



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
Chris Heineman, Community Planning & 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: May 11, 2018

RE: City Administrator Update for May 15, 2018

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. Additional information will be provided at the meeting by City Administrator Martig.

UCare Commercial

UCare has hired a production company to film a commercial in Northfield. The filming will take place on Monday, May 14 from 10 am – 3 pm. The filming will involve intermittent closure of both directions of Division Street between 4th Street and 5th Street. There will be a 5 actors/actresses riding on a 5-seater bike on Division Street with a golf cart filming them. The Police Department will be assisting with the intermittent street closures. The street on Bridge Square between the Post Office to Division Street will be closed during this time to accommodate the production vehicles and related equipment. The production company has been working with the Chamber as well as notifying all adjoining businesses.

Xcel Energy – Easement Approvals On-Hold

Xcel is currently in further review with the DNR regarding the potential easement and crossing of the river with an electric distribution line. It is anticipated that due to grant funds restrictions for the regional park that the City may need to rescind the easement to Xcel.

Northfield Downtown Development Commission (NDDC) Exploring New Downtown Banners

Public works is considering bringing forward a policy that outlines the process for creation of new banners, responsibility of costs for installation, who approves the look/content on the banners etc. The policy will include contemplation of appropriate advisory board review and potential council action. The NDDC has some early concept designs and funding they are interested in exploring.

Transit Hub – Hiawathaland Grant Application

Hiawathaland Transit has indicated that they will be preparing grant for the Northfield transit hub next to the Depot in May. From there, it will go to MnDot for review and potential funding. The Council would need to review any potential local funding match associated with an application.

Division and Seventh Street Reconstruction

Reconstruction on Division and Seventh Street has begun. You may track this project for updates and newsletters at <https://www.ci.northfield.mn.us/1140/2018-Division-St-7th-St-and-Washington-S> or by signing up for alerts to your phone or email at our “Notify Me” page at <https://www.ci.northfield.mn.us/list.aspx>

Parks and Open Space Plan – Update

The RFP was sent to six consultants, of which three submitted proposals. The selection committee consisted of Will Schroeer (Planning Commission), Peder Jothen (PRAB), Suzie Nakasian (City Council) and staff Dave Bennett, Scott Tempel and Tim Behrendt. The committee met on May 10 to review and select a consultant. The committee is waiting on clarification from one consultant on their proposal. Once the committee receives this clarification, a consultant will be selected.

City Identification

The City ID opening day is on track to begin Monday, June 4 at 9 AM. Staff have been working through final layout for applicant information on the ID card itself; specifics for camera distance, angle/height and accepted/agreed-upon formatting of ID photo; duties of each staff person involved in the application process. The creation of a usable database and template for applications has been created by IT staffer Nick Novotny; both Nick and Kurt Wolf have been deeply involved in the implementation process. City ID advocates have been successful in enrolling a number of businesses in a coupon program for ID incentives, with a coupon booklet available for applicants at the time of ID enrollment; a list of those businesses are available on the City ID website at mynpl.org/CityID. We have also begun contacting a number of Northfielders for their participation in a PR campaign, which includes their quote about why they value the City ID. Library staffer Steve Maus is a key point-person in the PR campaign.

2018 Elections

The City of Northfield is seeking interested individuals to serve as election judges for the Primary Election on August 14, 2018 and the General Election on November 6, 2018. Election judges administer election procedures in polling places and ensure that voters' rights are protected and respected on Election Day. Election judges receive pay for their services, unless they choose to serve as volunteers. By law, employers must give election judges time off from work to serve. In addition to serving on Election Day, judges must complete required training that will be approximately two hours in length.

Election judge applications are available on the Elections & Voter Information page of the City's website:
<https://weblink.ci.northfield.mn.us/Forms/JudgeApplication>

Important upcoming dates:

- May 22- June 5, 2018 - Candidate filing period. Northfield offices on the ballot will include: Council Member At-Large, Council Member First Ward, and Council Member Fourth Ward
- June 2, 2018 – Cannon River Regional Trail Opening
- August 14, 2018 – Primary Election
- November 6, 2018 – General Election