

Memorandum

DATE: September 29, 2006  
TO: Mayor & Council Members  
FROM: Al Roder, City Administrator  
RE: Friday Memo for the week of September 25-29, 2006

Here is a list of city activities for the week of September 25-29, 2006:

**Administration**

- We are working on putting the plan together for the Northfield pool operations. We are scheduled to meet with school district officials on October 19.
- We are working on setting a date for mid-October to have a discussion with Jerry Anderson concerning the rural fire department.

**City Clerk**

- The minutes from September 18, 2006 are included for Council's review. They will be presented for approval on Monday, October 2, 2006.
- There will be an updated list of election judges handed out on Monday. Staff has been working with Ron Nuebel at the Northfield High School on recruiting student election judges for the general election. Mr. Nuebel will have a finalized list of students for appointment on Monday.

**Finance**

*Archaeological Dig of the Week:* At the last HRA meeting, it was learned that the City had approved a city tax abatement for the Maple Hills project in 2002. A maximum amount of \$118,532 was established and to be levied over ten years (payable 2004 – 2013). The special levy has yet to be calculated or included in the levies since then. The Council does have the ability to levy for all of the abatement over the years 2008 – 2013. The question is – would we want to?

The abatement was established to help pay the public infrastructure costs associated with the Maple Hills project. The resolution specifies “The city shall retain the Abatement and apply it to payment of all or a portion of the costs of acquiring or constructing the Improvements or to the payment of bonds of the City issued to finance costs . . .”. The 2002A G.O. Improvement Bonds were issued to finance a number of projects – including infrastructure needed for this project. The debt service fund appears to have adequate resources without the abatement dollars to pay all future obligations based upon the financial projection.

The HRA is paying special assessments for their share of the project costs. The Council could levy the abatement and transfer the proceeds to the HRA to offset a portion of the special assessment costs. The Maple Hills project currently has expenditures in excess of revenue of approximately \$100,000. The abatement levy could be used to

offset the project deficit and help bolster much needed program resources. Staff will seek Council direction on this matter at the October 9<sup>th</sup> work session.

## Library

- The top news of the week has to be the Spelling Bee sponsored by the Friends of the Library. It was a very fun event at which the Friends raised about \$7500 towards the purchase of a newer bookmobile. It's impossible to thank everyone, but the planning committee members, Mary Schier, Sue Pokorney, Dan Jorgensen, Marilyn Will and Debby Nitz deserve our heartfelt thanks. Other Friends' members who helped at the event included Mark Zach, Bill North, Sandy Petrek, Leslie Schultz, Betsy Busa and Kathy Sommers. Will Healy and Melissa Ousley were wonderful in their respective roles of MC and pronouncer. Special thanks to the City Management Team represented by Heidi Hamilton, Howard Merriam and Gary Smith for their contribution and their good-natured participation!
- Several library staff members were able to attend the Minnesota Library Association conference in St. Cloud this week. Those staff members include: Leesa Wisdorf, James Lund, Barb Johnson, Joan Ennis, Kathy Ness, Diana Tallant, Jamie Stanley and Lynne Young. The theme for this year's conference was "Creativity and Collaboration: Minnesota Libraries Lead the Way." All the staff members who attended came away with new and interesting ideas.
- **Database of the week:** Learning Express lets you practice taking tests like the SAT, ASVAB, GMAT, Citizenship and MANY MORE. The Northfield Public Library pays for the subscription to this database along with the Faribault, Owatonna and Austin libraries. Library staff has made special efforts to let the high school juniors and seniors know about this fabulous resource. To try it out, check out this link on the Web: [http://www.selco.info/new/o\\_resources/index.jsp?profile=nor](http://www.selco.info/new/o_resources/index.jsp?profile=nor) and click on Learning Express.

## Community Development

### PLANNING

- Staff participated in a meeting to discuss the current uses of GIS and the needs of the GIS technology.
- Staff attended the 2006 MNAPA Planning Conference in Brainerd (Wednesday – Friday).

### BUILDING INSPECTIONS

- The Building Department has issued 363 roofing/siding permits this week (Monday thru Thursday). Since the hailstorm event on August 24, 2006 – 1279 roofing permits have been issued, plus 150 other permits.

### COMMUNITY DEVELOPMENT

- All Community Development Department Staff has pitched in to help the Building Department during this high volume time due to the hailstorm. Department staff is helping with the increased telephone call load, filing, and general assistance to residents and contractors.
- Staff attended the 2006 MNAPA Planning Conference in Brainerd (Wednesday – Friday).

### ECONOMIC DEVELOPMENT

- The EDA awarded a "Special Exception Downtown Revolving Loan" to TJ Mintex, Inc. (Erbert and Gerberts). This program was developed by the EDA to assist businesses that are located along the Highway 3 construction area and have been negatively impacted by the construction. \$100,000 was made available for this program – which expired in March 2007. This is the second loan that has been awarded.
- The EDA continues to discuss the implementation of the economic development plan. At the EDA meeting, time was devoted to discussing the idea of leveraging the fiber optic resources that is in place. A meeting is being scheduled with the colleges to discuss this idea further. The EDA also talked about the land issue, and how they will be proceeding with future discussions with developers.
- Staff continues to prepare the necessary application materials for the State of Minnesota's Biotechnology and Health Science Zone Program. The EDA has recommended that the City participate in a multi-jurisdictional application for inclusion in the program. The City Council will take action on this item at their meeting on October 2, 2006. In addition, Greenvale Township and St. Olaf College have been asked to provide support for the City's application.

## HOUSING

- Staff worked with a number of applicants and lenders regarding the City of Northfield First-Time Homebuyer Program, and a potential Community Land Trust homebuyer.
- Staff continues to work on hail damage issues for the homes owned by the HRA. Currently the HRA owns 3 homes in the Maple Hills neighborhood and a rental property on Washington Street.
- Staff is working with the Finance Director to research and understand the Tax Abatement that was passed in 2002 for the Maple Hills project. Once sorted out, this may provide a means of revenue to help offset expenses that the HRA has incurred.

## Police

### Accident Information:

- 32 Property Damage Accidents
- 9 Hit and Run Accidents
- 1 Personal Injury Accidents - minor

### Traffic Enforcement:

- 7 a.m. to 4 p.m. – 6 citations, 11 warnings, 4 arrests
- 3 p.m. to 12 a.m. – 5 citations, 7 warning, 2 arrest
- 6 p.m. to 6 a.m. – 3 warnings, 1 fix it, 1 DWI, 3 arrest
- 10 p.m. to 7 a.m. – 48 citations, 43 warnings, 7 DWI, 27 arrests (Good Job!)

### Non-Traffic Arrests:

- 3 possess drug paraphernalia
- 5 warrant
- 4 disorderly conduct
- 1 possess small amt. of marijuana
- 1 possess small amt. of marijuana and disorderly conduct
- 13 underage consumption
- 3 trespass notice
- 3 dog running at large
- 6 citations curfew
- 1 citation burning
- 1 violate restraining order
- 1 tobacco violation
- 1 assault/domestic/juvenile
- 1 terroristic threats, assault, tamper w/MV, underage consumption, obstruct legal process
- 1 littering
- 1 loud noise
- 1 bicycle violation
- 1 damage to property/tamper w/MV
- 1 prohibited parking
- 1 skateboard violation

### Assaults/Domestics:

- 8 male/female – verbal
- 2 male/female
- 1 male/female - juvenile
- 4 male/male
- 1 female/female
- 2 adult male/juvenile male
- 1 juvenile male/juvenile male

- 1 male/female – weapon
- 1 fight – gone upon arrival
- 1 male/male – verbal – detox
- 1 male/male – physical

Juvenile Complaints:

- 1 set off alarm in error
- 7 curfew – citation issued
- 1 bicycle
- 3 trespassing
- 1 smoking
- 13 skateboard
- 2 loitering
- 1 starting fire in bucket
- 1 throwing paintball balloons
- 4 fight
- 1 kids rude/swearing
- 1 shoplifting
- 1 fight w/weapon
- 2 juveniles on rooftop
- 2 throwing balls at traffic
- 1 theft in progress
- 1 controlled substance
- 1 possess small amt. of marijuana

Animal Complaints:

- 17 dog running loose
- 5 barking dog
- 1 dog bite
- 1 sick raccoon
- 2 unleashed dogs
- 1 mistreatment of dog
- 3 raccoon
- 1 dog tied too close to sidewalk – jumping on pedestrians

Parking Complaints:

- 9 overtime parking
- 6 prohibited parking
- 2 vehicles towed – registration violations
- 7 illegal

Loud Party/Disturbances:

- 13 loud party
- 2 loud voices
- 2 unwanted person
- 6 burning complaints
- 1 disturbance – yelling
- 4 loud music
- 1 trespass notice
- 1 male – detox
- 6 fights
- 1 protestors on property
- 1 loud noise

Bar/Liquor License Complaints:

- none

Assist Other Agencies:

- 25 portable breath tests – Scott Co. Corrections
- 2 alarm in Dundas
- 16 portable breath tests – Isanti Co. Corrections
- 4 attempt to locate – Dakota Co. Corrections
- 10 child protection – Rice Co. Social Services
- 1 P.I. accident – Dakota Co. Sheriff
- 1 civil matter – Dakota Co.
- 2 PBT – Stearns Co.
- 1 vehicle registration – Nfld street dept
- 9 PBT – Rice Co. Corrections
- 1 medical – Rice Co. sheriff
- 1 traffic stop – Dundas
- 1 fight – Dundas
- 1 jail transport/arrest – SCDIU
- 1 traffic stop – Dakota Co.
- 1 traffic stop – Farmington PD
- 1 victim notification – Rice Co. jail
- 1 emergency notification – Rochester PD
- 1 address check – Lakeville PD
- 2 warrant – Dakota Co.
- 1 transport - Dakota
- 1 traffic pursuit – Dakota Co.
- 1 background/contacts - Morris PD
- 1 search warrant – Dakota Co.

Criminal Investigations Information:

- Investigators reviewed and contributed to 179 new files.
- 60 cases were cleared by arrest
- 24 new felony complaints were signed this month
- Investigators logged 504 hours this week of investigation time
- 13 new burglaries were reported
- 8 new theft from vehicles were reported
- 1 robbery reported

Gang /Drug Events:

- Officer Cordova conducted a controlled delivery of 12 pounds of marijuana working with the Mpls. Airport Police.
- Two new incidents of graffiti were reported
- Officer Cordova gave 5 gang presentations
- Chief Smith and Officer Cordova participated in a community wide gang class held in Northfield

Exceptional Efforts:

- Officers Johnson, Dukatz and Sgt. Schroeder arrested two juvenile burglary suspects with the aid of a Northfield resident. It's believed the suspects are responsible for many other thefts and theft from vehicle incidents.
- Officer Monte Nelson assisted Dakota County with a search warrant. A clandestine meth lab and several stolen vehicles were recovered.

### Other Information:

- Chief Smith participated in the booker fundraiser with Public Works Director Heidi Hamilton and Resource Planning Director Howard Merriam.
- Chief Smith received a note of thanks for our officers' collective effort to manage traffic congestion on Third Street during the detour.

### Public Works

#### **TH3**

MnDOT reported today that the railroad has indicated the RR signals will be delivered at the end of October and they plan to have the necessary foundations in place so installation can occur soon after delivery. Based on this update, MnDOT has indicated they do not plan to remove the detour, although staff is following up with discussions about what options might be possible in an attempt to re-open TH 19 as soon as possible.

#### **Division Street Paver Crosswalk Construction @ Library Corner**

On Thursday the decision to close Division Street for paver crosswalk construction was reversed and construction postponed until Spring 2007. This decision was made due to the reaction to the newspaper announcement about the planned closure occurring concurrent with TH3 construction. A change order will be issued. Other details of the Library Corner project such as lighting and letters on the library sign will be completed in the next couple of weeks. An idea staff will be requesting feedback on is whether a paver crosswalk should be constructed across Division Street at 2nd Street next spring at the same time as Division is closed for construction of the crosswalk at 3rd Street. If a paver crosswalk will ever be added across Division at 2nd Street, traffic disruption will be minimized if it is constructed at the same time as the 3rd Street crosswalk.

#### **Wastewater**

A power outage on Thursday caused multiple computer problems at the facility. All operational functions have been restored but the data transfer from the Scada systems to the various reports that are generated is still non functional.

The power problems also caused some failures in the ultraviolet disinfection system. The disinfection system consists of 8 pairs of high intensity ultraviolet lamps that are submerged in the waste stream. The UV light that they emit penetrates the cell wall of bacteria as they pass by and kills the organism. The power problems burned out two lamp pairs. The back up system was put into place and repairs were made.

#### **Water:**

Water Operator Dean Huschle attended the Minnesota Section's AWWA (American Water Works Association) Annual Conference from Sept. 20 - 22nd in Duluth. Dean took over the position of SE District Trustee, representing this area on the Minnesota AWWA Board of Directors. He has been active for many years in the SE District, working and planning educational training schools for the water operators in the area. In addition to representing the water systems of Southeastern Minnesota, Dean is also a member of the Education Committee and a liaison to the Public Affairs Council for the Minnesota AWWA. In addition to meetings, the conference offered many informative and educational training sessions and vendor exhibits.

#### **Streets/Parks/Facilities:**

**Bio-Diesel Fuel:** Since June 2006, much of the City's diesel vehicles, including transit buses have been running on a 22% biodiesel mix. None of the anticipated problems with fuel filter have been seen to this point. The biodiesel supplied at the City's bulk fuel tank is a blended mix, which may have separation problems going into the cooler fall and winter months. To address this concern, we will be changing the blend to a 5% biodiesel blend for this fall and in December changing to Diesel #1 for colder winter months, which is a 2% biodiesel firemix and has a cloud point (commonly referred to as point of gelling) of 35 below zero temperature. One unknown going into this winter is the performance of the ultra low sulfur diesel fuel at lower temperatures; this is a newer fuel, which is required by law

in either a #1 diesel or #2 diesel. Suppliers at this time have very little information on how this fuel performs in extremely low temperatures and this will be the first winter requiring its use.

**Ped Ramps and Crossings:** Staff is installing several courtesy trail markers along the asphalt trails at M.T.H. No. 246 and Jefferson Parkway intersection. The asphalt trail abuts the sidewalk on either side of Jefferson Parkway approximately 30 feet short of the corner pedestrian crossing area. The courtesy markers provide information to trail users to cross at the corner. Additionally, ped ramps have been scheduled for installation at the drive entrance to the School District HQ along Division Street and on either side of Lincoln Parkway at Juniper Avenue. Installation is scheduled for the week of October 9, 2006.

#### **NCRC Roof**

Included with this Friday report is a supplemental Council Report for the October 2 meeting for award of bid for replacement of the NCRC roof. The roof was damaged in the hailstorm and all replacement costs will be covered by insurance. Bids were opened Wednesday, too late for inclusion in the Council packet and we want to get the roof work underway as soon as possible to avoid cold weather. Please contact Joel Walinski with any questions.

#### **Resource and Park Planning**

- **ArtsPlan06:** Planning Committee met earlier this week, Monday the 25<sup>th</sup> to review initiatives, potential projects and the City's role. City Council work session with ArtsPlan Committee is scheduled for Monday, November 13<sup>th</sup>.
- **Greenway Corridor Action Plan:** (Greater Northfield Area Greenway Corridor System). Revised map (PDF) has been put up on the City's website; Public Open House and Forum is scheduled for Wednesday, November 1<sup>st</sup> in the Council Chambers.
- **Way Park:** Staff will prepared background brief/memorandum for City Council work session with Park Board on Monday, October 9<sup>th</sup>.
- **Misc:**
  - Staff attended preliminary discussions with Carleton College and bridge/trail alignments in the northern arboretum and at the Waterford Bridge.
  - Staff attended Spelling Bee at Grand to promote 'Booker'.
- **Downtown Streetscape Projects:**
  - *Parking Lot Edge Treatments* – City Attorney is refining agreement; Staff will proceed with edge treatment on the West Side – Highway #3 parking lot.
  - *Riverwalk Gateways* – Contracts are in place for work, awaiting agreements and related signatures/authorization.
  - *Bike Racks* – Staff has recommended four additional bike rack locations on the West Side; Division Street bike racks have been installed.

cc: Department Managers