



To: Honorable Mayor & City Council

From: City of Northfield Leadership Team:  
Ben Martig, City Administrator  
Deb Little, City Clerk  
Michelle Mahowald, Communications & Human Resources Director  
Brenda Angelstad, Finance Director  
Mitzi Baker, Community Development Director  
Teresa Jensen, Director of Library & IT Services  
Monte Nelson, Police Chief  
Dave Bennett, Public Works Director/City Engineer

CC: All City Employees; City Attorney

Date: [March 22, 2019 ]

RE: **City Administrator Report for [March 22, 2019 ]**

## Background

Northfield is an open, safe, and welcoming community, recognized for its world-class colleges and historic riverfront downtown, and is dedicated to sustainably enhancing and preserving its vibrant culture, celebrated arts, strong economy, and an excellent quality of life where all can thrive.

This memo is intended to provide a range of City operational reports from employee activity, project updates, community events, meetings and more.

## Administrative Services Department

Administration Division

*Submitted by Ben Martig, City Administrator*

### NAFRS UPDATES

- Chief Franek summarized the Critical Incidence Response team that worked with his department following the death of NAFRS employee Chad VanZuilen. See more information on this FAST Team that provides assistance to departments in need.  
[https://www.msfc.org/page/FAST\\_Team](https://www.msfc.org/page/FAST_Team)
- Sean Simonson, the NAFRS Program Coordinator has been working on purchasing policy and previously complete template memos to use for board meeting packets.
- The NAFRS Board was provided a draft of the 2018 audit at their meeting. The presentation will take place next next month to NAFRS Board.

### Beth Kallestad starts April 8 as Temporary Program Coordinator

Beth Kallestad has worked in the environmental and community development fields in a variety of capacities to include consulting, nonprofit, state government and academia. For the past three years, she has worked for University of Minnesota Extension as the Leadership and Civic Engagement educator in Southeast, Minnesota. While at Extension, she has taught a variety of topics for leadership cohorts and one-time workshops with her favorite being the Art of Hosting Conversations that Matter. She has been working on developing a Board and Commissions training for under-represented audiences that we hope to bring to Northfield.

Prior to coming to Extension, Beth served as Executive Director of the Cannon River Watershed Partnership. While there, she led organizational planning efforts and brought partners together from government, businesses, and communities to develop strategies to improve the watershed. She also organized a variety of events and learning opportunities to engage community members in water quality issues. Beth is very excited to be working on accelerating work on the overall Strategic Plan. She is excited to be able to work as the primary staff liaison to the Climate Action Plan Advisory Board (working on the Climate Action) and the Human Rights Commission (working on the Racial Equity Action Plan) in the town she calls home.

### Finance Division

*Submitted by Brenda Angelstad, Finance Director*

#### Update

Finance remains busy with year-end activities and annual audit.

### Motor Vehicle Division

*Submitted by Brenda Angelstad, Finance Director*

#### Resignation

Motor Vehicle Specialist Laura Baltazar is returning to school at Minnesota State Mankato and will be leaving the City on April 2nd. We wish her well! The process has begun for hiring a new part-time Motor Vehicle Specialist.

### Northfield Liquor Store

*Submitted by Brian Whitt, Liquor Operations Manager*

#### In-Store Tastings

In March we held 2 wine tastings, while a snowstorm prevented us from having the 3<sup>rd</sup>. As usual, customers enjoyed being able to taste and learn about wines from around the world. Surly Brewing was here on March 15<sup>th</sup> sampling a variety of their products that we currently carry. Customers were able to enter their name into a raffle for Surly clothing and gear. We will offer 3 free in-store wine tastings in April, featuring products from The Wine Company and Winebow. The tastings will feature selections currently featured on our Wine Sale, as well as a few others. Dates and times are to be determined, and will be updated on the City website and Facebook as they are finalized.

### March Madness College Basketball Promotion

We currently have two March Madness promotions underway, one for customers and the other for City Employees. Weekly updates will be posted at the Liquor Store for the customer contest, and an email will be sent to employees. |

## City Clerk

*Submitted by Deb Little, City Clerk*

### Licenses

Staff is busy working with license holders to obtain final documents to complete the liquor license renewal process with the State Alcohol and Gambling Enforcement Division in order to issue licenses prior to April 1. Licenses renewals for Vehicles for Hire and Refuse were prepared for consideration at the March 19 City Council meeting.

### Community Events

Staff continues to receive and process Community event applications for the 2019 event season. Staff prepared the first round of In Kind Community Event Grant requests for consideration at the March 19 City Council meeting.

## Communications & Human Resources Division

*Submitted by Michelle Mahowald, Communications & Human Resources Director*

### 2019 State of the City Address

Mayor Pownell's State of the City Address was held at 6:30 p.m. on Monday, March 18, 2019 at Carleton College Weitz Center in the magnificent Kracum Performance Hall. The Justice Choir and Randy Ferguson entertained the crowd. Presenters included City Administrator Martig, Mayor Pownell, Poet Laureate Rob Hardy, Chamber President Lisa Peterson, and Rotary Chair Scott Richardson and School Counselor Mark Ensrud as awards, accomplishments and challenges filled the hour. Follow this link to view the video <https://youtu.be/lzy4eyEJqDc>

Follow this link to the 2019 State of the City Photo Album slideshow:

<https://www.ci.northfield.mn.us/gallery.aspx?AID=14>

### 2019 Boards & Commissions Appreciation Event

RSVP by using this link: <http://bit.ly/RSVPBCProgram2019>



## Community Services Division

*Submitted by Teresa Jensen, Director of Library & IT*

### Library Division

#### Current Activities

- We welcome Katlin Greene as our new Adult Services Manager. Katlin replaces Library Manager Leesa Wisdorf, who retired after many productive and valued years at the library. Katlin comes to us most recently from the Anoka County Library System.
- Spanish language Zumba ends after the last class, March 30
- Library staffer Steve Maus has created a learning station with a desktop computer aimed at adult learners, including those using our popular Lynda.com. This station will provide the opportunity for users to learn and create their own files, documents, and images using a number of well-known software platforms, including the Adobe Creative Suite.
- The Sidewalk Poetry contest has been extended until the end of March; for more information see <https://www.ci.northfield.mn.us/DocumentCenter/View/7327/2019-Sidewalk-Poetry-brochure-English?bidId=>

### Information Technology (IT) Services Division

*Submitted by Kurt Wolf, IT Manager*

#### Helpdesk Tickets

IT's ticketing system shows that:

- 39 tickets have been closed in the last two weeks
- 41 tickets have been opened in the last two weeks
- 76.47% of tickets have been closed in less than thirty days

### Computers and Laptops

We replaced one of the register computers at the Liquor Store to address problems that were occurring regularly. Another computer was updated at the Police Department in Records.

### Email Banner

We are making adjustments to the email banner to reduce its size. Some users mentioned that the preview pane no longer displays the first few lines of their email, so we are trying to accommodate that.

### Bridge Square Wifi and Video

Jaguar Communications has completed the fiber connection at Bridge Square and Custom Alarm plans to complete the camera installation in the next week. Wifi should be completed this upcoming week too.

### Fiber Connectivity

We continue to work with Jaguar to connect additional sites via fiber.

### Wiring Infrastructure

We are working with our low voltage wiring contractor to simplify some connections at the Water Department and provide additional connections at Wastewater for wireless.

### Granicus Streaming

A new Granicus server has arrived and we are coordinating the installation with them. This will provide a higher definition video stream on the internet.

### State of the City Address

We worked closely with the Communications Department on the State of the City address. |

## **Community Development Department**

*Submitted by Mitzi Baker, Community Development Director*

### Riverfront Enhancement Advisory Committee

The Riverfront Enhancement Advisory Committee started meeting in January and already identified potential projects for implementation in 2019, reviewed highlights from past studies and plans and considered a work plan and schedule. The National Park Service will be providing technical assistance to this Committee and bring great skill and experience to the table. |

## **Planning Division**

*Submitted by Scott Tempel, City Planner*

### Accessory Dwelling Units Open House

The City held an open house on Accessory Dwelling Units on March 20<sup>th</sup> at City Hall. Community participation was strong, with over 50 comment sheets submitted and approximately 60 in attendance. The City Council will discuss this topic at their April 9 work session. Follow this link to the Accessory Dwelling Unit Resource Page: <https://www.ci.northfield.mn.us/500/Accessory-Dwelling-Units>

### Zimtor Elementary School

There will be a public hearing at the April Planning Commission meeting on a Conditional Use Permit for a new private school in the Masonic Lodge building at 113 Linden St S. Zimtor Elementary is proposed as a progressive private elementary school with up to 40 students.

[http://www.southernminn.com/northfield\\_news/news/article\\_db71777a-0aeb-53d4-8b07-823adf4c3446.html](http://www.southernminn.com/northfield_news/news/article_db71777a-0aeb-53d4-8b07-823adf4c3446.html)

### Multi-family Housing Project

A public hearing will be held at the April Zoning Board of Appeals meeting on variances for a multi-family housing project. Schrom Construction is proposing a 24-unit market rate rental project at the southern end of Maple Street. The project is designed as four six-unit townhouse style units. The applicant has applied for TIF subsidy, which will provide several units at rents attainable to those making up to 50% of the area median income. The TIF hearing will be at City Council later this spring.

### Housing Division

*Submitted by Janine Atchison, Housing Coordinator*

#### Everyone Counts in Minnesota - United States Census 2020

The US Constitution requires that the U.S Census Bureau to conduct a count of all persons every ten years. The Census Bureau requires partners at the state and local level to insure a complete and accurate count. The next census will take place on April 1, 2020 Northfield City Council has appointed a Complete Count Committee to help get the word out the 2020 Census is coming and to encourage everyone to be counted.

A complete count is important to every community because federal dollars are distributed to state and local government each year on the basis of census data. This affects the amount of money coming into the state, county and city for schools, housing, health care, roads and more. In addition, the number of congressional seats for each state is based on census data. Minnesota is at risk of losing one of eight Congressional seats if people do not respond to the census.

The Complete Count Committee (CCC) consisting of Co-chairs Corinne Smith and Char Carlson, Angelique Dietz, Erin Bailey, Kayla Wolff, Mar Valdecantos, Patricia Jorstad, Pam McDowell and Kendra Clements, with Janine Atchison serving as staff liaison. The committee will organize outreach efforts, identify low response areas and create a plan to address participation. The CCC plans to implement special events and create promotional materials to meet the goals and objectives of a complete count. On April 1, 2019, the CCC will begin the one-year countdown to the census. Flyers will be posted in various public & private businesses.

The CCC has already begun posting flyers throughout the City for available census jobs. These part time, temporary positions pay up to \$22.00 per hour and are open to any US citizens over the age of 18. The US Census Bureau intends to hire 200 people from Rice County. To apply go to:

<https://2020census.gov/jobs>

### Spring Creek II Project

The Northfield Strategic Plan lists affordable housing as one of its top priorities. Working toward this goal, the Housing & Redevelopment Authority (HRA) is working with non-profit developer Three Rivers Community Action Agency (TRCA) on a new 32-unit townhome workforce housing project. The success of the project will rely on Low Income Housing Tax Credits (LIHTC) through Minnesota Housing Finance

Agency (MHFA) as the major source of funding. The project will also require Tax Increment Financing (TIF) to fill funding gaps. The proposed project will be located on a portion of the 11.18 acres owned by the HRA in the Southbridge area and will be called Spring Creek II Townhomes.

The HRA land at Southbridge is part of a larger development site that was initially platted by Arcon Development as the Southbridge Subdivision. A final plat for the Southbridge 1<sup>st</sup> Addition was approved in 2003, and development proceeded until the recession in 2008. At that time, Arcon became insolvent and the remaining unbuilt land was sold to the HRA and the neighboring property owners (Vern & Joan Koester).

TRCA submitted an application for LIHTC funding in June 2018. Unfortunately, the Spring Creek II Project was not selected for funding in the 2018 round. TRCA will submit a new application in June 2019. This application will be competing with other cities and towns statewide for this limited funding opportunity. MHFA will announce the LIHTC funding awards, for projects statewide, in October/November 2019.

However, even with LIHTC financing in place, there will be a gap in the funding needed to complete the project. The project will need Tax Increment Financing (TIF) to assist with infrastructure costs to be viable. TRCA Staff along with HRA Staff will seek a letter of support for TIF at a City Council Meeting in April/May, 2019, to be included in the LIHTC application.

A preliminary timeline for the proposed project is as follows:

- March/April, 2019: Project design phase. Cost estimates, unit mix, concept layout, request for site control from the HRA, Community Meeting to share ideas
- March/April 2019: Concept finalized for the tax credit application. Information shared with the City Council (cost, unit mix, layout, proposed design options, projected funding gap).
  - Syndicator review of project = total tax credit projection developed
  - Market Study complete
  - TIF estimate needed prior to City Council meeting. Ehlers estimate on the TIF capacity of the project.
  - Request City Council approval of the project and TIF. If TIF cannot be calculated in time
- May 2019: Intent to Apply due to MHFA. Site Control and project concept needed.
- June 14<sup>th</sup>, 2019: MHFA LIHTC Application Deadline
- October/November, 2019: Funding award announcements
- December to June, 2019/2020: Closing process with MHFA and investor/other funders
- August, 2020 - Construction begins

The Spring Creek II project aligns perfectly with the City's strategic initiatives to provide affordable, workforce housing in Northfield.

The HRA's land donation to TRCA will serve as leverage to gain LIHTC and other financing tools for the project's successful completion. The HRA resolution confirming the land donation will assist with strengthening the TRCA application for tax credits. The land donation will occur only after the successful tax credit application by TRCA. |

## Building Inspection Division

*Submitted by Steve Horsman, Building Official*

No report.

## Economic Development Authority

*Submitted by Nate Carlson, Economic Development Coordinator*

### Revolving Loan Approval

The Northfield EDA approved a \$100,000 Revolving Loan to the Reunion project to assist with construction and remodeling costs. The Reunion anticipates finishing the remodel in early April with a grand opening to follow. When completed, the new restaurant will be an “up-scale, casual restaurant” with many new features that the community will appreciate. The EDA also approved a Micro-Grant of \$5,000 to Groundwire Coffee Roasters for assistance with costs related to their new retail operation called TownFolk, which will be opening in the downtown in the near future.

### EDA To Hire Consultant

The EDA also approved a preliminary request from the EDA Socio-Economic Committee to enlist a consultant. This consultant will work to gather information from local minority, immigrant, and Foreign-Born business owners and entrepreneurs with respect to any barriers they face when doing business. The EDA will take action at the March EDA meeting to begin soliciting consultants through a Request For Proposal (RFP) competitive bidding process. For further information, please contact Economic Development Coordinator, Nate Carlson.

## Public Works Department

*Submitted by David Bennett, PE Public Works Director/City Engineer*

### Engineering Division

#### 2019 Reclamation Project

Staff held a Neighborhood meeting on March 13, 2019 to review final design documents prior to approving final plans and authorizing bids. City Council approved final plans, and authorized the project for bidding at the March 19, 2019 City Council meeting. The bid opening is scheduled for April 25, 2019 at 2:00 in the City Council Chambers.

#### [2019 Street Reclamation Project | Northfield, MN - Official Website](#)

#### TH 246 and Jefferson Parkway Roundabout Improvement

City Staff received three proposals for Engineering Services for the TH 246 and Jefferson Parkway Roundabout Improvement Project. Staff will be evaluating the proposals, and will bring a recommendation for approval to the April 2, 2019 City Council Meeting.

#### Spring Creek Road Reconstruction Project

Staff hosted a Preconstruction Conference with BCM Construction and other project representatives last week to discuss project schedule and other pertinent information regarding the proposed construction project. BCM Construction anticipates starting the project in early May, with completion expected by late August.

### Spring Creek Bridge Replacement Project

Staff successfully acquired all permanent and temporary easements required to construct the project as designed. Staff will be bringing the project to City Council on April 2, 2019 to approved plans and specifications, and authorize for bids. The bid opening is scheduled for May 2, 2019, with construction scheduled for August/September 2019.

### Division Street and Seventh Street Reconstruction and Washington Street Mill and Overlay

Staff has scheduled a meeting in early April with Swenke Ims Contracting to discuss the project schedule for the remaining work on the project. Staff will also be on-site in the coming weeks compiling a punchlist of items for final completion of the project. |

## Utilities Division

### Biosolids Replacement Project

Contractors and staff held a preconstruction meeting for the project this past week. Shank Constructors is the general contractor on the project. They indicated that a majority of the work will begin in the middle of May. This week, the power that feeds the Ultra Violet (UV) Disinfection system is fed through the biosolids buildings main breaker. This was disconnected and a temporary breaker was installed on the outside of the building so the UV system can run the entire disinfection season, April 1 through October 31, while the biosolids electrical breakers are replaced.

### Ultra Violet Disinfection System

Staff is preparing the UV system for operation for the disinfection season. This involves running the system and verifying all components are operational and alarms are working.

### Biological Aerated Filtration Building and Ultra Violet Building Cleaning

Staff drained both the Biological Aerated Filtration (BAF) building and the Ultra Violet building for its annual tank cleaning. This involves staff going in the tanks and cleaning any build-up. |

## Streets Division & Recreation Division

### Parks, Trail, and Open Space Plan Update

Toole Design Group submitted the final report. The report is available to view at the following link, <https://www.ci.northfield.mn.us/1202/2018-Pedestrian-Bike-Trail-System> . The Planning Commission reviewed the item at their March 21 meeting and provided some recommendations for City Council to consider for final approval. The Park Board passed a motion recommending the final report at their March 21, 2019 meeting. City Council will consider accepting the final report at the April 2, 2019 council meeting.

### Street Maintenance

Crews have been responding to drainage issues by clearing storm drains of snow and ice. Crews have been focused on flooding issues along the Cannon River. Crews have set up barricades, made sand and sand bags available for residents/businesses and have sand bags and sand available for city infrastructure. Staff is also monitoring the river levels and predictions.

### Potholes

It is now pothole season. Crews have been diligently patching the enormous potholes that have quickly appeared. We have been getting hot mix from the City of St. Paul asphalt plant.

### Park Maintenance

City staff closed the outside rinks on March 11. With the colder weather, crews were able to maintain and keep them open longer than usual. |

### Facilities Division

#### Ice Arena

The ice is out. Preparations are being made for the Home and Garden Show on April 6, 2019.

#### Pool

The demolition contractor is preparing to start on removing concrete on the pool repair project. |

### **Police Department**

*Submitted by Monte Nelson, Chief of Police*

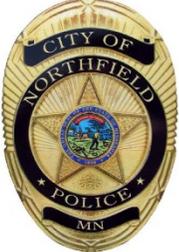
#### Sibley Elementary DARE Graduation

On February 28, 2019, Northfield Officers joined Students, Family, and Teachers for 5<sup>th</sup> Grade DARE graduation at Sibley Elementary. Once again, numerous officers were on hand along with parents and friends to congratulate the DARE classes. Four students read their great DARE essays to the audience. All students and family members enjoyed cake afterwards, compliments of Family Fare.



### Deputy Chief Mark Dukatz Retiring

After 23 years with the Northfield Police Department, Mark Dukatz is retiring on March 29th. Throughout his career with NPD, Mark has done it all from motorcycle patrol to investigations and wrapping it up as Deputy Chief since 2015. There will be a farewell celebration on Friday, March 29 from 11:00 – 1:00 in the 2nd floor training room at City Hall. Please join us in wishing him a happy retirement!



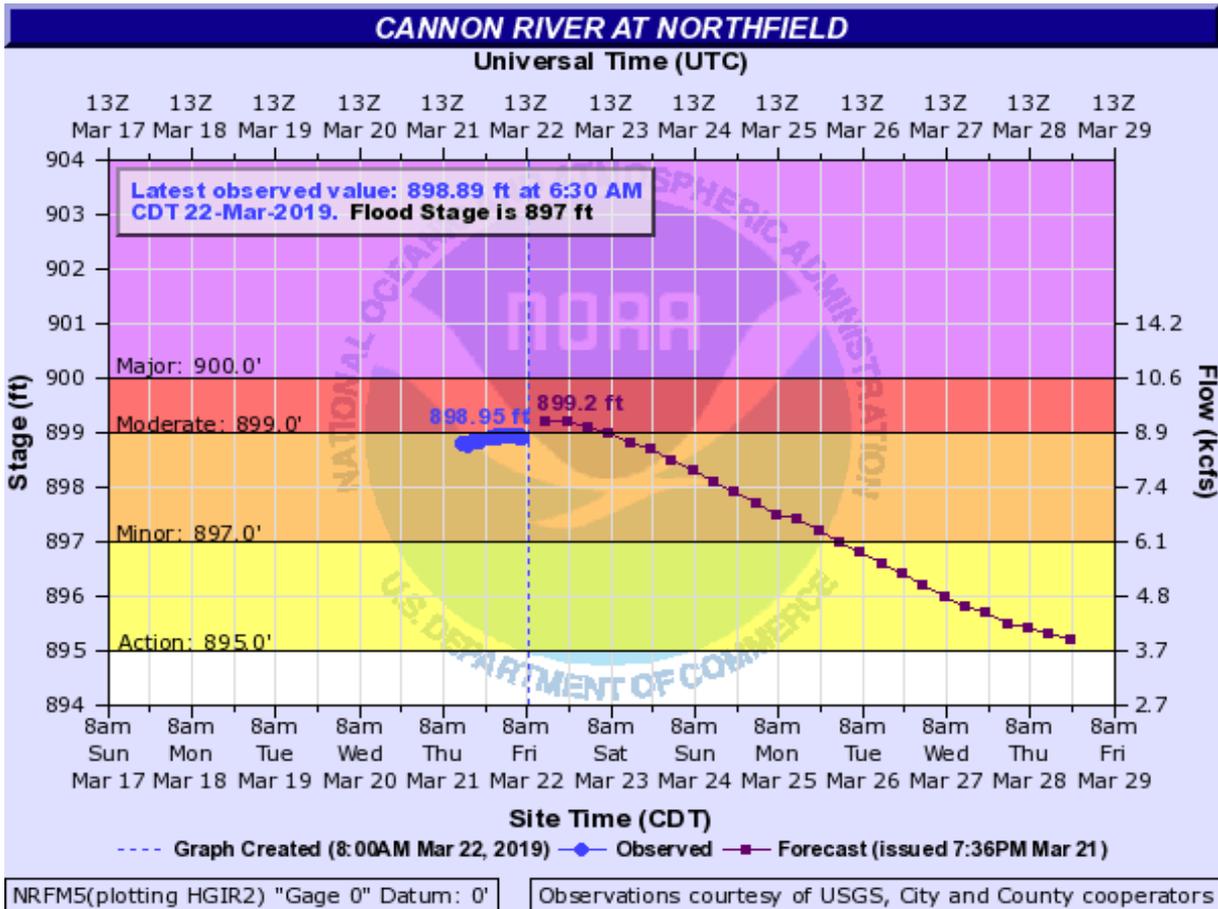
Please join us in wishing

## Mark “Duke” Dukatz

Farewell as he celebrates his  
retirement from Northfield Police  
Department after 23 years of service

Friday, March 29th  
11 am - 1 pm  
2nd floor Training Room  
Northfield City Hall  
801 Washington Street

**National Weather Service  
Advanced Hydrologic Prediction Service**  
[water.weather.gov/ahps/](http://water.weather.gov/ahps/)



Observations courtesy of [USGS, City and County cooperators](#) .

**NOTE:** Gauge reading may be affected by ice.

**NOTE:** River forecasts for this location take into account past precipitation and the precipitation amounts expected approximately 48 hours into the future from the forecast issuance time.

Forecasts for the Cannon River at Northfield are issued as needed during times of high water, but are not routinely available.



## RICE COUNTY

320 Third Street N.W.  
Faribault, MN 55021

### News Release

#### Local Boards of Appeal & Equalization and Alternative Meetings 2019

March 19, 2019

Date to Remove from Website: June 20, 2019

Property owners recently received a *Notice of Valuation and Classification for Taxes Payable for 2020*. This form is to notify you of the market value and classification of your property for assessment year 2019. The property taxes that you pay in 2020 will be based on this classification.

Listed are the dates and times of the Local Board of Appeal and Equalization. Also listed are three dates and times for Alternative Meetings for 2019. If you believe that your valuation and classification are correct, it is not necessary to contact your assessor and/or attend any of the listed meetings.

If the property information is not correct, if you disagree with the values, or if you have questions about your notice, please contact your assessor first at **(507) 332-6102** to discuss any questions or concerns.

Property owners may attend any of the three Open Book Meetings in Lonsdale, Northfield or Faribault to have a one on one discussion with the assessor. Often your issues can be resolved at this level. The assessor will advise you of your further appeal rights, if needed.

Read your notice carefully for all your appeal options.

#### Local Boards of Appeal & Equalization and Alternate Meetings 2019

##### Open Book Meetings:

(Day / Date / Time / Location)

Monday – 4/8/2019 – 9:00-11:00 am – Lonsdale City Hall

Monday – 4/8/2019 – 12:00-2:00 pm – Northfield City Hall

Monday – 4/8/2019 – 4:00-6:00 pm – Rice County Government Center (Fblt)

**ALL PROPERTY OWNERS HAVE THE OPTION OF ATTENDING ANY OF THE OPEN BOOK MEETINGS.**

##### Local Board of Appeal and Equalization:

(Day / Date / Time / Location)

Tuesday – 4/9/2019 – 9:00 am – Forest Twp

Wednesday – 4/10/2019 – 9:00 am – Shieldsville Twp

Thursday – 4/11/2019 – 9:00 am – Wells Twp

County Board of Appeal and Equalization:

(Day / Date / Time / Location)

Wednesday – 6/19/2019 – 6:30 pm – Rice County Commissioner’s Room

THE COUNTY BOARD OF EQUALIZATION WILL MEET IN THE GOVERNMENT SERVICES BUILDING.

CONTACTS:

Paul Knutson, County Assessor, (507) 332-6102

Sara Folsted, County Administrator, (507) 332-6121