For example, multiple Housing and Redevelopment Authorities exist within Rice County. Should we be looking at consolidation opportunities as well?

If we consider reducing hours at City Hall and other places, the reduction of services and how we deliver remaining services will require further study. Is this something you wish to pursue?

2a. City fees and charges:

The annual update to the City's existing fees and charges will continue. Is there any merit or interest in implementing charges for services that are currently provided for free to the public? A few examples include:

- Library programs;
- Athletic field rental;
- Building re-inspection fees;
- Fees for late rental inspections.

2b. New (significant) revenues:

A franchise fee (on gas and / or electric bills) is one of two known options. The other is establishing a street light utility. The street light utility would be designed to offset up to \$230,000 in costs currently in the General Fund budget. The franchise fee scenario could provide up to \$300,000 or more. Both of these options couldn't be implemented soon enough to help balance the 2010 deficit, but could be available for 2011.

Is there the political will to consider these options at this time? Both options would require significant lead-time to implement. Engaging those entities who would be most affected is a big part of it.

3. Public input:

Gathering broad public input in light of more apparent (to the public) service cuts is very important. Timely updates in the weekly Administrator's Memo and the Commons will continue. We can also highlight budget-related information, reports and actions on the City's website.

Presentations can be developed and provided to community groups as a means inform and gather input. If you agree, are there specific groups that we should schedule meetings with? Do you wish to participate in these?

Is there any interest in doing a more formal community survey? This would involve an outside consulting firm and fees that are not currently budgeted.

4. Property Tax Levy Increase for 2011:

The property tax base will contract further for next year. How much? We don't know yet as only preliminary values are available from Dakota County at this point. Here is my ballpark estimate:

Total Tax Capacities:	2007	2008	2009	2010	2010 Revised	2011 Estimate
Residential	9,264,085	9,782,168	9,884,946	9,182,179	9,212,294	8,321,196
Non-homestead Residential	1,895,626	2,117,702	2,228,407	2,291,201	2,257,193	2,031,474
Commercial / Industrial	3,476,672	4,266,574	4,387,040	4,393,879	4,398,687	4,136,337
Agricultural	31,306	35,780	39,450	39,883	62,024	57,893
Other	242,701	154,900	153,629	112,272	114,506	114,755
Subtotal	14,910,390	16,357,124	16,693,472	16,019,414	16,044,704	14,661,655
Less: TIF Districts	(654,093)	(1,109,014)	(1,040,765)	(930,326)	(895,260)	(864,685)
Taxable Net Tax Capacity	14,256,297	15,248,110	15,652,707	15,089,088	15,149,444	13,796,970
Change from Prior Year - \$	1,202,137	991,813	404,597	(563,619)	(503,263)	(1,292,118)
- %	9.2%	7.0%	2.7%	-3.6%	-3.2%	-8.6%

With no increase in the dollar amount of the City's levy for next year, the tax rate will increase from 40.370 to 45.697. The average home of \$250,000, cited in previous years, decreased in value to \$230,000 for 2010 taxes. For 2011, this will likely decrease another 10% to \$207,000. An estimate of the City taxes for 2010 and 2011 on this average home under these parameters is shown below:

	2010	2011
Market Value	\$ 230,000	\$ 207,000
Tax Capacity	2,300	2,070
City Tax Rate	0.403700	0.456972
MV Ref Rate	0.000151	0.000166
City Taxes	\$ 963.17	\$ 980.25

It will be awhile before we have all of the necessary data to project taxes on different types of property. But at this point, what level of property tax increase can be supported? Under what circumstances would you support a property tax levy increase?

ATTACHMENTS:

General Fund summary

SUBMITTED BY: *Kathleen McBride, Finance Director*

	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Actual</u>	<u>2009</u>		<u>2010</u> <u>Adopted</u>	<u>2010</u> <u>Cut</u>	<u>2011 - 2012</u> <u>Cut</u> <i>Estimated**</i>
			<u>Amended</u>	<u>YTD - July</u>			
REVENUES BY MAJOR CATEGORY							
Property Taxes	3,728,589	4,064,156	4,749,051	258,469	4,924,864		(295,081)
Other Taxes	98,861	82,822	82,000	36,948	82,000		
Licenses & Permits	767,521	510,507	282,376	180,116	302,300		
Intergovernmental	3,930,890	3,425,215	3,419,144	1,630,955	2,904,648	(739,706)	(1,531,749)
Charges for Services	1,145,051	1,466,176	1,340,630	330,065	1,359,492		
Fines, Fees & Forfeitures	108,508	118,814	108,250	65,850	111,550		
Other Revenue	283,243	405,881	345,992	106,146	423,033		
Other Financing Sources	268,507	221,746	348,075	11,023	316,575		
TOTAL REVENUES	<u>10,331,170</u>	<u>10,295,317</u>	<u>10,675,518</u>	<u>2,619,572</u>	<u>10,424,462</u>	<u>9,684,756</u>	<u>7,857,926</u>
EXPENDITURES BY MAJOR FUNCTION							
GENERAL GOVERNMENT							
Mayor & Council	153,543	117,117	92,488	44,952	125,273		
Administration	709,235	499,281	418,806	233,173	446,418		
City Clerk	-	224,679	189,929	100,287	195,489		
Elections	10,424	46,213	8,500	355	52,000		
Finance	400,003	420,517	399,108	227,196	410,981		
Information Technology	-	288,266	355,283	136,720	325,378		
Human Resources / Risk Mgmt	366,016	416,038	312,950	164,934	326,616		
Community Development	156,699	207,889	193,240	102,623	131,668		
Planning	279,590	229,855	169,681	100,898	192,763		
General Govt. Buildings	148,195	125,028	172,700	91,049	172,938		
Total General Government	<u>2,223,705</u>	<u>2,574,883</u>	<u>2,312,685</u>	<u>1,202,187</u>	<u>2,379,524</u>		
PUBLIC SAFETY							
Police	2,972,066	2,728,126	2,900,891	1,452,013	2,856,135		
Fire	496,645	439,921	463,676	141,762	527,593		
Building Inspections	380,609	303,099	237,392	144,977	186,639		
Total Public Safety	<u>3,849,320</u>	<u>3,471,146</u>	<u>3,601,959</u>	<u>1,738,752</u>	<u>3,570,367</u>		
PUBLIC WORKS							

	2007	2008	2009		2010	2010	2011 - 2012
	Actual	Actual	Amended	YTD - July	Adopted	Cut	Cut
							<i>Estimated**</i>
Engineering	362,814	438,075	409,812	235,017	440,565		
Streets	1,031,933	1,203,780	1,079,160	521,472	913,506		
Street Lighting	208,051	211,667	227,200	131,028	227,000		
Facilities	823,568	766,900	363,035	187,113	269,809		
Total Public Works	<u>2,426,366</u>	<u>2,620,422</u>	<u>2,079,207</u>	<u>1,074,630</u>	<u>1,850,880</u>		
CULTURE & RECREATION							
Ice Arena	34,897	154,840	295,843	295,396	157,521		
General Parks	-	-	155,161	66,338	222,990		
Athletic Facilities	-	-	169,751	67,336	232,089		
Outdoor Pool	133,382	185,133	159,676	94,850	196,159		
Library	988,570	1,038,273	1,041,368	575,829	1,004,486		
Total Culture & Recreation	<u>1,156,849</u>	<u>1,378,246</u>	<u>1,821,799</u>	<u>1,099,749</u>	<u>1,813,245</u>		
OTHER FINANCING USES							
Other Financing Uses	354,299	379,924	394,977	98,133	698,457		
Transfers Out	202,191	226,458	207,342	-	207,342		
Total Other Financing Uses	<u>556,490</u>	<u>606,382</u>	<u>602,319</u>	<u>98,133</u>	<u>905,799</u>		
TOTAL EXPENDITURES	<u>10,212,730</u>	<u>10,651,079</u>	<u>10,417,969</u>	<u>5,213,451</u>	<u>10,519,815</u>		
Revenues and Other Finances Sources over (under) Expenditures and Other Financing Uses	<u>118,440</u>	<u>(355,762)</u>	<u>257,549</u>		(95,353)		
Appropriated Fund Balance					<u>95,353</u>		
Budget Balance					<u>-</u>		

ITEM: Discussion on Council Goals 2010

SUMMARY

The City Council is being asked to continue discussion on goals following-up their discussion on February 16, 2010. At that meeting Council Members Pokorney and Buckheit agreed to review the information submitted by councilors and review the organizational structure of the document. Their effort was to identify more specific action steps and streamline and provide a hierarchical structure to the format reflecting the information and suggestions provided by the Mayor and Councilors. Attached is the updated version for your review (Attachment #1).

Tonight the council is being asked to:

- Review the format and changes made.
- Prioritize the different goals and underlying initiatives.
- Identify the group or individual that will have some responsibility in ensuring the goal or initiative is completed.

:

ATTACHMENTS:

1. 2010 Council Goals March 10, 2010 Draft

SUBMITTED BY: *J. Walinski, City Administrator*

Strategic Direction 1: **Continuously improving communication with staff, citizen advisory groups and community**

Goal/action step	Responsibility	Priority
Goal #1: Council will develop and implement <u>Develop and implement</u> initiate a communication plan for presentation of 2010 Council Goals		
1.1 Establish Council Goals		
1.2 Communicate Council Goals to staff and establish action steps. <i>(reordered – staff, then advisory groups, then public)</i>		
<u>1.2.1 Action steps</u>		
1.3 Communicate Council Goals to citizen advisory groups and establish their roles and responsibilities in implementation		
<u>1.3.1 Action steps</u>		
1.4 Communicate Council Goals to general public through website, newsletter, local media and townhall/ward meetings.		
<u>1.4.1 Action steps</u>		
Goal #2: Develop and implement a communication plan for <u>Develop and implement a communication plan for</u> Effectively communicate information on capital projects <i>(can this be combined with #3 communicating about capital projects is just one type of project to communicate about)</i>		
Update City Web Site information on capital projects regularly. P (3)		
Establish “talking points” for key <u>capital</u> projects. (1)		
Create Ggraphic timeline showing projects’ progress		
Goal #3 Develop and implement a plan <u>Develop and implement a plan</u> Establish framework for sustainable citizen communication		
Goal #3- Use More effective use of electronic media <u>effectively</u>		
3.1.1 Complete laser fiche project		
3.1.2 Update city website/ Establish plan for <u>Sustaining and improve update of</u> city website		
3.1..2.1 Add council pages to website (info, liaisons, map of ward, area		

of interest)		
3.1.3 <u>Consider including social media as part of communications plans</u>		
3.2 <u>Establish face-to-face communication plan</u> Establish listening sessions/ward meetings		
3.3 <u>Evaluate use of broadcast media</u>		
3.3.1 <u>Evaluate cable broadcast</u>		
3.3.2 <u>Consider live streaming</u>		
3.4 <u>Maximize print/traditional media use</u>		
Adopt plan for getting to citizens efficiently (vague as stated)		
Identify council communication network contact tree (personal responsibility rather than council goal)		
Goal #4 Involve citizens/groups in <u>work of the City</u> maintenance and improvement of city facilities (is this a separate goal? Could these steps be incorporated elsewhere?)		
Establish book of projects format and approval process		
Establish adopt a park procedure and oversight		

Strategic Direction #2: Building a foundation for a vibrant community where resources are carefully managed and preserved and which integrates economic, environmental and community values for long term success

Goal/Action step	Responsibility	Priority
Goal #1: The Council will eEstablish a long-term sustainable financial framework:		
1-1 Actively plan to maintain and improve City operations w/o State support (3)		
<u>2010 Budget revisions</u>		
<u>2011 Budget planning</u>		
<u>Establish Financial Advisory Board</u> (<i>community "experts" to evaluate financial structure and policy, not budget specifics</i>)		
1-2 Determine Process for Funding for Facility Project (Grants/Tax/ Partners)		
Goal #2 The Council will establish policies Participate in the MN GreenStep cities program for which establish long-term sustainable management of <u>land resources</u> the natural resources:		
http://www.cleanenergyresourceteams.org/greensteps (program home page) http://www.cleanenergyresourceteams.org/greensteps/best-practices (download the best practices)		
2-1 Complete land development code/ (<i>presumes completing the code requires aligning regulations with Comp Plan</i>)		
Adopt tree protection policy (this would likely be part of the land development code)		
Improve development process without compromising our values		
2-2 <u>Develop annexation policy</u>		
NW annexation master plan (1) – P		
2-3 Develop annual report on Comp Plan		
Goal #3 <u>Participate in the MN GreenStep cities program to establish cost-effective policies to conserve energy</u>		
3.1 Adopt standards for energy efficiency in public building projects		
3.2 Establish city wide energy policy and benchmarks		

<p><u>Support PACE legislation: PACE bond proceeds are lent to commercial/ residential property owners to finance energy efficiency measures and small renewable energy systems. The bonds are repaid over 20 years via an annual assessment on their property tax bill</u></p>		
<p><u>Goal #4 Participate in the MN GreenStep cities program to create an energy-efficient, highly interconnected, transportation system</u></p>		
<p><u>4-1 Review all development projects & City projects for opportunities to improve pedestrian /bike access to downtown and near schools, which may include pedestrian crossings of TH3, Mill Towns Trail, gaps in sidewalks, bicycle lanes, etc</u></p>		
<p><u>4-2 Complete safe routes to school engineering study –SRTS Task Force (engineering study completed; should further steps be taken)</u></p>		
<p><u>Goal #5 Participate in the MN GreenStep cities program to protect and sustain the natural environment through integrated environmental management programs</u></p>		
<p>5-1 Establish conservation programs in solid waste, stormwater (inc. rain gardens)</p>		
<p>5-2 Complete stormwater management ordinances</p>		
<p>5-3 Begin multi-jurisdictional planning for stream protection, natural resource preservation, wind energy, etc.</p>		
<p>Review ICLEI participation: ICLEI is an international association of local governments as well as national and regional local government organizations that have made a commitment to sustainable development. (Could be part of larger plan for developing resources & support for our city action steps) – could GreenStep cities substitute or is it included in GreenStep Cities plan/</p>		

Strategic Direction #3 Providing city facilities to ensure excellent service to our citizens within the financial limitations of the city

Goal #1 Establish prioritized facility improvement program:		
<u>1.1 Develop 2011 -2015 CIP – P</u>		
1.2 Educate the public on needs for facilities – P <i>(for all facilities as needs identified, prioritized, not just police, fire, library)</i>		
<u>1.3 Adopt sustainable building policy for new municipal buildings. (3)</u> <i>(could be moved to GreenStep cities)</i>		
Goal #2 Continue progress on major facilities projects Specific Facility Priorities – Safety Center, Library, Parks, Liquor Store		
<u>2.1 Continue progress on Police/Fire Station projects</u>		
<u>2.1.1 Select architect</u>		
<u>2.1.2 Finalize planning</u> <i>(includes establish location of facilities, create architect drawings and determine actual cost of facilities)</i>		
<u>2.1.3 Develop Select Financing Method Scenarios / Alternatives – P</u>		
<u>Goal #3 Continue progress toward Library expansion in 2014</u>		
<u>Goal #4 Create sustainable park development and maintenance program</u>		
4.1 Develop and inventory property assessment needs (parks)		
4.2 Develop recommendations to park operating efficiencies (cost controls) (1)		
<u>4.3 Develop funding strategy for GW Corridor Plan- P</u>		
4.4 Prioritize connectivity among parks and Greenway Corridor areas		
Liquor Store maintenance-routine maintenance		