

City Council Meeting Date: February 16, 2010
Consent
ITEM: 1
Motion

ITEM: Reviewing Disbursements

ACTION REQUESTED:

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

The City Council of the City of Northfield hereby reviews disbursements totaling \$ 513,044.46.

Disbursement Description	Date	Amount
<i>2/5/10 Accounts Payable Checks</i>	<i>2/5/10</i>	<i>\$ 513,044.46</i>
	<i>TOTAL</i>	<i>\$ 513,044.46</i>

SUMMARY

The City Council is being asked to review disbursements for \$ 513,044.46. They are within the limitations of the approved budget and resources available.

SUBMITTED BY: *Julie Nordmeier, Accountant*

ATTACHMENTS:

1. Disbursement Lists

ITEM: Second Reading of Ordinance No. 904 – Amending Section 2-57 (c) – Meetings

ACTION REQUESTED:

The City Council is being asked to have the first reading of Ordinance No. 904 amending Section 2-57 (c) regarding meetings of the city council.

SUMMARY:

This proposed change is in response to the City Council changing their regular meeting date to the first and third Tuesday of the month. The only change proposed is in Section 2-57 (c) eliminating language regarding meeting on the first Monday of January and replacing it with “at the first meeting of the year.” Section 2-57 (a) establishes that regular meetings of the council be held as prescribed by resolution. Resolution 2009-125 adopted by the City Council on December 21, 2009, states that the meeting schedule shall remain in effect until modified by the Council. Removing specific meeting day language from the city code provides for a more flexible efficient process if an elected or appointed body chooses to change their meeting days. Staff recommends approval of the first reading of Ordinance No. 904.

Existing City Code Section 2-57 regarding meetings reads as follows:

Section 2-57. - Meetings

- (a) Regular meetings of the council shall be held as prescribed by resolution, which resolution shall state the days, time and usual location of all regular meetings.
- (b) At least 12 hours before a special meeting of the council, the city clerk shall notify each member of the time, place, and purpose of the meeting by causing written notice thereof to be delivered to the member personally if the member can be found or, if the member cannot be found, by leaving a copy at the place of residence of the member or by notifying the member by phone, voicemail or e-mail. Any special meeting properly called shall be a valid meeting for the transaction of any business that may come before the meeting. In an emergency, this notice requirement may be waived.
- (c) On the first Monday of January that is not a legal holiday, the council shall meet at the usual place and time for holding council meetings, and the council shall:
 - (1) Designate the depositories of municipal funds.
 - (2) Designate the official newspaper.
 - (3) Choose a president pro tem from the councilmembers, who shall perform the duties of the mayor during the disability or absence of the mayor or in case of a vacancy in the office of mayor, until a successor has been appointed and qualifies.
 - (4) Appoint such officers and employees and such members of boards, commissions, and committees as may be necessary.
- (d) Notice of all meetings of the council and its committees and commissions shall be given to the public in compliance with the law.

SUBMITTED BY: *Deborah A Little, City Clerk*

ATTACHMENTS:

Ordinance No. 904

ORDINANCE NO. 904

**AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA, AMENDING
NORTHFIELD CODE CHAPTER 2, ARTICLE II**

**THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT
NORTHFIELD CODE CHAPTER 2, ARTICLE II, SEC. 2-57 IS HEREBY AMENDED
AS FOLLOWS (deleted material is lined out; new material is underlined; subsections
which are not being amended are omitted):**

Sec. 2-57. – Meetings.

- (c) At the first meeting of the year, the council shall meet at the usual place and time for holding council meetings, and the council shall:
- (1) Designate the depositories of municipal funds.
 - (2) Designate the official newspaper.
 - (3) Choose a president pro tem from the councilmembers, who shall perform the duties of the mayor during the disability or absence of the mayor or in case of a vacancy in the office of mayor, until a successor has been appointed and qualifies.
 - (4) Appoint such officers and employees and such members of boards, commissions, and committees as may be necessary.

Passed by the City Council of the City of Northfield this 16th day of February, 2010.

ATTEST:

City Clerk

Mayor

VOTE: BUCKHEIT DENISON POKORNEY POWNELL
 ROSSING VOHS ZWEIFEL

First reading: _____

Second reading: _____

Published: _____

City Council Meeting Date: February 16, 2010

CONSENT

Item: 3

Ordinance No. 905

ITEM: Consider Second Reading of Ordinance No. 905 Revising City Code Section 34-59 to Change Planning Commission Meeting Date

ACTION REQUESTED:

The City Council is being asked to give a second reading of Ordinance No. 905 that would change the regular Planning Commission meeting date. The following is a summary of this agenda item:

- At their meeting on December 15, 2009, the Planning Commission agreed to change their regular meeting date from the second and fourth Tuesday of the month to the first and third Thursday of the month. This change was in response to the City Council changing their regular meeting date to the first and third Tuesday of the month (with a City Council Work Session on the second Tuesday of the month).
- By moving the Planning Commission meeting to the first and third Thursday, it is estimated that the development review approval process (Planning Commission recommendation to City Council decision) can be reduced from 20 days to 12 days.
- The Planning Commission approved a change to their by-laws on January 7, 2010, to change their regular meeting date to the first and third Thursday of the month.
- City Code Section 34-59 (a) states that the Planning Commission shall meet on the second and fourth Tuesday of the month. As shown in Ordinance No. 905, this language would be revised to state that the Commission's by-laws would now describe on which dates the Commission would meet. This draft language is similar to what is proposed in the draft Land Development Code (LDC) that City Staff and the Commission are working on. Regulating meeting specifics through the by-laws is less cumbersome, if changes are needed, than regulating meeting specifics through the City Code, since a revised ordinance would not be required for a change to the by-laws.

RECOMMENDATION:

At their meeting on January 21, 2010, the Planning Commission held a public hearing on the ordinance, took public testimony, and then recommended to the City Council that they adopt the text language in Ordinance No. 905 revising the City Code to reflect the change of the Planning Commission meeting date.

Staff also recommends adoption by the City Council of Ordinance No. 905 upon second reading.

The following is a description of how the proposed date change relates to the City Council's checklist:

Y	N	Checklist
	NA	Does this project fit within the identified Council goals, objectives, and priorities?
	NA	Does the project fit within the estimated budget & resource parameters?
Y		Is the public process identified consistent with the scope and implications of the project? A public hearing was held by the Planning Commission on January 21, 2010.
Y		Have the pertinent boards and commissions been identified for providing review, recommendations, or input?
Y		Is this decision consistent with current city plans (Comp Plan, Transportation Plan, Park Plan, etc)? Yes, Comprehensive Plan Objective #10 (Land Use, Chapter 4) is to improve the development review process.
	NA	Have the future costs to city operations been calculated and identified?
Y		Are there measurable criteria to aid with the decision-making and have they been identified? Yes, City Staff has estimated that the development review approval process could be reduced from 20 days to 12 days.
Y		Have the suitable timelines and schedules been identified?

ATTACHMENT:

1. Ordinance No. 905

SUBMITTED BY: Dan Olson, City Planner

ORDINANCE NO. 905

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA, AMENDING CHAPTER 34, LAND DEVELOPMENT REGULATIONS, ARTICLE II, ADMINISTRATION AND ENFORCEMENT, DIVISION 2, PLANNING COMMISSION AND ZONING BOARD OF APPEALS, SEC. 34-59, MEETINGS

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT:

Northfield Code Chapter 34, Land Development Regulations, Article II, Administration and Enforcement, Division 2, Planning Commission and Zoning Board of Appeals, Sec. 34-59, Meetings, is hereby amended as follows (new material is underlined; sections and subsections not being amended are omitted):

CHAPTER 34. LAND DEVELOPMENT REGULATIONS

ARTICLE II. ADMINISTRATION AND ENFORCEMENT

DIVISION 2. Planning Commission and Zoning Board of Appeals

Sec. 34-59. Meetings.

(a) Regular meetings. The planning commission shall meet on the dates specified in the bylaws for the Commission. The first meeting of the year of the planning commission and of the zoning board of appeals shall be on the second Tuesday in January. Regular meetings shall be held on the second and fourth Tuesdays of each month effective January 1, 2003, unless such day is a legal holiday or an election day in the city, in which case the regular meeting shall be held on the following Wednesday, and provided that regular meetings may be cancelled if there is no business before the commission functioning as either planning commission or zoning board of appeals.

Passed by the City Council of the City of Northfield this 16th day of February, 2010.

ATTEST:

City Clerk

Mayor

First Reading: _____

Second Reading: _____

Published: _____

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

ITEM: Second Reading of Ordinance No. 908 Amending Section 34-301(h) of the Municipal Code Related to the Two Year Sunset provision of the Building Code Board of Appeals for the City of Northfield.

ACTION REQUESTED:

Proposed Motion for Consideration: _____ **Motion** _____ **Second**

The City Council of the City of Northfield hereby approves Ordinance No. 908 on second reading which will continue the existence of a Building Code Board of Appeals for one more year.

SUMMARY:

When the City Council established the Building Code Board of Appeals in March of 2008, the ordinance that established the Board had a two year sunset provision that would result in the Board automatically going away if the Council did not take affirmative action to extend the existence of the Board.

Ordinance No. 908, which is now before the Council for action, would extend the existence of the Board for one additional year. Since the inception of the Board, the Board has not met; therefore, there has not been an apparent demand for the authority of the Board that would clearly justify the continued existence of the Board. The authority of the Board is to decide on appeals of decisions made by the Building Official.

The members of the Building Code Board of Appeals are also the same members that make up the Rental Housing Code Board of Appeals. These members have been appointed as Building Code Board members for only one year since there was a noticeable delay between the establishment of the Board and the appointment of members. For this reason, it is reasonable that the existence of the Building Code Board of Appeals should be extended for one additional year.

Staff recommends that the City Council adopt Ordinance No. 908 on the second reading.

SUBMITTED BY: *Brian P. O'Connell, Community Development Director*

ATTACHMENT:

Ordinance No. 908: Amending Section 34-301(h) related to the Building Code Board of Appeals.

ORDINANCE NO. 908

**AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA, AMENDING
NORTHFIELD CODE CHAPTER 34, ARTICLE V, DIVISION 2**

**THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT
NORTHFIELD CODE CHAPTER 34, ARTICLE V, DIVISION 2, SEC. 34-301 IS
HEREBY AMENDED AS FOLLOWS (deleted material is lined out; new material is
underlined; subsections which are not being amended are omitted):**

Sec. 34-301. - Building code board of appeals.

(h) "*Sunset*" provision. This section 34-301 shall expire and be of no further force or effect ~~two~~
three years following its effective date (March 18, 2008) unless the council acts by ordinance to
readopt it.

Passed by the City Council of the City of Northfield this 16th day of February, 2010.

ATTEST:

City Clerk

Mayor

VOTE: BUCKHEIT DENISON POKORNEY POWNELL
 ROSSING VOHS ZWEIFEL

First reading: _____
Second reading: _____
Published: _____

City Council Meeting Date: February 16, 2010

Consent

ITEM: 5

Resolution 2010-013

ITEM: Approve resolution formally accepting gifts and donations given to the City of Northfield in 2009

ACTION REQUESTED:

The City Council is being asked to officially accept the gifts and donations given to the City during 2009. Minn. State. 465.03 provides that acceptance of gifts of real or personal property by the City shall be by resolution and approved by a two-thirds majority vote.

SUMMARY

The details of individual gifts are listed on Exhibit A, which is made part of the resolution. Overall, the City received \$428,757.33 in specific gifts or general donations. This total does not include all of the in-kind donations of time, supplies or materials contributed.

SUBMITTED BY: *Kathleen McBride, Finance Director*

ATTACHMENTS:

1. Resolution 2010-013
2. Exhibit A – 2009 Gifts and Donations

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2010-013

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
NORTHFIELD, MINNESOTA ACCEPTING GIFTS RECEIVED BY THE CITY OF
NORTHFIELD IN 2009

WHEREAS, the City of Northfield received numerous gifts in 2009; and,

WHEREAS, the City Council expresses its gratitude for the gifts given to the Northfield
community.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The City Council of the City of Northfield hereby accepts with great appreciation the gifts given in
2009 as shown in Exhibit A to this resolution.

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

ATTEST:

City Clerk

Mayor

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

ITEM: Support for application for Federal Recreational Trail Program grant for maintenance of Mill Towns State Trail

ACTION REQUESTED:

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

The City Council of the City of Northfield approves Resolution 2010-014– Supporting and authorizing an application to the Minnesota Department of Natural Resources for Federal Recreational Trail Program grant funding for maintenance of the Mill Towns State Trail.

SUMMARY

The Council is being asked to pass a resolution supporting an application for grant funding through the Federal Recreational Trail Program. The Federal Recreational Trail Program provides reimbursements to local governments for trail projects located solely within the state of Minnesota. The program is derived from the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA) and approximately \$2,000,000 is available for grants in 2010.

The Friends of the Mill Towns State Trail have asked that the City of Northfield apply for fund for the resurfacing and widening of the 2 miles of existing Mill Towns State Trail along the Cannon River. The terms of the program would require a 50% match for any funds provided. The cost of the project is estimated at \$300,000 and the application is for \$150,000. If awarded grant funds, \$50,000 of the \$150,000 match would come from funds provided by the Friends of the Mill Towns State Trail. The City is working with the DNR on acquiring additional match dollars and the City may be asked to supply some of the remaining match.

Applications for 2010 Federal Recreational Trail Program grants are due by February 26, 2010. All applications will be reviewed by a committee at the DNR with award decisions being announced in June 2010. All projects awarded through this year’s grants must be completed by June 30, 2012 and immediately available for use to the general public.

Y	N	Checklist
X		<u>Does this project fit within the identified Council goals, objectives, and priorities?</u> Goal #2 identifies preserving natural resources and promoting a sustainable multi-modal transportation system
X		<u>Does the project fit within the estimated budget & resource parameters?</u>

X	<u>Is the public process identified consistent with the scope and implications of the project?</u>
X	<u>Have the pertinent boards and commissions been identified for providing review, recommendations, or input?</u>
X	<u>Is this decision consistent with current city plans (Comprehensive Plan, Transportation Plan, Park Plan, etc)?</u>
X	<u>Have the future costs to city operations been calculated and identified?</u>
	<u>Are there measurable criteria to aid with the decision-making and have they been identified? N/A</u>
X	<u>Have the suitable timelines and schedules been identified?</u>

ATTACHMENTS: 1. Resolution 2010-014
2. Map

SUBMITTED BY: *Jennifer Nash, Assistant to the City Administrator*
Joel Walinski, City Administrator

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2010 – 014

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA SUPPORTING AND AUTHORIZING THE APPLICATION TO THE MINNESOTA DEPARTEMNT OF NATURAL RESOURCES FOR FEDERAL RECREATIONAL TRAIL PROGRAM GRANT FUNDING FOR MAINTENANCE OF THE MILL TOWNS STATE TRAIL

WHEREAS, all Minnesota communities benefit from a well maintained, efficient and adequately funded transportation system that offers diverse modes of travel; and

WHEREAS, the Friends of the Mill Towns State Trail have asked the City to submit an application for grant funding for the repaving of the Mill Towns State Trail along the Cannon River; and

WHEREAS, the Mill Towns State Trail is an important part of the Greenway Corridor System plan, which is the cornerstone of the Northfield Comprehensive Park, Open Space, and Trail System plan adopted by the City Council in 2008; and

WHEREAS, the Federal Recreational Trail grant program offers an opportunity to apply for funds to maintain the existing Mill Towns State Trail; and

WHEREAS, the City of Northfield supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to repave the existing approximately 2 miles of Mill Towns State Trail along the west side of the Cannon River in Northfield; and

WHEREAS, the City of Northfield recognizes the fifty (50) percent match requirement for the Federal Recreational Trail Program and has secured the matching funds;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

If the City of Northfield is awarded a grant by the Minnesota Department of Natural Resources, the City of Northfield agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Northfield will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the City Council of the City of Northfield names the fiscal agent for the City of Northfield for this project as:

Kathleen McBride
Finance Director
City of Northfield
801 Washington St
Northfield, MN 55057

BE IT FURTHER RESOLVED, the City of Northfield hereby assures the proposed recreational trail will be maintained for a period of no less than 20 years.

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

ATTEST

City Clerk

Mayor

VOTE: ___ROSSING ___POWNELL ___BUCKHEIT ___DENISON
 ___ZWEIFEL ___POKORNEY ___VOHS

ITEM: Rice County Grant Application to apply for a Broadband Technology Opportunities Program (BTOP)

ACTION REQUESTED:

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

The City Council of the City of Northfield hereby passes Resolution 2010-015 – Supporting a Rice County grant application to the Broadband Technology Opportunities Program (BTOP) for a middle-mile fiber system connecting key institutions in Rice County.

SUMMARY

The Council is being asked to support Rice County’s effort to develop a broadband middle-mile fiber system connecting key institutions throughout the County. Rice County’s intent is to apply for a Broadband Technology Opportunities Program ARRA grant to help fund this project.

The City of Northfield will directly benefit from the planned system, because the County will provide direct fiber connections to Northfield Ice Arena, Northfield Library, Northfield Liquor Store, Memorial Pool, Northfield City Hall, Northfield Community Center, Northfield Hospital, Northfield Public Works, Northfield Safety Center, Northfield Transit, Northfield Wastewater Treatment and the Northfield Water Department. This new connectivity will allow us to easily and rapidly communicate with our own sites, and also with Rice County and the other organizations taking part in this project. Just as importantly, this connectivity gives us the future potential to access the Internet at a much greater bandwidth than is currently available to us.

The County proposes to fund the initial build out of the core fiber ring system, using grant funds and its own funding sources. Additional build out costs beyond the link to the Northfield City Hall could be the responsibility of the City of Northfield, which is estimated to be in the range of \$0 to \$176,869.40. Also, the ongoing maintenance of the fiber links from Northfield City Hall to the rest of our sites would be the responsibility of the City of Northfield, which is estimated at \$17,360.00 to \$34,720.00 per year.

At this time, Rice County is seeking support and there is no commitment of funds from the City of Northfield.

Y	N	Checklist
X		<u>Does this project fit within the identified Council goals, objectives, and priorities? 2009.</u> Fits towards City Council Goal 2 (Sustainability).
		<u>Does the project fit within the estimated budget & resource parameters?</u> N/A
X		<u>Is the public process identified consistent with the scope and implications of the project?</u>
		<u>Have the pertinent boards and commissions been identified for providing review, recommendations, or input?</u> N/A
		<u>Is this decision consistent with current city plans (Comprehensive Plan, Transportation Plan, Park Plan, etc)?</u> N/A
	X	<u>Have the future costs to city operations been calculated and identified?</u> Grant application only.
		<u>Are there measurable criteria to aid with the decision-making and have they been identified?</u> N/A
		Have the suitable timelines and schedules been identified? N/

ATTACHMENTS: 1. Resolution 2010-015
2. Letter of Support

SUBMITTED BY: *Melissa Reeder, Information Technology Director*

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION #2010-015

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA TO SUPPORT A RICE COUNTY GRANT APPLICATION TO THE BROADBAND TECHNOLOGY OPPORTUNITIES PROGRAM (BTOP) FOR A MIDDLE-MILE FIBER SYSTEM CONNECTING KEY INSTITUTIONS IN RICE COUNTY.

WHEREAS, Rice County will fund the initial build out of the core fiber ring system, using grant funds and its own funding sources, and

WHEREAS, the City of Northfield will directly benefit from the planned system because the County will provide direct fiber connections to the Northfield Ice Arena, Library, Liquor Store, Memorial Pool, City Hall, Community Center, Hospital, Public Works, Safety Center, Transit, Wastewater Treatment and the Water facilities, and

WHEREAS, we anticipate this broadband middle-mile fiber system will promote economic development in our area because the County plans to place an empty/spare conduit along with the active fiber to be leased or sold to private companies, and

WHEREAS, the City of Northfield is not responsible for any investments at this time, but could be responsible for estimated costs in the range of \$0 to \$176,869.40 to link buildings beyond the Northfield City Hall, and

WHEREAS, the City of Northfield is not responsible for ongoing maintenance at this time, however will incur ongoing maintenance of the fiber links from the Northfield City Hall to the rest of the Northfield sites, which is estimated at \$17,360.00 to \$34,360.00 per year.

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

The city council supports Rice County's submittal of a grant application to the Broadband Technology Opportunities Program (BTOP) for a middle-mile fiber system connecting key institutions in Rice County.

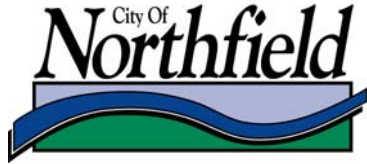
PASSED by the City Council of the City of Northfield on this 16th day of February 2010.

ATTEST

City Clerk

Mayor

VOTE: ____ ROSSING __ BUCKHEIT ____ DENISON ____ POKORNEY
____ POWNELL ____ VOHS ____ ZWEIFEL



February 16, 2010

Mr. Gary Weiers
Rice County Administrator
Government Services Building
320 NW 3rd Street
Faribault, MN 55021

Dear Administrator Weiers,

SUBJECT: Resolution supporting Rice County BTOP Grant Application

The City of Northfield wishes to express its commitment as a partner in Rice County's effort to develop a broadband middle-mile fiber system connecting key institutions throughout the County. We understand the County will apply for a Broadband Technology Opportunities Program ARRA grant to help fund this project, and we support Rice County in this grant application. Our commitment is outlined in the City of Northfield Resolution 2010-015.

The City of Northfield will directly benefit from the planned system, because the County will provide direct fiber connections to Northfield Ice Arena, Northfield Library, Northfield Liquor Store, Memorial Pool, Northfield City Hall, Northfield Community Center, Northfield Hospital, Northfield Public Works, Northfield Safety Center, Northfield Transit, Northfield Wastewater Treatment and the Northfield Water Department. This new connectivity will allow us to easily and rapidly communicate with our own sites, and also with Rice County and the other organizations taking part in this project. Just as importantly, this connectivity gives us the future potential to access the Internet at a much greater bandwidth than is currently available to us. This increased capacity will help us serve our constituents and residents and students more effectively and efficiently.

We also anticipate this broadband middle mile fiber system will promote economic development in our area because the County plans to place an empty/spare conduit along with the active fiber. This could be sold or leased to private companies who could then use this backbone as a "jumping off point" to provide Internet services to our local businesses and residents.

We understand that the County will fund the initial build out of the core fiber ring system, using grant funds and its own funding sources, but the additional build out costs beyond the link to the Northfield City Hall could be the responsibility of the City of Northfield, which is estimated to be in the range of \$0 to \$176,869.40. Also, the ongoing maintenance of the fiber links from

Northfield City Hall to the rest of our sites would be the responsibility of the City of Northfield, which is estimated at \$17,360.00 to \$34,720.00 per year.

Recognizing the long-term benefits both to the City of Northfield and our community, the City of Northfield strongly encourages the NTIA to award grant funding to Rice County for this very worthwhile project.

Sincerely,

Ms. Mary Rossing
Mayor, City of Northfield, MN

ITEM: Items related to the Surface Water Management Ordinance

ACTION REQUESTED:

A. Authorize staff to enter into an agreement for engineering services related to the update of the City's surface water management ordinances

Proposed Motion For Consideration: _____ Motion _____ Second

The City Council of the City of Northfield authorizes staff to enter into a Professional Services Agreement with Barr Engineering for engineering services associated with preparing a surface water management ordinance and corresponding policy document.

SUMMARY

The Council is being asked to authorize staff to enter into a contract for the work associated with creating a surface water management ordinance and the partnering policy document. The fees for the proposed services will be charged on an hourly basis not to exceed an estimated \$65,000.00.

Staff received 3 proposals from qualified engineering companies. Interviews were held with all three companies on Friday, January 29, 2010. The evaluation panel discussed the merits of each firm and came to a consensus that Barr would provide the best value of service. The evaluation panel consisted of the following members:

Paul Jackson, St. Olaf Environmental Studies and Chemistry
John Schade, St. Olaf Environmental Studies and Biology
Beth Kallestad, CRWP
Joel Walinski, City Administrator
Brian O'Connell, Community Development Director
Brian Welch, GIS Technician
Katy Gehler, City Engineer

B. Endorse the Community Plan for the Surface Water Management Ordinance Process

Proposed Motion For Consideration: _____ Motion _____ Second

The City Council of the City of Northfield endorses the community plan for the Surface Water Management Ordinance Process.

SUMMARY

Staff facilitated a discussion on the community process to be used for the drafting of the surface water management ordinances at the Feb. 10, 2010 work session. Council indicated that the plan presented was acceptable. Staff is seeking formal approval of the process. The handout from the work session is attached. Specific meeting dates will be set during a kick-off meeting with the consultant.

BACKGROUND INFORMATION:

In 2007 the City updated its Comprehensive Plan and Surface Water Management Plan and adopted a new Greenway Corridor Plan. The comprehensive plan set the groundwork and priorities for protection of our waters and natural resources. The Surface Water Management Plan and the Greenway Corridor Plan built off of these core values and addressed issues related to management of surface water and natural resources. The next level of protecting our resources is ensuring regulations and policies are in place to accomplish the specific goals.

The current city code addresses stormwater within the Land Development Code (LDC). The code was created over 10 years ago with the stormwater pieces scattered through the LDC. The disjointed nature of the regulations makes it very difficult to follow. Significant advances in stormwater management have also been made over the last decade that is reflected in the SWMP. In conjunction with the City's plans is the NPDES MS4 permit granted in 2008. The federally mandated program requires the city not only to look at regulation in response to land use changes, it requires other regulations be put in place that address enforcement, operation and maintenance. For these reasons the stormwater regulations have been placed in a chapter of their own to show the importance of the regulations and make the City Code more user friendly. In 2009 the City updated the stormwater code by adopting a new erosion and sediment control ordinance in compliance with current day practices and the City's NPDES MS4 permit. The next step in the process is to draft regulations and policies to address a number of other stormwater concerns including:

- Incorporate changes in stormwater regulations outlined in Section V of the 2007 Surface Water Management Plan. The plan can be found on the City's website:
<http://www.ci.northfield.mn.us/government/cityplans/surfacewaterplan>
- Incorporate recommendations of the Greenway Corridor Plan. The plan can be found on the City's website:
<http://www.ci.northfield.mn.us/government/cityplans/greenwaycorridorplan2007>
- Address life cycle regulation of low impact development stormwater techniques that could include plan design and review, installation, ongoing maintenance and inspections, property rights, etc.
- Update the shore land protection section to be in compliance with the anticipated update of the DNR model ordinance and consider community desires for shore land protection.
- Consider and address the recommendations of the Rice Creek Concerned Citizens Group (attached).
- Incorporate provisions to meet or exceed the requirements in the NPDES MS4 permit for illicit discharges and connections.

- Incorporate provisions for Expanded Discharges as necessary.

PROJECT GOALS

The overall project goal is protecting the surface waters within the City of Northfield including the Cannon River, Spring Creek, Heath Creek and Rice Creek. Both the Cannon River and Rice Creek are special waters of the state and require additional considerations. The strategies from the Comprehensive Plan that apply to this project have been listed below. Specifically the issues listed above will be addressed.

	Objective / Strategy
Community Identity	
CI 1	Continue to preserve Northfield’s rural heritage.
CI 2.2	Identify strategic locations to more effectively integrate the Cannon River into the fabric of the downtown, while also protecting its environmental quality and enhancing its visual appearance. <i>Ordinances regulating the Cannon as a Wild and Scenic River with a recreational status will be updated.</i>
Land Use	
LU 6	Be a good steward of the natural environment.
LU 6.1	When appropriate, establish development patterns that respect the natural environment by mandating conservation subdivisions. <i>Conservation subdivisions will be considered when developing the surface water management ordinance.</i>
LU 6.2	Prepare educational material on alternative development choices for protecting natural areas — for the public and development community. <i>There will be educational opportunities during the process of developing the surface water management ordinances. It is recommended that the EQC be engaged to help complete this task.</i>
LU 6.4	Identify and prioritize land for open space preservation. <i>Riparian buffers and open space requirements that meet the goals of protecting the City’s water resources will be addressed during development of the surface water management ordinances. This may include identifying buffer widths along streams and identifying other key areas of preservation as it relates to the health of surface waters (i.e. wetlands).</i>
LU 6.5	Create a program to acquire open space and environmentally significant lands. <i>The tools for acquiring buffers and open space will be considered in the context of creating regulations. This may include requirements for dedication of land upon land division. A program to address land rights of buffers and open space that is not part of a land division will be addressed in the future.</i>
LU 6.6	Require dedication of existing significant tree stands and critical riparian habitat as part of the subdivision process for major subdivisions as identified in the Natural Resources Inventory. <i>Riparian buffers will be considered in the context of providing benefit to the surface water management goals.</i>
LU 6.7	Conduct coordination meetings with neighboring jurisdictions on protecting and linking open space, especially as it pertains to Rice Creek with Dundas and Bridgewater Township. <i>A community plan will be presented and approved by the council prior to significant work on the project. The plan will include the inclusion of various project partners including Bridgewater Township and the City of Dundas. It should be noted that an initial meeting was held with representatives of the City of</i>

	<i>Dundas, Bridgewater Township, Northfield Township and Waterford Township to gage the level of participation in the overall process. Bridgewater Township has also invited Council members and staff to a meeting on Feb. 13 to discuss monitoring and regulations in place along other trout streams.</i>
LU 6.8	Improve buffers along the Cannon River to enhance the natural qualities of the river. For the areas in and around downtown, care should be taken to improve the natural qualities of the river, while still respecting the existing built environment. <i>Regulation of buffers along the Cannon River, in particular the requirements of the DNR shoreland and Wild and Scenic ordinance, will be integrated into the surface water management ordinance. Specific program or project identification is not within the scope of the current project.</i>
Environmental Resources	
ER 1	Develop and approve a city-wide sustainability plan.
ER 1.1	Promote education about energy and resource conservation in the community. <i>There will be educational opportunities during the process of developing the surface water management ordinances. It is recommended that the EQC be engaged to help complete this task.</i>
ER 1.3	Natural resource conservation will be incorporated into the design and construction of residential, commercial and industrial development. <i>The standards set forth in Section V of the Surface Water Management Plan will be incorporated into the ordinance. These standards address various aspects of surface water management including decreasing overall volume discharge that directly impacts the total amount of pollutant loading to a resource.</i>
ER 1.4	New development will enhance conservation of surface water resources, including management of storm water runoff. <i>The performance standards set forth in Section V of the Surface Water Management Plan will be codified through this process.</i>
ER 2	Protect and enhance environmentally significant areas.
ER 2.1	Maintain standards and regulations to control development on steep slopes (generally those over 12 percent) to control soil erosion and sedimentation and to minimize the removal of natural vegetation. <i>The ordinance will address this strategy.</i>
ER 2.2	Preserve sufficient natural open space and greenway corridors, as identified in the 2008 Park System Plan and the Natural Resources Inventory, in order to provide habitat for wildlife and provide scenic and recreational qualities for the community. <i>Riparian buffers will be considered in the context of providing benefit to the surface water management goals.</i>
ER 2.3	Encourage planting of native vegetation and development of habitat (such as native species, trees and grasses with deep root structures) within buffer areas and along streams and waterways as identified in the Greater Northfield Greenway System Action Plan and the Natural Resources Inventory (NRI), and educate residents about the benefits of using native plant species in residential landscaping. <i>Riparian buffers will be considered in the context of providing benefit to the surface water management goals. It is recommended that the EQC be engaged to complete the education piece of this strategy.</i>
ER 3	Protect and enhance water quality.

ER 3.1	As the City looks at infiltration practices in stormwater management, care will be taken to locate these features away from shallow bedrock areas that could increase the risk of groundwater contamination. <i>The City will consider design recommendations for infiltration practices in areas with high bedrock.</i>
ER 3.2	Protect and enhance the quality of groundwater to minimize the potential of contamination to the drinking water supply. <i>The City will consider design recommendations for infiltration practices in areas with high bedrock.</i>
ER 3.3	Protect and enhance the quality of surface waters including the Cannon River and its creek tributaries. The Surface Water Management Plan identifies current strategies that should be updated periodically to remain current with regulations and acceptable practices. The City may consult with other educational and technical agencies and/or organizations to achieve this strategy. <i>The practices set in place in the 2007 surface water management plan will be codified through the drafting of the ordinance. As appropriate, additional performance standards will be recommended. The City has initiated conversations with the surrounding governmental agencies, CRWP, and faculty from St. Olaf. Continued coordination and input from these entities will be facilitated throughout the process.</i>
ER 3.4	The City will cooperate with Bridgewater Township, the City of Dundas, the Minnesota DNR and any other regulatory agency to manage the regional creeks, especially Rice Creek, which is a trout stream. <i>The City has initiated conversations with the surrounding governmental agencies, CRWP, and faculty from St. Olaf. Continued coordination and input from these entities will be facilitated throughout the process.</i>
Sewer, Water and Storm Water	
SW 2.1	Require Stormwater Management and Erosion Control Plans, as described in the 2007 Surface Water Management Plan, for projects that may have an impact on local surface water. <i>The ordinance will address this strategy.</i>
SW 2.2	Work with the counties, townships, watershed organizations, citizens and upstream landowners (outside the city's jurisdiction) to encourage upstream pollutant reduction similar to those being used within city limits. <i>The focus of this project is creation of a regulation for areas within City Limits. Within this process the City will coordinate with Bridgewater Township in the creation of a document that addresses management of the Rice Creek Watershed.</i>
SW 2.3	In new developments, redevelopments, and expansion projects encourage creative stormwater management solutions that make use of the most current stormwater management strategies including the use of Best Management Practices and Low Impact Development techniques. <i>Chapter V of the Surface Water Management Plan has established performance standards that allow for flexibility in selecting the best management practices for a site. These standards will be codified as part of the process.</i>
SW 2.4	Give special attention to surface water management runoff controls in projects that might affect Rice Creek and the Rice Creek Watersheds. <i>Chapter V of the Surface Water Management Plan has established performance measures that provide a greater level of protection than the remaining watersheds. In addition to these performance standards the project will also include creation of a policy document that addresses management of the Rice Creek Watershed.</i>

CONTRACTING LAWS AND POLICIES

There are two elements a city must consider to determine if the competitive-bidding law applies to a particular contract: the type of contract and its estimated price.

Under the competitive-bidding law, the definition of the term “contract” is broad, but it does not include all contracts. The competitive-bidding law applies to:

- Contracts for the sale, purchase or rental of supplies, materials or equipment.
- Contracts for the construction, alteration, repair or maintenance of real or personal property.

Professional services, such as those provided by engineers, lawyers, architects, accountants, and other services requiring technical, scientific or professional training are exempt from competitive bidding requirements.

ATTACHEMENTS: *Community Plan Process*

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

Technical Steering Committee (TSC)

The TSC is intended to be a group of individuals with specific credentials to guide the technical aspects of creation of the surface water management ordinance. The areas of expertise that are recommended be represented are pollutant fate and transport, water chemistry, ecology, hydrology, geology, policy, and staffing/budgets. It is anticipated that this group will guide the creation of the ordinance with input from the Council, City Boards and Commissions, other advisory groups and the general public. It is possible that others could be called upon when necessary to provide further direction.

Suggested members include:

- Paul Jackson, Ph.D., St. Olaf Associate Professor, Analytical Chemistry, Separations, Environmental Analysis
- John D. Schade, Ph.D., St. Olaf Assistant Professor, Biology and Environmental Studies, Ecology, Nutrient Cycling
- Hugh Valient, DNR Fish and Wildlife Rep.
- Beth Kallestad, Cannon River Watershed Partnership
- Brian Welch, Ph.D., Geology and Geophysics, Aquifer Hydrology, Northfield GIS Technician,
- Katy Gehler, P.E., M.S. Water Resources, Northfield City Engineer

Advisory Group

The advisory group is intended to be a larger group that has interest in the creation of the regulation for various reasons but may be focused more on policy and implementation. For example members of the Planning Commission, EQC, local builders and developers, or other citizens having an interest in the process could be included in this group. It is anticipated that the meeting of the Advisory group be both for explaining the reasoning for recommendations of the TSC along with getting input and comments on the policies.

Community Plan

TSC

It is anticipated that the TSC will meet 1-2 times per month with the consultant to discuss technical issues related to creation of the overall ordinance.

Advisory Group

Meeting 1 – Project Kick-off

The purpose of this meeting is to flush out all concerns, issues, ideas or other input at the beginning of the process.

Meeting 2 – Project Input

The purpose of this meeting is to present the work of the consultant and TSC in a preliminary form to get feedback.

Meeting 3 – Final Ordinance review

The purpose of this meeting will be to review the final draft of the ordinance for final comment and input prior to the Council's consideration.

Community Meetings

Open House 1 – The purpose of this open house would be to allow the general public an opportunity to express any concerns, issues, or ideas at the beginning of the process.

Open House 2 – The purpose of this meeting is to allow the general public the opportunity to weigh in on the preliminary draft of the ordinance.

Open House 3 – The purpose of this meeting is to allow the general public the opportunity to weigh in on the final draft of the ordinance.

City Council

Work Session 1 – The purpose of this work session will be to provide an update to the council including comments and input from the Advisory Group's Meeting 2 and the Open House 2. Policy questions that the TSC needs guidance on would be raised during this work session.

Work Session 2 – The purpose of this work session will be to present the final draft of the ordinance to the City Council for final comment prior to the first reading of the ordinance.

ITEM: Consider adoption of the Safe Routes to School Study

ACTION REQUESTED:

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

The City Council of the City of Northfield adopts the Safe Routes to Schools Plan prepared by SRF Consulting, Inc. and the corresponding memo from the Safe Routes to Schools Steering Committee.

SUMMARY:

At the December 14, 2009 work session, staff presented the results of the Safe Routes to School study and supplemental memo from the SRTS grant steering committee. The report is now presented in its final draft form for adoption by the City Council (a printed copy of the report is available in the Engineering or the Council office at City Hall, or through the city's website). The memo from the steering committee summarizes the results of the report and recommendations. The purpose of the report and memo was to identify the needs to address the barriers related to children walking or biking to school in order to allow the City and school district to identify and apply for funding sources to begin to address those needs. Adoption of the plan does not commit the City to funding any of the projects identified. However, it does show the City's commitment to work with the School District on specific transportation issues, define project responsibilities, and discuss ongoing evaluations.

BACKGROUND INFORMATION:

Reducing barriers to students who want to walk to school helps to improve safety, provide opportunities for exercise, and also reduces traffic congestion in the vicinity of school grounds during morning arrival and afternoon departure times. The Safe Routes to Schools program sponsored by the MN Dept. of Transportation provided grant money that allowed the City of Northfield and the Northfield Public School District to study the barriers to student walking and bicycling to school. Due to Mn/DOT rules the study was restricted to K-8 schools. These types of studies focus on the five "E"s: Education, Enforcement, Engineering, Encouragement, and Evaluation.

A steering committee consisting of City staff, School District staff, and members from the Non-motorized Transportation Task Force was developed to write the grant proposal and, upon award of the grant, to shepherd SRTS activities. The City of Northfield was the official recipient of the grant funds and has administered the distribution of funds. A large portion of the grant was used to hire an engineering consultant to evaluate the routes to the 3 elementary schools and the middle school. SRF Consulting, Inc. was selected from the firms who responded to the RFP because of their experience with other SRTS programs in the Twin Cities area.

As described in further detail in the memo, the final report identifies a wide range of issues near each of the three elementary schools and the middle school. While a number of these issues may be addressed relatively quickly or inexpensively, there are some that are considerably more expensive or involve a significant change to infrastructure. Some elements, such as improving the sidewalk network, require coordination with the CIP to avoid making improvements prior to upcoming infrastructure projects.

The report identifies possible pedestrian improvements for the intersection of Division St (TH 246) and Jefferson Pkwy, but also acknowledges that the lack of student pedestrian traffic and Mn/DOT traffic warrants make it difficult to justify the high price of major infrastructure changes (\$300,000+ for a traffic signal up to \$3,000,000 for a pedestrian bridge). As outlined in the memo, the City and School District plan to pursue both short-term and long-term goals for the intersection. For the short-term: Police enforcement has been stepped up at the intersection during the morning and afternoon periods of high traffic on school days. The Intersection Control Evaluation study required by Mn/DOT before any change is made at the site has been included in the City’s CIP for 2010. Looking longer term: Ongoing and regular assessment of pedestrian traffic volume (both student and non-student) at the intersection is planned. The School District and City are working on ways to coordinate “walking school buses” and other ideas to increase adult supervision of student walkers. The City will also pursue ongoing interaction with Mn/DOT regarding plans for TH 246 to address pedestrian safety concerns.

PROCESS CHECKLIST:

Y	N	Checklist
Y		Does this project fit within the identified Council goals, objectives, and priorities? This study addresses aspects of the general Transportation goals of the City.
Y		Does the project fit within the estimated budget & resource parameters? The study was financed through a Mn/DOT grant. The report identifies needs to reduce barriers to K-8 students walking to school in order for the City and school district to pursue funding opportunities to remedy these barriers. Adoption of the report does not commit the City to funding any of the recommendations. It does commit the City to working with the School District to identify funding responsibility and sources.
Y		Is the public process identified consistent with the scope and implications of the project? An open house was conducted by SRF Consulting, Inc. at the Bridgewater Elementary School on June 10, 2009 as part of the study. The school district organized a parent survey as well.
Y		Have the pertinent boards and commissions been identified for providing review, recommendations, or input? The Non-Motorized Transportation Task Force was represented on the SRTS Steering Committee.

Y	N	Checklist
Y		Is this decision consistent with current city plans (Comp Plan, Transportation Plan, Park Plan, etc)? The study further identifies school-related pedestrian needs in a manner that refines the general recommendations of the Transportation Plan and the Park, Open Space, and Trail System Plan.
Y		Have the future costs to city operations been calculated and identified? The study estimates costs to address the needs identified by the study. Funding to support specific solutions should be sought in the future by the City and school district. Any increase in costs to maintain the recommended solutions (i.e. pedestrian bridge) would be considered in the evaluation of the use of that solution. Immediately Council and staff time will be needed to coordinate funding responsibility and sources.
Y		Are there measurable criteria to aid with the decision-making and have they been identified? The attached memo was presented earlier to the City Council at the 12/14/09 work session. The memo outlines Staff interpretation of the report, develops a timeline for future work, and starts the process of prioritizing the tasks ahead.
Y		Have the suitable timelines and schedules been identified? The memo provides a general timeline to continue progress on SRTS issues into the future in cooperation with the school district.

ATTACHMENTS:

1. SRTS Steering Committee Memo

SUBMITTED BY: *Brian Welch, GIS Technician*
Katy Gehler, P.E., City Engineer

ITEM: Consider adoption of the TH3/TH19 Modal Integration Study

ACTION REQUESTED:

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

The City Council of the City of Northfield adopts TH3/TH19 Modal Integration Study prepared by Bolton and Menk, Incorporated.

SUMMARY

At the December 14, 2009 work session, staff presented the short-term recommendations as a follow-up to the early discussion of the project, which focused on the pieces of the project included in the grant application. All of the recommendations were incorporated into the final report along with the background information gathered for the project. The report is now presented in its final draft form for adoption by the City Council (a printed copy of the report is available in the Engineering office at City Hall).

BACKGROUND INFORMATION

In July the City, working with Bolton and Menk transportation engineers, evaluated the options for integrating various modes of transportation within the TH3/TH19 corridor. The results of the evaluation were used to support an application for funding through the ARRA TIGER grant program. Much of the early discussion focused on the pieces of the project included in the grant application. Outside of the larger projects, there were a number of short-term improvements that were considered and are addressed in the final report.

The project is in line with the comprehensive plan and transportation plan, which encourage multi-modal transportation alternatives for the City and more specifically had identified this area as a need for improvement. This study will also address many concerns that have been discussed by the Non-Motorized Transportation Task Force, the community transit task force, and the Parks Board (access to Ames Park). This study is intended to pull together the many issues and concerns from various user groups to recommend a solution to integrate them together in the study corridor.

PROJECT COMPONENTS

A number of recommended projects were identified in the study to increase the integration of the various modes of transportation within the corridor. The recommendations can be divided into two groups, the larger projects that were included in the TIGER grant application and the short-term projects.

TIGER PROJECTS

The projects in this category are higher cost projects that would most likely require outside funding sources to be able to complete. In September, the City submitted an application for funds through the ARRA. It is anticipated that a decision will be made by the end of February. If the City is not successful in the grant application, other funding sources for these projects will have to be explored. One opportunity will be federal transportation enhancement monies administered through MnDOT. Applications for the next round of funding will be due in April. The projects in this category include:

Northern TH3 Pedestrian Crossing: Along TH 3 between Greenvale Avenue and St. Olaf Avenue there is currently a lack of a pedestrian facility along the west side of TH 3 in this area. Pedestrians are commonly seen walking in the grass along the side of the road and in the travel lane on the TH 3 railroad bridge. The connection would also provide future benefits of connecting the greenway corridor at Greenvale Avenue with downtown.

The proposed concepts consider extension of two 10' bituminous trails to provide pedestrian connections from Greenvale Avenue and St. Olaf Avenue. The first segment includes construction of a trail from Greenvale Avenue, under the TH3 Bridge on the north side with connection to Water Street and the existing railroad crossing. The second segment includes the construction of a trail from St. Olaf Avenue, under the TH3 Bridge on the south side with connection to Water Street. The trails would be connected to planned trail improvements that are part of the Crossings project with improvements to pedestrian facilities along Water Street. Both segments could be constructed within Mn/DOT and/or railroad property. A permit from these agencies will be required.

Southern TH3 Pedestrian Crossing: Across TH 3 between 2nd Street and 5rd Street there is existing and growing demand for improved pedestrian and bicycle crossings of TH 3 between the east and west junction of TH 19. The width of the roadway and volume of vehicle traffic makes crossing TH 3 at-grade challenging for some users and impractical for others. Recorded pedestrian volumes indicate the highest demand for a crossing is at or between the 2nd and 3rd Street intersections.

Several options are under consideration for a pedestrian bridge over TH 3 in this area. Since the August 3rd Council Update, staff has focused concept development in the area at or between the 2nd and 3rd Street intersections. To be most effective, the pedestrian bridge will need to be integrated with existing and future land uses on either side of TH 3. Several of the concepts appear viable and comparable in costs.

A pedestrian bridge across TH 3 at or between the 2nd and 3rd Street intersection be included in the TIGER grant application. Staff has met twice with the majority property owner of the Q-block. The property owner has concerns that construction of the bridge prior to planned development will adversely impact the development potential of the site. He also feels that the bridge will not be utilized in a manner to justify the cost. Staff will continue to evaluate the concepts for this area and work with property owners and potential developers to identify a concept that best fits with the adjacent land uses and provides an effective connection between destinations of non-motorized users.

Pedestrian Crossing of TH 19: Across TH 19 at Orchard Street there is a high number of pedestrian crossings of TH 19 throughout the day primarily due to the location of the Malt-O-Meal plant and associated parking lots. The existing at-grade pedestrian crossings have been relatively effective in providing a safe crossing for Malt-O-Meal employees and visitors; however pedestrian safety is a growing concern for the company, Mn/DOT, and city. The high volume of pedestrian crossings also introduces considerable delay to motorized travel on TH 19. As traffic volumes continue to increase on TH 19, the at-grade crossings and associated delay are expected to become more problematic.

Staff met with Malt-O-Meal representatives on August 7, 2009 to discuss the current and future pedestrian crossing and concerns. Staff learned the east entrance to the plant will be removed and all employees and visitors will enter and exit the plant at a west entrance, west of Odd Fellows Lane. This change will focus pedestrian crossings associated with Malt-O-Meal at Odd Fellows Lane.

Staff has further developed a pedestrian bridge concept at Orchard Street that includes modifications to the Malt-O-Meal parking lots to better position the bridge for employee and visitor use as well as public use and benefit. Staff is advocating for a crossing at or near Orchard Street due to the existing sidewalks and connectivity Orchard Street offers over Odd Fellows Lane. On the pedestrian bridge on the south side of TH 19 public users would exit using stairs or an ADA compliant ramp. Malt-O-Meal would have the option to connect an enclosed walkway or skyway between the pedestrian bridge and their primary entrance. This concept would require a strong public – private partnership to achieve a grade-separated crossing of TH 19 that can alleviate the at-grade pedestrian crossing demand associated with Malt-O-Meal and provide a safe and effective alternative for the general public.

Transit Hub: Initial work on a transit hub located off of Laurel Court has been in process since 2007. Soil borings taken during the planning and initial design stages for this facility showed the presence of contamination. Working with the Federal Transit Administration (FTA), funding to clean up the site is being provided. The TIGER grant presents an opportunity for additional funding for continued development of this site as a trail head/transit hub. Staff is recommending a phased approach to the site to allow for flexibility as development occurs and traffic patterns adjust. The application includes the construction of a 30-stall parking lot with the possibility of a future expansion to 50-stalls. This would include accommodations for portable restroom facilities and water for trail users. A transit shelter is also part of this site as a lower cost initial investment to the site that will allow for transit planning and network growth to occur without a significant commitment to one site. This will allow for future flexibility in the location of possible multiple transit facilities and proper placement of significant improvements once transit demands are determined and a transit network is more fully developed.

Short-term Improvements

The projects identified in this group are lower-cost projects that the City could potentially fund over a fairly short term. These projects include the evaluation of the recommendations of the

Non-Motorized Transportation Task Force. For a complete list of the short-term improvements evaluated please see the study. The projects where an action was recommended include:

Signal Timing: The time to cross the crosswalk is based on a 4.0 feet per second walk speed, which is the standard for most crosswalks throughout the state (also the Federal Highway Administration standard). Slower walk times are sometimes implemented but are used primarily at crossings adjacent to schools or where additional time for pedestrians is shown as necessary due to special pedestrian needs (physical impairment). Generally, crossings of arterial highways are maintained at the 4.0 feet per second walking speed to minimize efficiency issues for the high volume traffic movements and maintain the mobility of traffic.

The next version of the federal MUTCD (and MN MUTCD) is proposing a 3.5 feet per second walk speed, a reduction from the current standard. This new walk speed standard could be applied at this time and MnDOT is acceptable to applying this standard if requested by the City. At the work session in December, Council indicated a desire to have staff move forward with this request. Upon adoption of this report staff will work with MnDOT to accomplish this goal.

Countdown Signals: A countdown signal informs pedestrians how much time they have to safely cross the roadway. Countdown signals have been implemented at multiple locations around Minnesota.

The request for countdown pedestrian signals at the north and south junctions of TH3 and TH19 can be retrofitted for approximately \$15,000. Since these signals were just recently installed, this would be an expense that MnDOT would not participate in. At the work session, Council indicated the desire for staff to identify a source of funding to complete this item.

Bicycle Sensors: Bicycle sensors placed in marked locations of the roadway would be marked so bicyclists would cross these sensors, which would be under the pavement to trigger the signal just like vehicles do. This would eliminate a bicyclist from having to go off the roadway and press the walk button during times when there is not vehicular traffic engaging the signal for the bicyclists.

A study completed in 2003 for the Federal Highway Administration and the Minnesota Department of Transportation concluded that there is a level of confidence in the effectiveness of multiple types of sensors for bicycle traffic. The study "Bicycle and Pedestrian Detection" was completed on trails but could likely be applied to other locations. The proposed location of these "bicycle detectors" would be in the through and left turn lanes of the eastbound and westbound approaches at the Second Street and in the through and left turn lanes of the westbound approach at Fifth Street since these are the movement that have the lightest vehicle traffic volumes where bicycle sensors may provide some assistance. Further study of how the detectors would be placed and the sensitivity needed in a roadway situation would need to be completed before MnDOT would approve them. The estimated cost is \$15,000 to retrofit the signals with bicycle

sensors, including the further study needed. At the work session the council indicated an interested in this strategy, however was a lower priority at this time.

TIGER GRANT OPPORTUNITY

Under the new Recovery Act program, up to \$1.5 billion was made available through September 30, 2011, for the Secretary of Transportation to make grants on a competitive basis for capital investments in surface transportation infrastructure projects that will have a significant impact on the Nation, a metropolitan area, or a region. Projects eligible for funding provided under this program include, but are not limited to, highway or bridge projects, public transportation projects, passenger and freight rail transportation projects, and port infrastructure investments.

TIGER grants will be awarded based on the following selection criteria:

- (a) **Long-term Outcomes:** The department will give priority to projects that have a significant impact on desirable long-term outcomes for the nation, a metropolitan area , or a region. The following types of long-term outcomes will be given priority:
 - (i) *State of Good Repair:* Improving the condition of existing transportation facilities and systems, with particular emphasis on projects that minimize life-cycle costs
 - (ii) *Economic Competitiveness:* Contributing to the economic competitiveness of the United States over the medium- to long-term.
 - (iii) *Livability:* Improving the quality of living and working environments and the experiences for people in communities across the United States
 - (iv) *Sustainability:* Improving energy efficiency, reducing dependence on oil, reducing greenhouse gas emissions and benefiting the environment
 - (v) *Safety:* Improving the safety of U.S. transportation facilities and systems.
- (b) **Job Creation & Economic Stimulus:** Consistent with the purposes of the Recovery Act, the Department will give priority to projects that are expected to quickly create and preserve jobs and stimulate rapid increase in economic activity, particularly jobs and activity that benefit economically distressed areas.
- (c) **Innovation:** The Department will give priority to projects that use innovative strategies to pursue the long-term outcomes outlined above.
- (d) **Partnership:** The Department will give priority to projects that demonstrate strong collaboration among a broad range of participants and/or integration of transportation with other public service efforts.

PROCESS CHECKLIST

Does this project fit within the identified Council goals, objective, and priorities?

Yes, the project addresses multiple areas of concern related to transportation in the core of the city.

Does the project fit within the estimated budget & resource parameters?

The study had originally been planned to be funded through the transportation fund, which was cut to help balance the budget. However, the study does fit the guidelines of the Master Development Fund and is recommended to be funded through this option.

Is the public process identified consistent with the scope and implications of the project?

Due to the compressed timeframe to apply for grant money, the public process has to be focused. Ideally more time would be spent on public input and community support. However, the short timeline is necessary to be competitive at the opportunity for significant funding for many beneficial projects for the community.

Have the pertinent boards and commissions been identified for providing review, recommendations, or input?

A focused input process will be part of the planning effort. Staff anticipates having a joint meeting for boards and commissions to offer input.

Is this decision consistent with current city plans (Comp Plan, transportation Plan, Park Plan, etc.)?

This project is consistent with the current city plans.

Have the future costs to city operations been calculated and identified?

The study does not have any implications on city operations.

Are there measurable criteria to aid with the decision making and have they been identified?

The study is intended to evaluate the issues with the planning corridor and present recommendations with supporting documentation for the decision making process.

Have the suitable timelines and schedules been identified?

The project timeline was presented above. It is a very fast timeline that needs to be followed in order to meet due dates for the grant application.

ATTACHMENTS:

None

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

ITEM: Discussion on Annexation and Joint Annexation Agreements

SUMMARY:

Recently the City Council has had to deliberate on annexation items related to the annexation agreements with Waterford Township and most recently Bridgewater Township. Both of these items have resulted in a renewed focus on annexation agreements and the overall issue of annexation in general.

It has been suggested that the City Council devote time in a Council work session to review the overall framework in which annexation in the State of Minnesota operates and also to review the common practices that are followed in the preparation and negotiation of an orderly annexation agreement.

Attached to this staff report is background material that explains the annexation framework and annexation policies in Minnesota along with an outline of provisions that commonly appear in orderly annexation agreements between cities and townships.

The discussion by the City Council related to annexation will hopefully help explain in further detail the issues related to tax reimbursement payments and also establish a solid foundation for discussions that will unfold as the City move forward to initiate negotiations with Bridgewater Township related to the Praver/Gill annexation request.

The City Administrator, City Attorney and Community Development Director will assist the City Council in the discussion of this important topic.

Submitted By: *Brian P. O'Connell, Community Development Director*

Attachments

1. Basics of Annexation
2. Orderly Annexation Agreement Terms

City Council Work Session Date: February 16, 2010
Work Session
ITEM: 2
Discussion

ITEM: Discussion on Council Goals 2010

SUMMARY:

This item is provided as an update and continuation of the Council Work Strategic Goal Planning Session of January 23.

Council Goals 2010:

The City Council was provided with the summary report of the Strategic Goal Planning Session produced by Richard and Irina Fursman of Global Synergy Group the meeting facilitators. Tonight's discussion centers on the review of the summary report and the next steps to be taken in developing the goals/tasks/and work plan for 2010.

Follow-up on Decision Making discussion: One item from Goal Planning Session that was not completed was the discussion on Council Goal #4 from 2009:

The Council will implement a systematic approach to problem solving and decision-making.

The council indicated that goal #4 would be discussed separately from the other goals because of the nature of this goal. The follow-up tonight is on how the council would like to proceed with this discussion.

ATTACHMENT:

1. Summary Report

SUBMITTED BY: *J. Walinski, City Administrator*

ITEM: Community Communication

SUMMARY:

The Council is being asked to review and provide direction on the suggestions made for improving community communication. As the Council moves forward with many of their identified goals of 2010, communication will be a critical piece in achieving a successful outcome. Identifying the tools to be used and methods to best provide information is looked at as a first step in that process. The following items were identified from the Council's Strategic Planning Session:

- Update City Website (3) – **P**
- Complete Laserfiche Electronic Document – **P** (needs to be done prior to web updates)
- Establish process for citizens and advisory groups to bring ideas, concerns and solutions forward (1) – **P**
- Establish “talking points” for key projects (1)
- Establish book of projects format and approval process (1)
- Aid Staffing for communication /PR (1)
- Council reports on accomplishments / annual report
- Establish listening sessions (-1)
- Establish framework to share info with citizens first
- Add council pages to website (info to add: liaison ships, map of ward, areas of interest)
- Educate for sustainable long term plan
- Graphic timeline showing project progress

In addition to those items identified, the City has received a proposal from KYMN on continuing live video streaming of the City Council meetings and other commission meetings. This will be provided as a handout as well as a comparative pricing quote from Granicus Company, a company which provides for video streaming and storage to a number of cities.

For tonight’s discussion, staff is asking for direction from the Council on prioritizing and the sequencing of implementing the items listed above. The Council will also receive an update on the Laserfiche Electronic Document Storage project.

SUBMITTED BY: *J. Walinski, City Administrator*