

Memorandum

DATE: July 28, 2006
TO: Mayor & Council Members
FROM: Al Roder, City Administrator
RE: Friday Memo for the week of July 23 – July 29, 2006

Here is a list of city activities for the week of July 23 – July 29, 2006:

City Clerk

- Staff is working on schedules and logistics for election judges for the primary and general election. The City Council will be asked to appoint the election judges at their August 7 meeting.
- Staff has been busy working on the 2007 transit grant. Preliminary review and negotiations with MnDOT are scheduled for next week. This item will be on the Council's August 7 agenda for approval.
- Completed several 2006 grant related reports for MnDOT.
- Attended Minnesota Public Transit Association meeting in St. Paul.
- Reviewed preliminary list of CIP projects.
- Met with the City Attorney, Assistant Director of Public Works, Human Resources Director, and Chief of Police on the Defeat of Jesse James Days lease agreement.

Finance

- **Budget:** Department managers met to review the new framework of the CIP. Project financing scenarios are being developed. Once financing estimates are complete, analyses will be prepared on the funding sources and the corresponding impacts on the debt levy / capital levies and utility rates.
- **2005 Audit and Other Year-end Reports:** Tax increment reports were completed on Thursday. Staff completed these reports this year rather than having Ehlers & Associates do the work. The reports are completed on spreadsheets downloaded from the Office of State Auditor (OSA). The reports are interactive with history and other key information pre-filled by the OSA. The CAFRs are being delivered on Friday, July 28th.
- **Hospital Bonds:** The final official statement for the bonds has been delivered. If any of you wish to review this document, please call Kathleen (645-3011).

Community Development

Building Inspections

- The Building Official met with the design team for the new Science Building to be constructed on the St. Olaf Campus in 2007.
- The final document has been completed for the purposed changes to the rental program and will be presented to the City Council in the fall for review and approval. These changes to the rental program will hopefully improve the program and help in resolving some of the concerns brought forward by Northfield citizens and city staff. Thanks to all of the "Work Shop Group" for their hard work in preparing this document.
- The Building Official attended a training conference last week in Grand Rapids. This conference was dealing with "Ethics in the Work Place".

Community Development

- Department budgeting is complete along with work with other Department related to the CIP for 2007 to 2011
- The Joint Governments meeting was held on July 27, 2006 at City Hall. Very good attendance from all governments occurred. The topic of discussion was the rice County Transportation Plan and updates from each governmental unit. The next joint governments meeting will be held in early November at the Bridgewater Town Hall.
- Township annexation [payments are being processed

Economic Development

- Staff conducted the 3rd Business Retention and Expansion (BRE) Visit scheduled for this year. The BRE program is designed to learn more about local businesses including future growth plans, issues/complaints that they may have, and business needs.
- Staff is working with the Management Intern to draft a revised Business Subsidy Policy. The goal is for the policy to reflect the ideas and opportunities identified in the Comprehensive Economic Development Plan.
- Staff received 2 applications for programs offered by the EDA. These will be reviewed and presented to the EDA in August.
- Staff participated in a program offered at the Middle School that during the week of July 24th focused on "local government."

Housing

- Staff worked with CDA to finalize the modifications to the Housing Assistance Program (First Time Home buyer Program). The guidelines have been revised, and the new applications have been posted on the website.
- Staff worked with the Housing Study consultants and Dakota County to access GIS data for the portion of Northfield located in Dakota County. This information will be analyzed and included in the 2006 Housing Study, currently nearing completion.
- The new Housing Manager Position was advertised.
- Staff participated in a program offered at the Middle School that during the week of July 24th focused on "local government."

Planning

- Worked on staff reports for the next City Council meeting. Items include completing approvals of the Rosewood 5th Addition, a Minor Subdivision for the Kwik Trip property, and the adoption of the Official Zoning Map.
- The Development Review Committee met with the applicant for the Gleason 3rd Addition to discuss final approvals of the plat, including the storm water plan. The Planning Commission will be reviewing a Conditional Use Permit on August 8th to construct a regional storm water retention pond in the floodway that will service this development, as well as the surrounding area.

Library

- Kathy Rush and Lynne Young played with the new statistical reports and like many of the options.
- Circulation staff members met to discuss a variety of topics including completing online registrations properly, how to handle Dakota County registrations, handling money for fines from other SELCO libraries, requiring library cards for check-out and many other topics.
- Dennis Werner drew a good crowd at Way Park this week. The next Books & Stars program will feature Jason the Juggler at Bridgewater School on Wednesday, August 2, at 7:00 p.m. Remember that Booker is open at 6:00 p.m. In case of rain the Northfield High School auditorium is the back-up site.
- This week's "reader of note" is Gabriella Vargas.
- Work on the library corner is proceeding. It has been a very interesting project to watch and has gotten a lot of interest from the public, some of whom ask if we're starting to add on to the library.
- Lots of new materials have been ordered this week and have started to come in.
- The Friends of the Library have decided to purchase a used bookmobile from the Farber Specialty Vehicle Company in Ohio. Although they plan to put money down on the vehicle and pay for it, they have also agreed to pay to have Ryan (city mechanic) inspect it. Our current Booker needs \$8000+ worth of repairs to be roadworthy, and it seemed like a good time to invest that money into a good reconditioned vehicle.

Police

Accident Information:

9 Property Damage Accidents
3 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, 4 warnings, 1 Fix It
3 p.m. to 12 a.m. – 1 warning
6 p.m. to 6 a.m. – 2 warnings, 1 arrest
10 p.m. to 7 a.m. – 10 citations, 21 warnings, 1 Fix It, 1 arrest

Non-Traffic Arrests:

2 citations - Underage Consumption
1 arrested/jailed – Underage Consumption, fleeing on foot, entering prohibited establishment
1 citation dangerous weapon school - juvenile
1 citation – minor Consume, juv.
3 citations – Curfew violation
1 Dakota Co. Warrant
1 Rice Co. Warrant

Assaults/Domestics:

2 male/female - verbal
1 mother/daughter – verbal

Juvenile Complaints:

3 skateboard complaints
2 safety concerns
3 attempt to locate
1 curfew
1 child protection
1 threats
1 burglary

Animal Complaints:

2 stray dogs
1 raccoon
2 barking dogs
1 dog bite
2 dog neglect

Parking Complaints:

2 towed OT parking
2 citations Expired Registration
1 citation Expired Registration/ Parked Against Flow of Traffic
1 citation prohibited parking
41 tires chalked OT parking
1 parking ticket issued OT parking
1 citation for street sweeping
3 vehicles towed street sweeping

Loud Party/Disturbances:

1 loud music
1 loud party
1 loud party/citation for Underage Consumption

Bar/Liquor License Complaints:

1 fight at the Rueb N Stein

Criminal Investigations Information:

Investigators reviewed and contributed to 35 new cases.
14 cases were cleared by arrest
1 felony complaint was signed
1 misdemeanor complaint was signed
Investigators logged 48 hours this week of investigation time (40 hrs. vacation, 32 hrs. comp time taken)
3 more burglaries were reported this week in Northfield
5 thefts
1 new theft from vehicles were reported
2 Fraud/Identity Thefts

Drug and Gang Events:

Officer Nelson worked with Dakota County and recovered a meth lab and stolen property in Castle Rock.

Exceptional Efforts:

Officer Jim Frie's final day was Friday. Officer Frie has had a very distinguished career with the Northfield Police Department and his expertise and dedication will be missed.

Other Information:

Officer Nelson worked with investigators from three metro police departments, the MN Financial Crimes Task force and the Goodhue Co. Sheriff's Office on the recovery of a stolen Home Depot truck in Goodhue Co. and related crimes.

CSO Kris Wilson facilitated a STOP (driver safety class) this week.

Officer Nelson worked with Dakota Co. Sheriff's Deputies and Dundas Police in locating and arresting a suspect wanted on felony drug charges. Nelson also recovered a stolen motorcycle in Northfield. The motorcycle had been reported stolen in Faribault and the drug suspect had allegedly possessed the motorcycle in Northfield.

Northfield's National Night Out Event will be Tuesday, August 1st from 6 p.m. to 8 p.m. The location will be the Water Street parking lot at 5th & Water.

Chief Smith attended a planning meeting on liquor licenses.

Chief Smith participated in police candidate interviews. Thanks to Elizabeth Wheeler, Gina Hensel and Karen Mangold for their assistance. Twenty-one candidates were interviewed by members of the community.

Chief Smith attended a Civil Service Commission meeting.

Chief Smith participated with other members of the Management Team on CIP Project reviews.

Chief Smith attended a meeting at Northfield Hospital that focused on Pandemic Planning.

Thanks to our staff members who worked to prepare for Crazy Days. Specific thanks to CSOs Kris Wilson and Josh Malecha who handled the signage and parking control before, during and after the event.

Public Works

Public Works - General

- Much of the week was spent preparing information and estimates for the CIP and operating budgets.
- Meetings were held with all employees who submitted appeals regarding their pay grade to discuss the conclusion of the Review and Reconsideration Board.
- Stop signs were removed from 4th Street at College Street. This action was taken because traffic volumes do not warrant the stop signs and now that the Middle School is not located in this building numerous requests have been submitted requesting that the signs be removed. Engineering and the Police Department agreed that the signs should be removed. Some complaints have been received from neighbors in the immediate area because they are concerned that cars now travel faster due to the absence of the stop signs. Speeds will be measured to determine whether a speeding issue exists but there are no plans to reinstall the stop signs.

Wastewater

- Repairs were completed on the effluent UV sterilization system.
- Repairs were completed on the Biosolids polymer injection pumping equipment.
- The facility received results back from the annual chronic toxicity testing required by the USEPA. Samples of Cannon River water and effluent from the treatment facility are sent to a lab and these samples are mixed at various ratios. Fat head minnows and daphnia are introduced to the samples and they are checked for mortality, reproductive rates, and growth rates. Analysis of the data showed no ill effects at any of the ratios tested which indicates there are no problems regarding chronic toxicity.
- Scheduled maintenance tasks were performed where required.
- Televising of the sanitary sewer system continues.

Engineering

- Worked with College City Homes and residents in Liberty Park 3rd and immediately south of Liberty Park 3rd to resolve grading disputes.

Water

- Staff completed 93 locates from Monday thru Thursday with a total of 2094 for the year.
- Staff repaired 10 fire hydrants this week.
- Staff worked valves on the west side of town.
- Staff worked on new meter program.
- Staff worked on revising the emergency conservation plan.
- Staff worked with city attorney on legal issues.
- Dean Huschle attended meeting at Hamline University on educational C.D. (This is for educating kids about the water industry.)
- Staff assisted contractor at the new booster station.
- Staff completed two water main shut downs on the highway #3 infrastructure project.

Streets/Parks

- Staff began repair of street and curb on Woodley caused by water main leak.
- Staff met with Northfield construction crew and coordinated efforts for completion of Spring Creek Park Pavilion. City forces delivered millings to be used as base work for pavilion concrete flatwork.
- Staff continued to perform annual safety audits of 16 City playground equipment locations.
- Staff assisted in set-up and prep work for Crazy Days and weekend band festival.
- Ongoing maintenance: Park shelters and park cleaning and trash removal by City staff and Epic Crew, Sechlar Park/Babcock Park athletic field preparations, and street sweeping the downtown on Thursday.

Facilities

- Work continues on the outdoor pool: framing for deep end of pool is continuing, reinforcement inspection scheduled for Monday, color selection for block and roof of bathhouse were finalized, old pool bathhouse demolition was completed. Some pocketed ground water has been identified in deep end of pool, consultants will advise on whether this concern needs to be addressed and recommend corrective action.
- Facility Supervisor applicants were scored by Human Resources and Staff. Interviews for this position are scheduled for August 1, 2006.
- Staff met with representatives from Johnson Controls on the preliminary findings on identifying cost effective energy conservation projects throughout City facilities.

Resource and Park Planning

- **ArtsPlan06:** no scheduled Planning Committee meeting this week (vacations); staff submitted potential 'ArtsPlan06 Implementation' projects in the current CIP; staff and consultant (Clough) to present at NDDC Forum on August 1.
- **Greenway Corridor Action Plan:** (Greater Northfield Area Greenway Corridor System). Preliminary System map has been developed and is available for review and comment; System map was presented at Joint Powers meeting on July 27th.
- **Amerman Pavilion @ Spring Creek:** Staff met with volunteers (contractors) on site to review project details, including material and color selections of veneer stone.
- **Way Park:** Staff (Merriam and Walinski) met with Project Designer (Jones) to review 4 Conceptual Alternative Plans to be presented at the Public Meeting, Wednesday, August 2nd at the NCRC.
- **ReNEW Northfield:** Staff met with ReNEW Northfield and bike enthusiasts to discuss the City's involvement and process for supporting, planning and designing for bike and pedestrian accessibility.
- **Youth Plus:** Staff met with Youth Plus group at the NCRC on August 25th to discuss a potential skate facility (site TBD) and potential labyrinth on City property – the former skateboard park adjacent to the Village on the Cannon.

- **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* – Staff is meeting with DSU on August 4th to review approach to do the suggested lighting study, which would indicate light levels (ambient and security) and propose recommendations.
 - *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