

Memorandum

DATE: July 21, 2006
TO: Mayor & Council Members
FROM: Al Roder, City Administrator
RE: Friday Memo for the week of July 16 – July 22, 2006

Here is a list of city activities for the week of July 16 – July 22, 2006:

City Clerk

- Attended Municipal Clerk's training July 10 – 14. This is a three-year certification program. The training is very intense, but very informative.
- Participated in effective management training, handbook review, and a meeting with the pay plan consultant
- The filing period closed at 5:00 p.m. on Tuesday, July 18. There were two candidates that withdrew on Thursday, July 20, James R. Herreid, Council Member First Ward, and Norman Butler, Council Member At-Large. There will not be any city candidates on the primary ballot. The candidates who will appear on the Northfield City Council ballots November 7, 2006 are as follows:

Council Member First Ward

- Jim Pokorney

Council Member Fourth Ward

- Jon Denison
- Victor Summa

Council Member At-Large

- Noah A. Cashman
- Terry Gersemehl

Finance

- **Budget:** Department managers are continuing to work on their operating budget requests. Internal review of capital and operating requests has started. Detailed revenue projection spreadsheets are being completed. Finance continues to assist and collaborate with other departments in their budget development
- **2005 Audit:** A final draft of the CAFR is expected today (July 21st). The City's auditors will be completing the year-end regulatory report due to the State Auditor on August 1st. Staff will compile the 2005 tax increment reports due to the State Auditor on August 1st rather than outsourcing to Ehlers & Associates this year

- **Hospital Bonds:** The pricing committee met via conference call several times on Thursday. The sale was successful with multiple (up to six bids) offers on the longer maturities. The shorter maturities did not sell with the first offering. After slight adjustments to the coupon amounts and rates, the shorter maturities did sell later. All but \$2 million in coupons sold. The underwriter will purchase the remaining coupons. Overall, the net result of the sale in terms of interest rates was better than expected
- Two pricing summaries are attached. The first is the preliminary schedule and details the expected maturities, interest rates and re-offering premium. The second schedule is the near final run – completed after the sale. The final true interest cost is approximately twenty basis points below the expected cost

Community Development

PLANNING

- At this week's HPC meeting, the Commission awarded a \$6,000 CDBG grant to the owner of the Antiques of Northfield store at 416 Division, who will be doing tuck pointing, roof and window replacement, and removal of stucco, and a \$4,000 CDBG grant to the owner of the Mandarin Garden restaurant building at 107 - 4th Street East, who will be doing tuck pointing, and window and door replacement
- Staff sent out the Request for Proposals (RFP) to the six consultants that submitted a Statement of Qualification to revise the Comprehensive Plan and Land Development Regulations. The RFPs are due back to the City by September 1st

BUILDING INSPECTIONS

- Staff conducted an inspection for the Housing Staff on a home in Dundas that is being considered for donation to the HRA / move to Northfield
- This week the Building Official attended Summer Educational Conference In Grand Rapids, MN
- Staff worked on cleaning up permits and occupancy certificates that have not been finalized by the applicants
- Staff is working with St. Olaf and Carleton College on a number of projects for remodeling, additions, and handicap accessibility entrances
- Staff completed the final plan reviews on “The Crossing” 56-unit Condo and 8-Unit Office condo
- Other larger plan reviews in process
 - Swimming Pool main permit (foundation permit issued)
 - Kwik Trip reconstruction
 - Northfield water pumping booster station for hospital area

COMMUNITY DEVELOPMENT

- Continued work on division budgets

ECONOMIC DEVELOPMENT

- Staff and an EDA Representative met with the NDDC Board to discuss the NDDC’s role in the implementation of the Economic Development Plan
- Per the direction of the EDA, Staff is working on collecting information for the 2 areas identified in the Economic Development Plan for industrial/commercial expansion, and also preparing to meet with property owners
- Staff worked with two potential Clement F. Shearer Micro Grant applicants, and received one application for a Downtown Revolving Loan

- Staff worked with the President of the EDA to prepare an agenda for the upcoming EDA/CC work session – *scheduled for Thursday July 27th from 7 AM – 9 AM*

HOUSING

- Staff participated in a house inspection with the Building Department Staff. The property owners are willing to donate this home to the HRA to be moved to a lot in Northfield. The home currently is located in Dundas, MN
- Staff responded to numerous application requests for the First Time Homebuyer Program and the Rental Rehab Program. These programs have seen an increase in activity since a proactive marketing campaign was launched earlier this year
- The third twin home in Maple Hills (out of 6) has been sold – and closed on July 21, 2006

Liquor Store

- Met with representative of TRS (service and support provider for POS) to discuss hardware and software upgrade options for the store's security system; expect to receive estimates within a week or so.

Library

- The library director received training on a new program to run statistical reports from the library automation system.
- The Library Board and Friends of the Library met with library consultant Bob Rohlf and architect Jack Poling. The Friends had an opportunity to learn about library needs and find out about the process.
- The reference librarians have weeded the reference collection and are now adding new and updated reference materials.
- The summer reading program continues to draw lots of enthusiastic children and young adults. Young volunteers – the library pages – help make the program possible. The “Readers of Note” chosen so far this year are: Abby Quinnell, Karsten Singh, Chloe Schwietz, Dylan Neubel, Sydney Poquette, and Piper Mohring.
- Because of rain, the Books & Stars program this week (String Fever) was moved to the high school auditorium. Attendance was down because of the weather.
- Books & Stars program on July 26 will feature Dennis Warner at Way Park at 7:00 p.m. Again thanks to the Books & Stars Sponsors and supporters: The Friends of the Library, Wells Fargo, Northfield Hospital, the Quarterback Club, Northfield Orthodontics, Cocoa Bean, and Northfield Healthy Community Initiative.

Police

Accident Information:

- 5 Property Damage Accidents
- 2 Hit and Run Accidents
- 1 Personal Injury Accident – minor injuries

Traffic Enforcement:

- 6 a.m. to 6 p.m. – 1 warning
- 7 a.m. to 4 p.m. – 5 citations, 9 warnings, 1 Fix It
- 3 p.m. to 12 a.m. – 3 warnings
- 6 p.m. to 6 a.m. – 1 warning
- 10 p.m. to 7 a.m. – 7 citations, 15 warnings, 1 DWI

Non-Traffic Arrests:

- 3 citations - Underage Consumption
- 2 arrested/jailed – Domestic Assault
- 2 citations – Skateboard Violation, juvenile
- 1 citation – minor Consume/Curfew, juvenile
- 1 citation – minor Consume, juvenile
- 1 citation – Curfew, juvenile
- 1 Rice Co. Warrant

Assaults/Domestics:

- 4 male/female
- 1 father/son – City Attorney to review
- 2 male/female – citation and jailed

Juvenile Complaints:

- 5 skateboard complaints
- 3 runaway
- 1 fight
- 1 motor vehicle tampering
- 3 alcohol violations
- 2 curfew

Animal Complaints:

- 2 stray dogs
- 1 injured deer
- 2 dogs impounded
- 4 dog neglect

Parking Complaints:

- 1 tow OT parking
- 2 citations Expired Plates
- 3 citations Parked Against Flow of Traffic
- 1 prohibited parking
- 4 tires chalked OT parking
- 3 parking tickets issued

Loud Party/Disturbances:

- 5 loud music

Bar/Liquor License Complaints:

- None

Criminal Investigations Information:

- On 07-16-06 Northfield Police Department was called to the 700 block of Hwy 3 north for a report of a fight. Officers found one person had been stabbed and a second had been hit over the head with a baseball bat. The stabbing suspect was located and arrested and is being helped. The suspect with the baseball bat has been identified and is still at large.
- Investigators reviewed and contributed to 43 new files.
- 16 cases were cleared by arrest

- 7 felony complaints were signed
- Investigators logged 104 hours this week of investigation time
- 3 more burglaries were reported this week in Northfield
- 1 new theft from vehicles were reported

Drug and Gang Events:

- The Drug Task Force executed 2 search warrants and recovered 2 clandestine meth labs.
- Officer Nelson worked with Dakota County and recovered a meth lab and stolen property in Castle Rock.
- Northfield investigators are currently working with Goodhue Co., Dakota Co., Apple Valley PD, Bloomington PD and Dundas PD to break up an organized meth, stolen vehicle and stolen property ring.

Exceptional Efforts:

- Officer Bailey assisted a female that had become frightened because of kids in the area of her home and their conduct. I have received three comments from citizens about what a good job he did in making her feel safe.

Other Information:

- Chief Smith met with Pearl Street Administrator Barb Brewington, Councilperson and Joint Dispatch Board member Galen Malecha, City Administrator Al Roder, and Northfield Hospital representatives Ken Bank and Andy Yurek to review protocols and public safety responses.
- Chief Smith met with Malt-O-Meal executives regarding donations to the Police Department for equipment, training and technical needs that they may be able to assist with.

Public Works

Wastewater

- Bench tested some polymers for the belt press. One product showed enough promise to warrant full scale testing.
- Total suspended solids have been running well above normal for the past two weeks. The cause appears to be a dying off of those tubiflex worms that grow in the backwash storage tank. Where they reside is after all treatment processes for Total Suspended Solids (TSS) removal so there is nothing we can do about the elevated TSS numbers. It appears that standards will be maintained and things will return to normal at its own pace.
- Jetting and televising operations continued in the collection system.
- 30 work orders were completed on scheduled maintenance tasks during the week.

Water

- Staff worked on putting together a new meter replacement program.
- Staff located 110 locates from Monday thru Thursday with a total of 2004 for the year.
- Staff set date with contractor to clean and inspect storage tanks on the 7th, 8th and 9th of August.
- Staff worked valves on the west side of town.
- Staff worked on wiring up meters and meter reading
- Staff worked on Main electrical switch at #3 well house.
- Staff painted #3 pump house.

Streets/Parks

- Staff continued painting cross walks and yellow curb areas this week. Primary focus was on yellow curb painting in residential areas and painting of parking lots.
- Staff began the re-roof of the bathroom building at Oddfellows Park.
- Shoulder maintenance of streets without curb and gutter was completed.
- Staff continued work on treating medians and asphalt cracks with herbicide.

Facilities

- Facilities Supervisor applications were due on Wednesday July 19. Application review and interviews to be completed by August 2, 2006.
- The Old Memorial Field Outdoor Pool work continued. The existing pool was removed. Initial excavation for the new pool was completed and the base material - 1 ½ inch rock was placed, forming for the pool concrete shell is scheduled to begin next week.

Engineering

- Attended a meeting with MnDOT about Highway 3 construction planned for 2008 between Dundas & Faribault. Various intersection and bridge improvements will be made, including replacing the bridge over the Cannon River south of Dundas. This will require a full closure for most of the summer and a detour most likely through Dundas.
- Attended to field construction issues at the Booster Station and Library Corner.
- Continuing work on operating and capital budgets.

Resource and Park Planning

- **ArtsPlan06:** no scheduled Planning Committee meeting this week; staff met with Finance Director to prepare and submit potential ArtsPlan06 implementation projects in the current CIP.
- **Greenway Corridor Action Plan:** (Greater Northfield Area Greenway Corridor System). Staff and consultant (Bonestroo) facilitated a Technical Task Force (TTF) meeting on Wednesday, July 19th. TTF reviewed System map, discussed priorities and potential next steps...revised map will be routed for public comment.
- **Amerman Pavilion @ Spring Creek:** Staff (Merriam and Walinski) met with contractors on site to review project details, including color selections of finishes and concrete paving details.
- **Management Training:** Staff attended Management Training seminar in Lonsdale with entire Northfield Management Team on Tuesday, July 18th.
- **Downtown Streetscape Projects:** Staff and Project Design Team continues to advance the following 2006 projects and initiatives:
 - *5th Street and Water Street Gateway Project* – DSU (Slack) has forwarded final parking lot layout for staff review. Anton Miakotin (SMSQ intern) to build 3-D, digital model of the project site.
 - *Riverwalk Gateways* – Project designer Jones, Anton (SMSQ) and Merriam presented final design and color selections to HPC on July 20th; staff has final design directive and will get fabrication and installation pricing.

- *Parking Lot Edge Treatments* – Project designer (Jones) and Merriam presented final design and color selections to HPC on July 20th; staff has final design directive and will get fabrication and installation pricing.
- *Downtown Lighting Study* – Project consultant (DSU) is forwarding proposal to do the suggested lighting study, which would indicate light levels (ambient and security) and propose recommendation.
- *Signage and Wayfinding* – Staff has received and distributed Neuger Proposal to provide the required service: Project Description, Scope of Work, Timeline, Constituent Groups, Deliverables and Fees.

cc: Department Managers