



## MEMORANDUM

DATE: November 21, 2017

To: Honorable Mayor & City Council

CC: Dave Bennett, City Engineer/Director of Public Works; Monte Nelson, Police Chief; Chris Heineman, Community Planning and Development Director; Deb Little, City Clerk; Michelle Mahowald, Communications & Human Resources Manager; Teresa Jensen, Director of Library and Information Technology Resources; Chris Hood, City Attorney; Amy Bergemann, Administrative Assistant

From: Ben Martig, City Administrator

RE: "Supplemental Agenda Background Memo" for November 21, 2017 No.1.

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### Summary Report:

The following is an update on agenda items as supplemental background agenda information made available on Tuesday, November 21, 2017.

#### 7. Discussion and Review of City Identification Ordinance and Program.

See attached Powerpoint presentation.

#### 8. Consider Resolution Ordering the Improvement for the 2018 Division & Seventh Street Reconstruction and Washington Street Overlay.

Staff has provided a new resolution 2017-106 replacing the one in the packet to allow for the ability to include the raised intersection as an additional alternative.

Also, the powerpoint presentation is attached.

#### 10. Update on pending lease amendment review with St. Olaf regarding senior housing project adjacent to Northfield Hospital and Clinics.

See attached Powerpoint presentation.





City Identification Program  
November 21st, 2017



# Background & Purpose

- Requested by community members.
- Recommended by Human Rights Commission.
- Many residents do not have adequate access to valid forms of identification.
- Therefore, they may have difficulty obtaining services and participating in programs and activities in the community.



# Vision and Mission Statements

## **VISION**

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.

## **MISSION**

The City of Northfield works for the common good of our residents and businesses and the improvement of our community by providing excellent, innovative municipal services that carry out the City's vision for a high quality of life for all.



# Strategic Plan (2018-2020)

- Diversity, Equity, Inclusion: *A Community that Welcomes Everyone.*
- Strategic Initiatives:
  - Develop equitable service access strategy
  - Develop and implement the Racial Equity Action Plan

## Additional Reference

- “We intend that our City be a welcoming and safe place for people of all ethnicities, national origins, immigration status, gender and sexual identities and presentations, skin colors, religious or non-religious affiliations, ages, economic status, and abilities.” [City council Nov.15, 2016 resolution]



# Legal Opinion

## Legal Authority to adopt a City Identification Program

- Memo from City Attorney Hood – October 5, 2017
- Charter and Statutory Authority
  - No Statutory authority prohibiting a local unit of government from establishing a local ID card program.
  - State law does not specifically address a local ID program
  - Charter Section 2.2 – establishes the powers of the City
  - Charter Section 3.1, further provides that the “council shall exercise the legislative power of the city and determine all matters of policy.”
  - Charter, Section 9.1, provides that the “council shall have full authority over the financial affairs of the city.”
  - The Council, based upon the foregoing, has broad powers and discretion to legislate for the convenience and welfare of citizens and to appropriate funds for such purposes. This broad grant of authority is further bolstered by state statute Section 412.221, Subd. 32.
- Public Purpose
  - Should the City Council move forward with development of a municipal ID card program, it will be important for the City Council to make findings for why such a program is a public benefit to and in the public interest for all residents of the City



# Data Practices

## Data Collected for City Identification Program

- Records Retention and Management
  - City is required to complete and accurate record of all City transactions.
- Government Data
  - Data is covered by Minnesota Government Data Practices Act (MGDPA).
  - The general presumption of the MGDPA is that government data are public unless otherwise specifically classified by state or federal law.
  - Data proposed to be collected by the City as part of the program are presumed public and must be disclosed by the City to a requester upon a valid request within the timeframes specified in the MGDPA.



# Application Requirements

- Proof of identity.
  - See ordinance for examples.
  - One must provide photo proof and date of birth proof.
- Proof of residency.
  - See ordinance examples.
  - Must include applicant's name and a residential address in the City.



# Minimum Age & Expiration Term

## Age

- Current draft ordinance allows minors to have identification if approved by parent or guardian.
  - Staff exploring a 16 and over minimum age.
  - Alternative could seek younger limit or none.

## Expiration

- Staff recommending 4-year term.

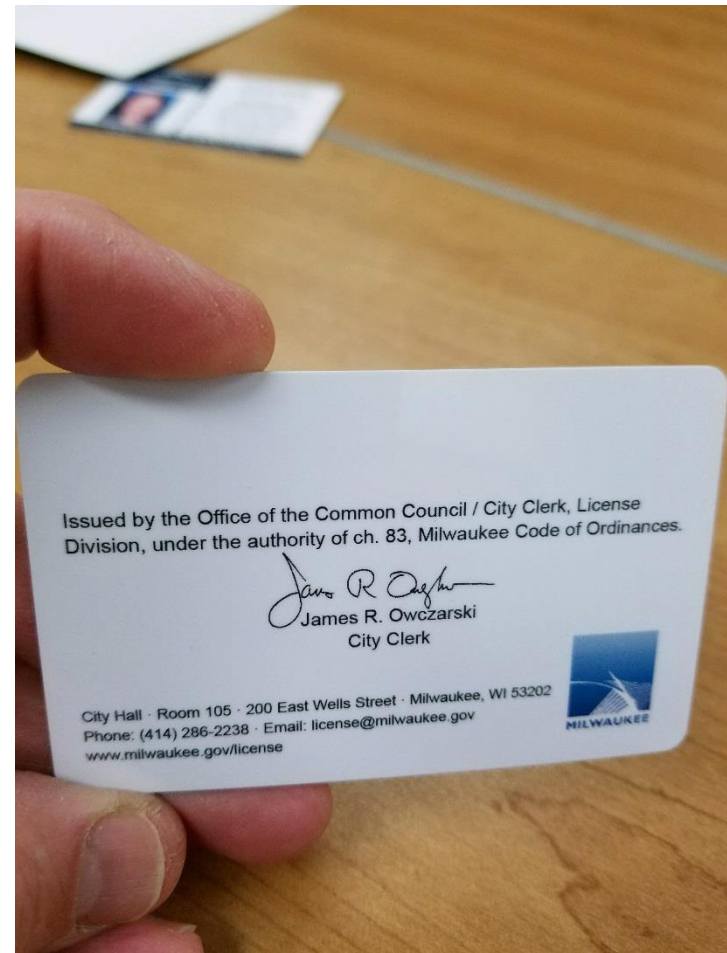


# Information on Card

- Proposed by Human Rights Commission and reviewed by staff:
  - Full legal name
  - Preferred name
  - Gender Identification (Male, Female, Non-Binary, X)
  - Date of Birth
  - Residence Address
  - Photograph
  - Expiration Date
  - Organ Donor (staff not recommending at this time)
- Alternative: Could make some optional to be completed such as the Gender, preferred name.



# Card Example





# Allowed Uses

## City

- Verification of residency for city fees (ex: resident pool fee)

## Private (for some services determined by specific business)

- Banks
- Pharmacy
- Hospital
- Other



# Prohibited Uses

- Elections
- Employment Verification
- Proof of ID to purchase alcohol per MN Statutes 340A.503 Subd. 6
- Driving/Driver's License
- Possibly may be others.



# Costs & Fees

- City currently has an identification card system used for employees (initial cost about \$5000).
- Total system replacement in the future approximately \$8500.
- Pre-printed cards approximately \$1.00 (still exploring details)
- Staffing implementation (not yet determined).
- Recommend fee to cover cost (under review but between \$10-20 is common)



# Implementation

- Ordinance allows city run or an independent party to service the program.
- Recommending City staff delivers service.
- Tentative Service Delivery Implementation:
  - Library Receive Applications
    - “ramp up” initial program staffing.
    - Spanish speaking language alternative available
    - Designated special hours under review
  - Human Resources for Production
    - Mail when completed





# Next Steps/Timeline

1. November 21, 2017 – Council Discussion
2. Staff/Legal continue due diligence review.
3. December 5, 2017 – First Reading of Ordinance
4. December 12, 2017 – Second Reading of Ordinance
5. Staff work continues on implementation plan
6. February 20, 2018 - Ordinance effective date
7. Implementation during first quarter 2018 (pending review between February 20 and March 30).



# Discussion

- Council questions/discussion



CITY OF NORTHFIELD, MINNESOTA  
CITY COUNCIL RESOLUTION 2017-106  
ORDERING IMPROVEMENT 2017STRT – A38  
2018 DIVISION STREET AND SEVENTH STREET RECONSTRUCTION PROJECT, AND  
WASHINGTON STREET OVERLAY AND MISCELLANEOUS CITY PARKING LOT  
REHABILITATIONS

WHEREAS, a resolution of the City Council adopted the 17th day of October, 2017, fixed a date for a Council hearing on proposed 2018STRT – A38 – 2018 Division Street and Seventh Street Reconstruction, Washington Street Mill and Overlay, and Miscellaneous City Parking Lot Rehabilitations Project STRT2018-A38; and,

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 14th day of November, 2017, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA:

The Northfield City Council hereby Orders the Improvement of the 2018STRT – A38 – 2018 Division Street and Seventh Street Reconstruction, Washington Street Mill and Overlay, and Miscellaneous City Parking Lot Rehabilitations Project based on the concept design of:

\_\_\_\_\_ **PREFERRED CONCEPT**

The preferred concept approved at the September 19, 2017 City Council Meeting.

\_\_\_\_\_ **ALTERNATIVE OPTION #1**

The concept design of Alternative Option #1 related to the associated City Council Staff Report on November 21, 2017.

\_\_\_\_\_ **ALTERNATIVE OPTION #1A**

The concept design of Alternative Option #1 related to the associated City Council Staff Report on November 21, 2017 with the addition of the raised intersection

\_\_\_\_\_ **ALTERNATIVE OPTION #2**

The concept design of Alternative Option #2 related to the associated City Council Staff Report on November 21, 2017.

\_\_\_\_\_ **ALTERNATIVE OPTION #2A**

The concept design of Alternative Option #2 related to the associated City Council Staff Report on November 21, 2017 with the addition of the raised intersection.



1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council resolution adopted the 21<sup>st</sup> day of November, 2017.
3. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax-exempt bond.

PASSED by the City Council of the City of Northfield on this 21<sup>st</sup> day of November 2017.

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

VOTE:   \_\_\_  POWELL   \_\_\_  COLBY   \_\_\_  DELONG\_\_\_  NAKASIAN  
          \_\_\_  NESS   \_\_\_  PETERSON WHITE   \_\_\_  ZWEIFEL



# 2018 Division Street and Seventh Street Reconstruction, Washington Street Overlay, and City Parking Lots



**ORDER IMPROVEMENT**

**11/21/2017**





# Tonight's Outline

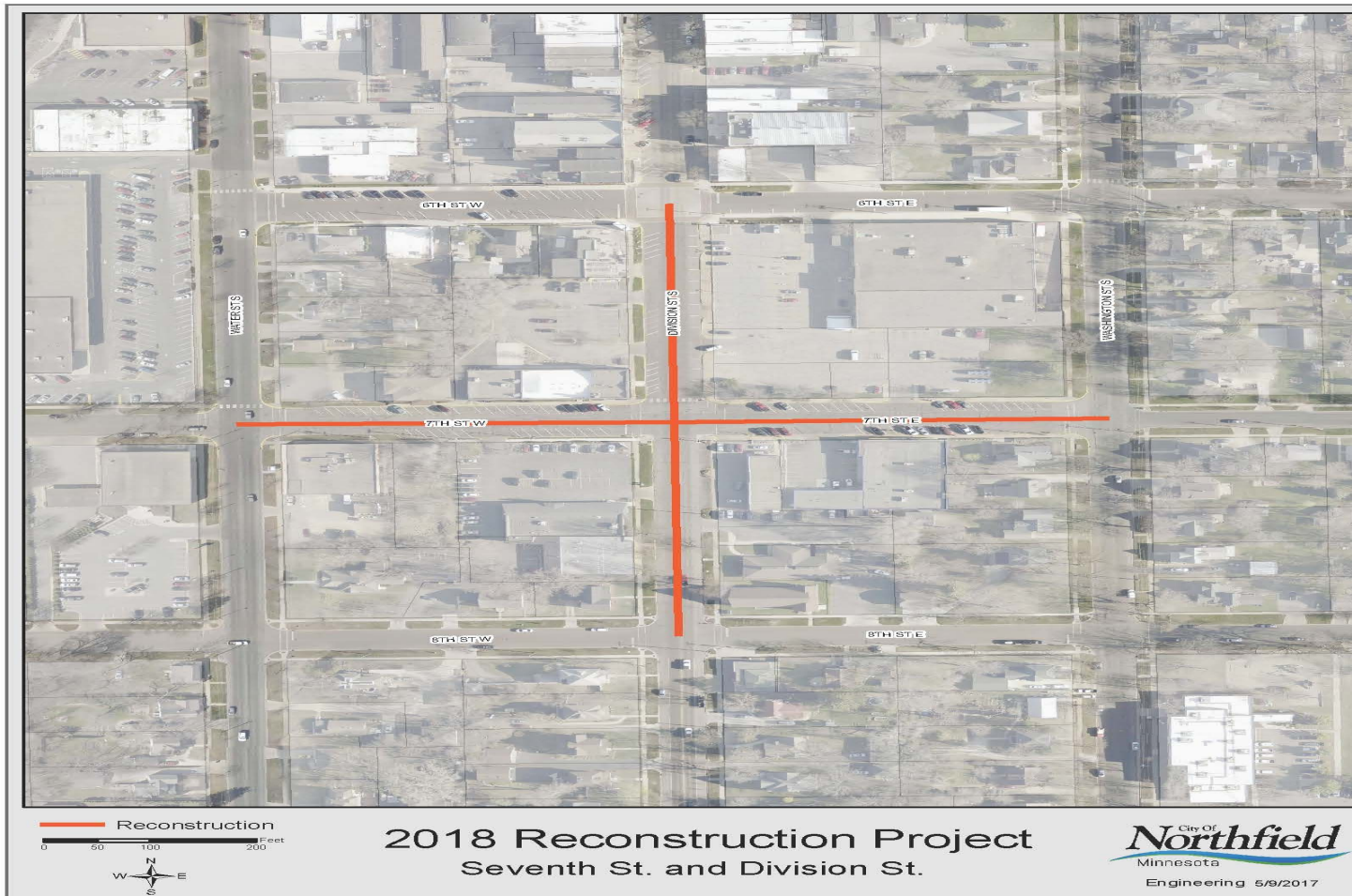


- Project Locations
- Approved Concepts
- Raised Intersection Information
- Alternative Option #1 & 1A
- Alternative Option #2 & 2A
- Project Cost/Funding
- Project Process
- Tonight's Goals
- Questions and Comments



# Project Location

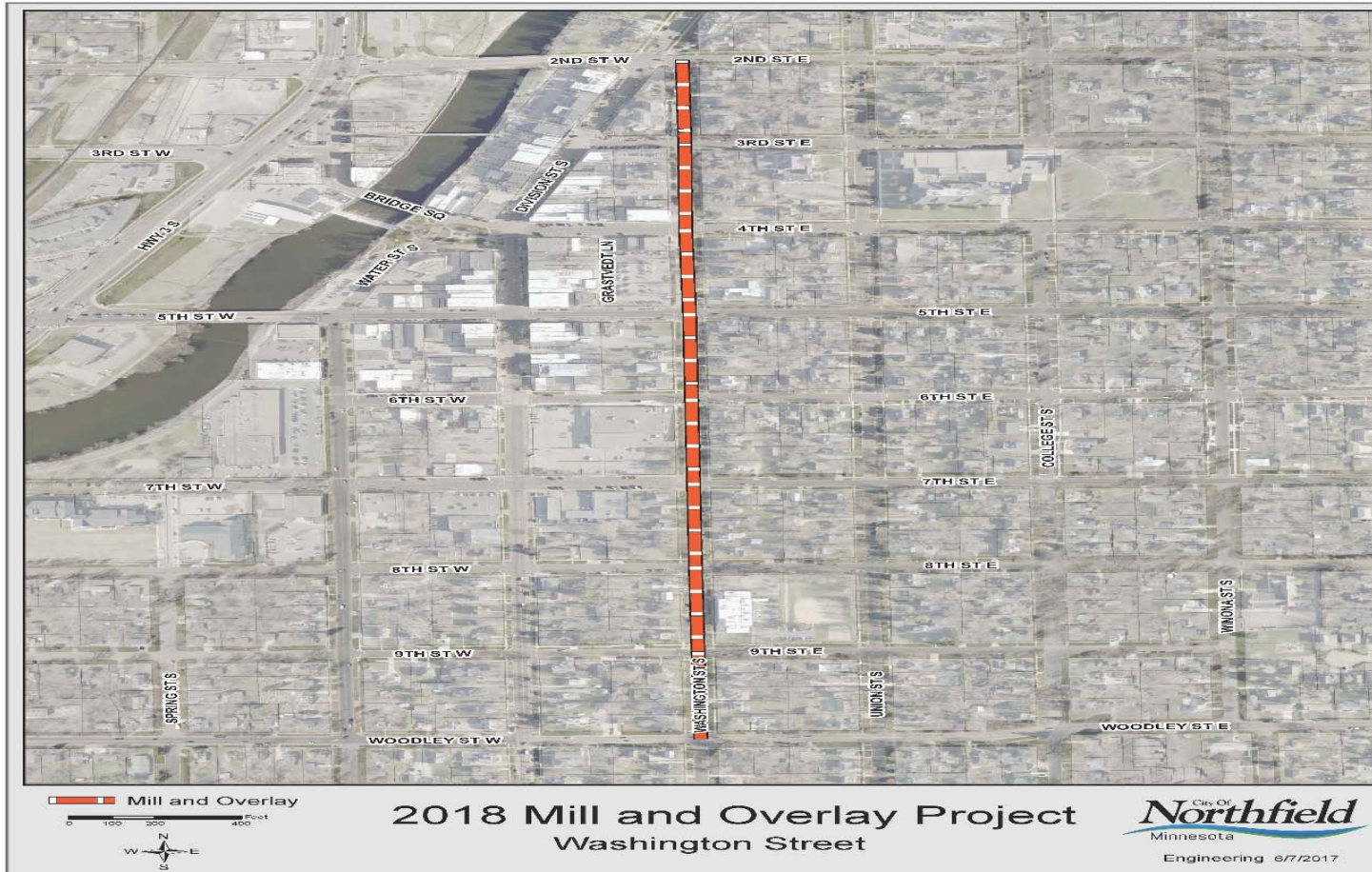
## Division Street and Seventh Street Reconstruction





# Project Locations

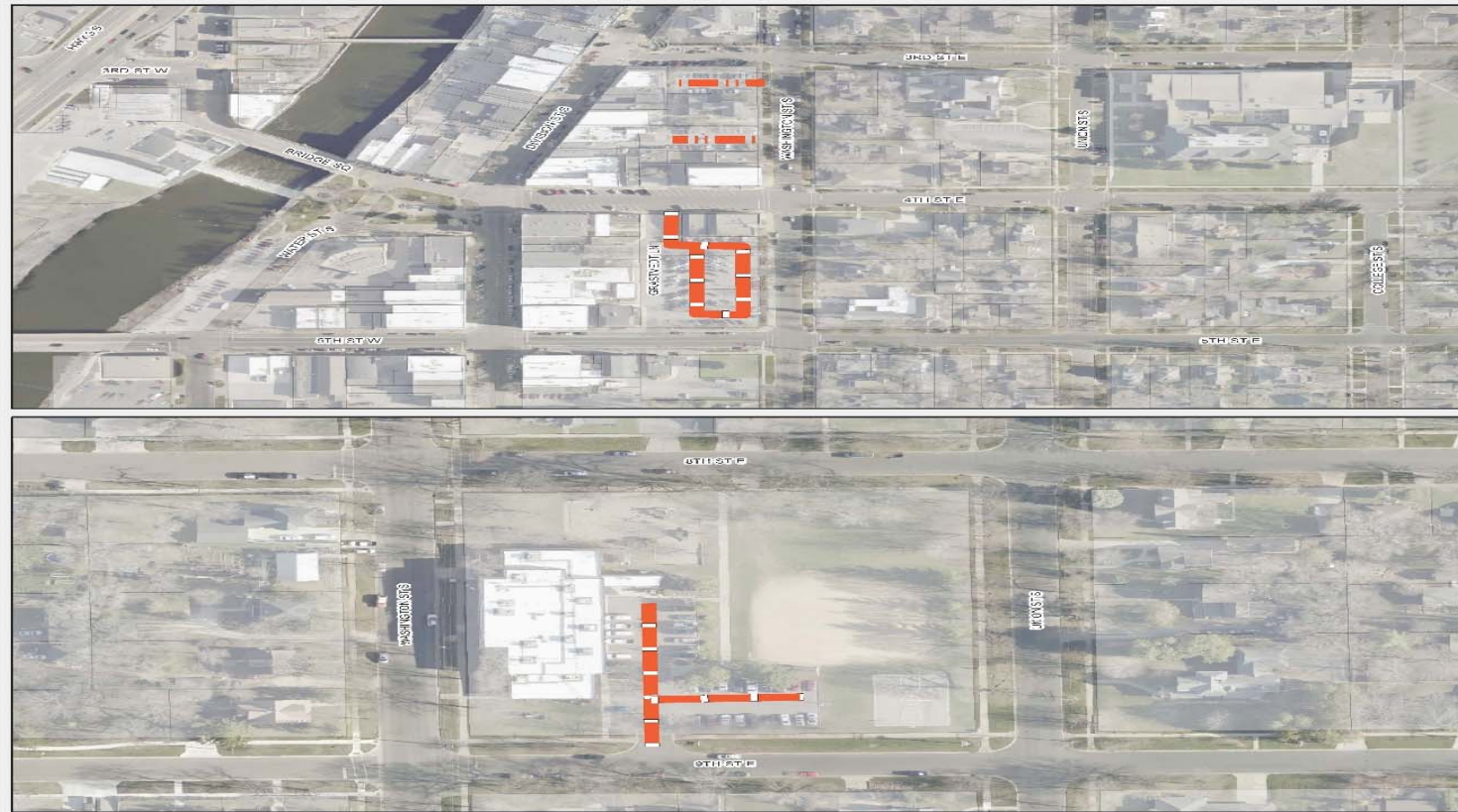
## Washington Street Mill and Overlay





# Project Locations

## City Parking Lots



— Mill and Overlay  
- - - Reclamation

0 25 50 100 Feet



### 2018 Parking Lot Improvements

The Grand Lot, Library Lot, Fifth & Washington Lot, & City Hall

City Of  
**Northfield**  
Minnesota

Engineering 7/14/2017



# Project Scope

## City Parking Lots



- **2" Mill and Overlay (City Hall Parking Lot, Washington and Fifth Street Parking Lot)**
  - Curb and gutter spot repair
  - Storm sewer improvements (City Hall)
  - New 2" bituminous street surface
- **Parking Lot Reconstruction (Washington Street Lot #1)**
  - Pavement and sub-base removal
  - Curb and gutter spot repair
  - New gravel base
  - New 3.5" bituminous pavement section
- **Parking Lot Reclamation (Washington Street Lot #2)**
  - Pavement Reclamation
  - Curb and gutter spot repair
  - New 3.5" bituminous pavement section



# Washington Street Mill and Overlay

## Preferred Concept





# Project Scope

## Washington Street Mill and Overlay



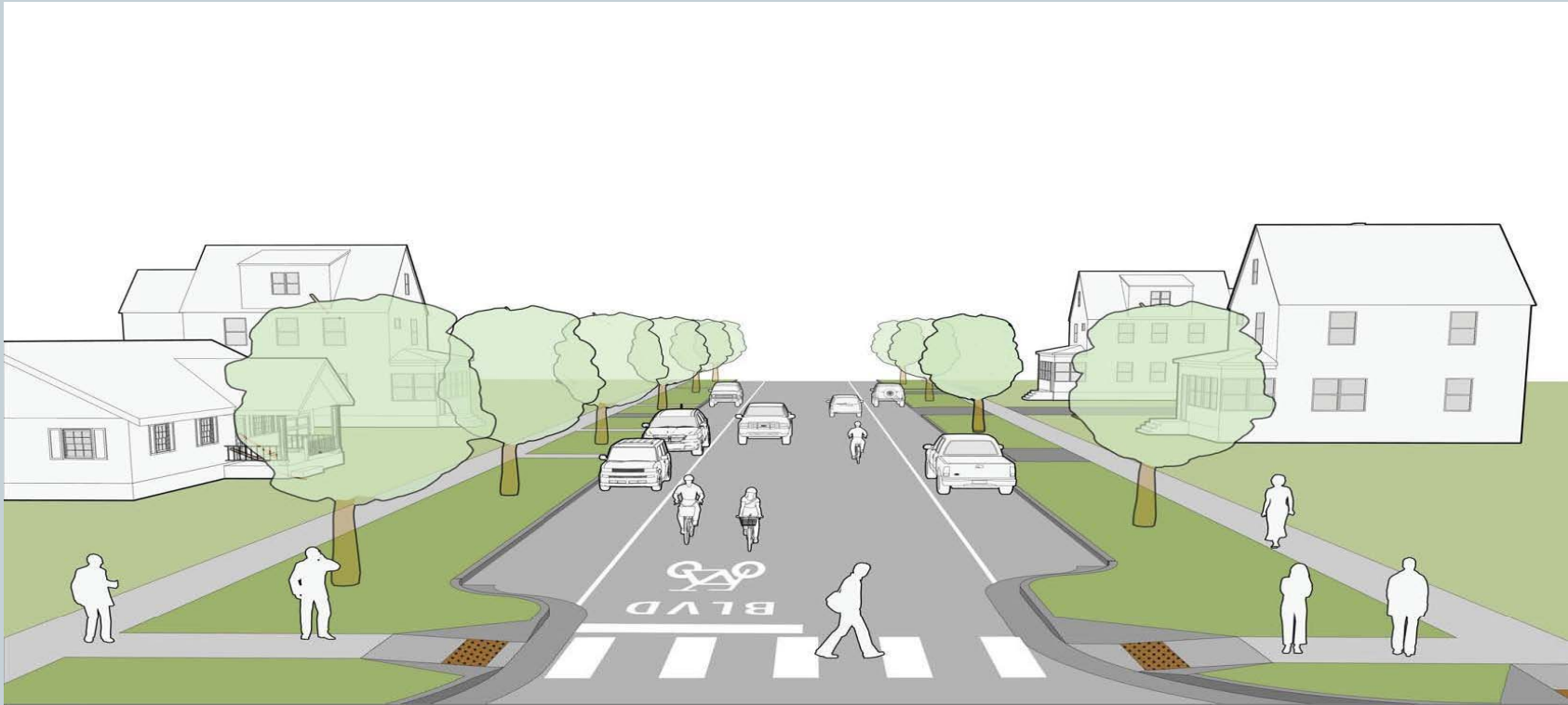
### 2" Mill and Overlay

- Minor Utility repair/replacement
- Curb and gutter spot repair
- Sidewalk spot repairs
- ADA Pedestrian upgrades
- New 2" bituminous street surface
- Bump-outs at all intersections (except Sixth Street)
- Surmountable Curb at Fifth Street and Seventh Street to aid truck turning movements



# Complete Streets

## Washington Street Mill and Overlay



WASHINGTON STREET  
PREFERRED CONCEPT



# Complete Streets

## Washington Street Mill and Overlay



WASHINGTON STREET & 5th STREET  
PREFERRED CONCEPT



EFFORTS HAVE BEEN MADE TO PRODUCE THIS DOCUMENT USING RECYCLED MATERIALS. PLEASE  
CONTINUE THE CYCLE AND PROPERLY RECYCLE ALL UNNECESSARY COPIES.



**2018 Street Improvements**  
Northfield, MN  
Preferred Concept

REVISIONS	
#	DATE DESCRIPTION
1	
2	
3	
4	

D-KEY: 33 RELEASE DATE: 3/27/2017  
 A-KEY: 33 REQ'D CR. DATE: 3/27/2017

0 20° 40°  

 SCALE: 1" = 20'-0"  
 (SEE ELEVATIONS FOR NOTES)

L# \_\_\_\_\_

SHIRT NUMBER  
# OF #



**Division Street and Seventh Street Reconstruction**  
**City Council Approved Preferred Concept**



# **Approved Preferred Concept Amenities**

- 79 Parking Stall (109 existing parking stalls)
- High visibility crosswalks
- Valley gutters
- Dedicated landscape areas
- Trees
- Permeable pavers
- Raised intersection



# Division Street and Seventh Street Reconstruction

## Raised Intersection Information



# Raised Intersection

- Elevates intersection to sidewalk level
- Cars are “guests” in the pedestrian space
- Improves visibility
- Slows traffic
- Design must meet State-Aid Standards



# Division Street and Seventh Street Reconstruction

## Raised Intersection Information





# Division Street and Seventh Street Reconstruction

## Alternative Option #1

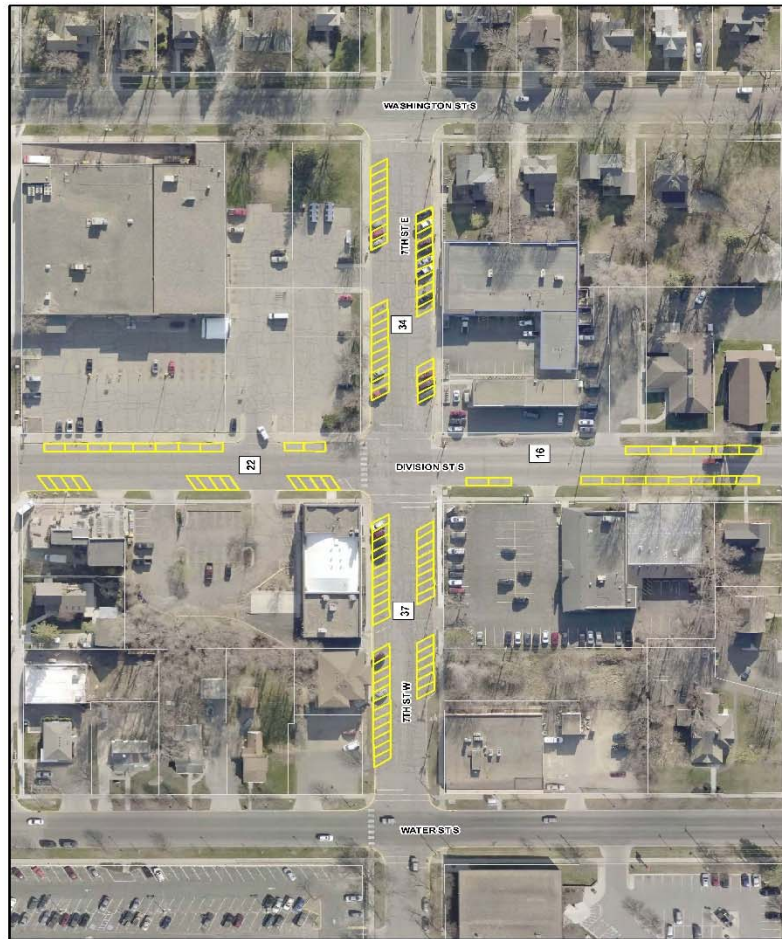


### Alternative Option #1 Amenities

- 88 Parking Stall (109 existing parking stalls)
- High visibility crosswalks
- Valley gutters
- Dedicated landscape areas
- Trees
- Permeable pavers



# Division Street and Seventh Street Reconstruction Alternate Option #1

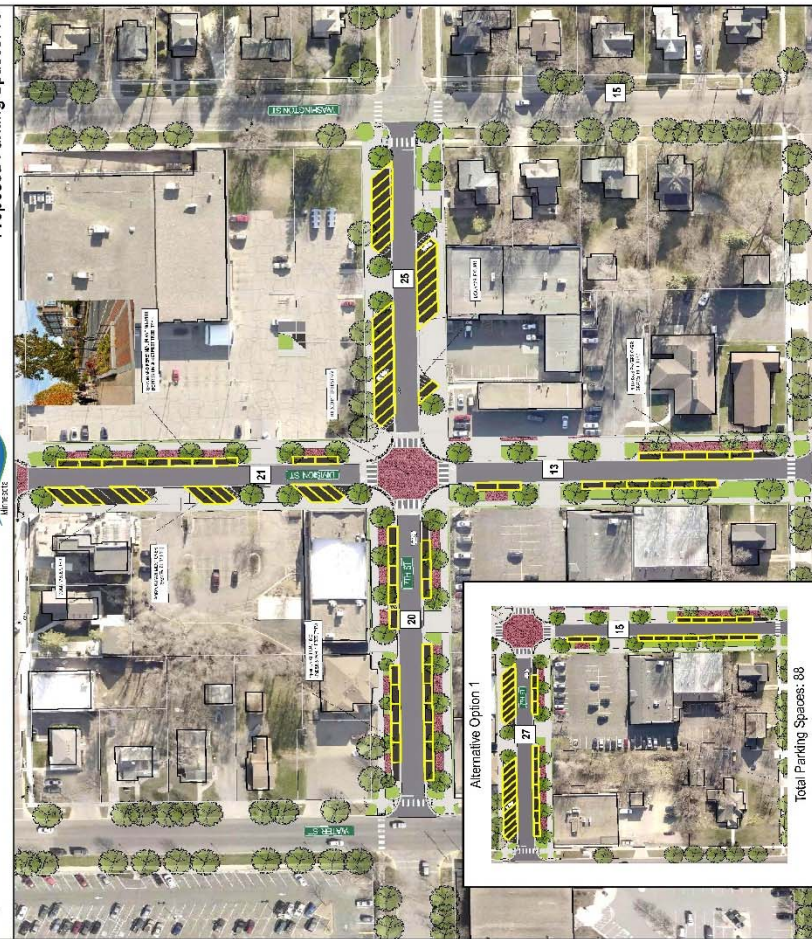


Existing Parking Spaces: 109

Division Street and 7th Street  
Parking Comparison



Proposed Parking Spaces: 79



Alternate Option 1

Total Parking Spaces: 88



# Division Street and Seventh Street Reconstruction Alternate Option #1



Alternative Option 1



Total Parking Spaces: 88



# Division Street and Seventh Street Reconstruction

## Alternative Option #1



### Alternative Option #1A Amenities

- Raised Intersection
- 88 Parking Stall (109 existing parking stalls)
- High visibility crosswalks
- Valley gutters
- Dedicated landscape areas
- Trees
- Permeable pavers



# Division Street and Seventh Street Reconstruction

## Alternative Option #2



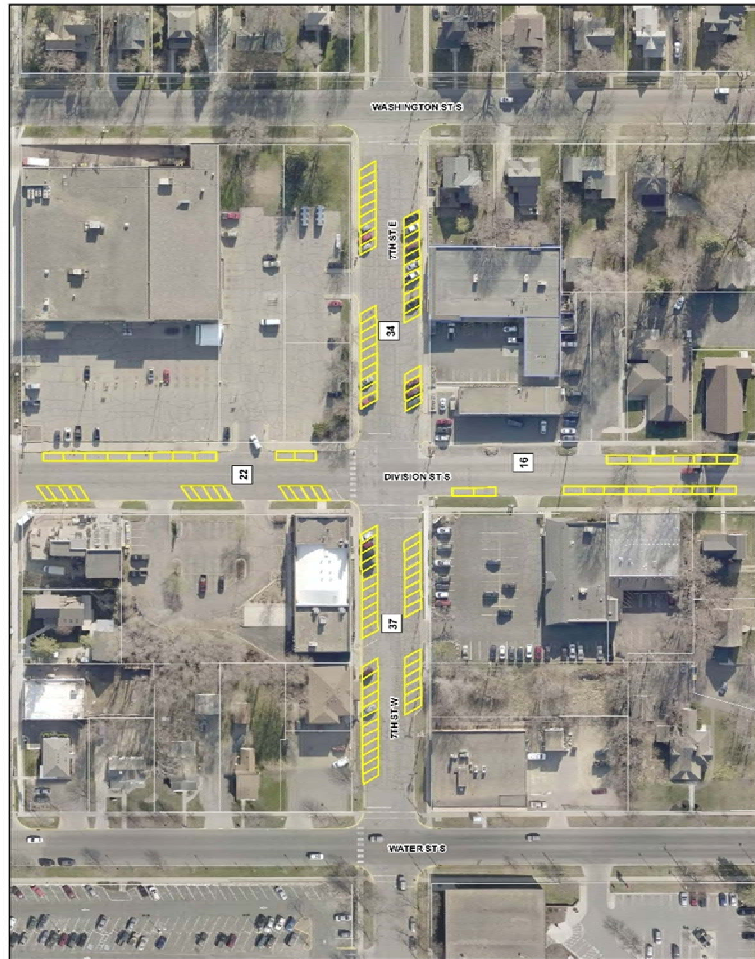
### Alternative Option #2 Amenities

- 90 Parking Stall (109 existing parking stalls)
- High visibility crosswalks
- Valley gutters
- Dedicated landscape areas
- Trees
- Permeable pavers



# Division Street and Seventh Street Reconstruction

## Alternate Option #2

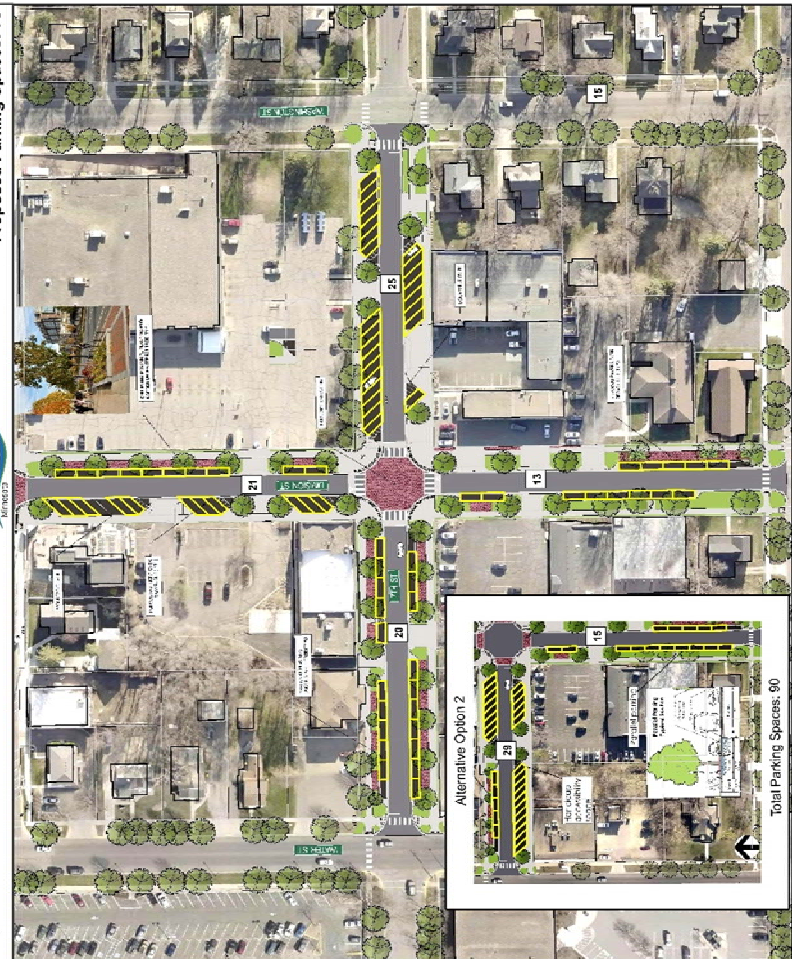


Existing Parking Spaces: 109

Division Street and 7th Street  
Parking Comparison



Proposed Parking Spaces: 79



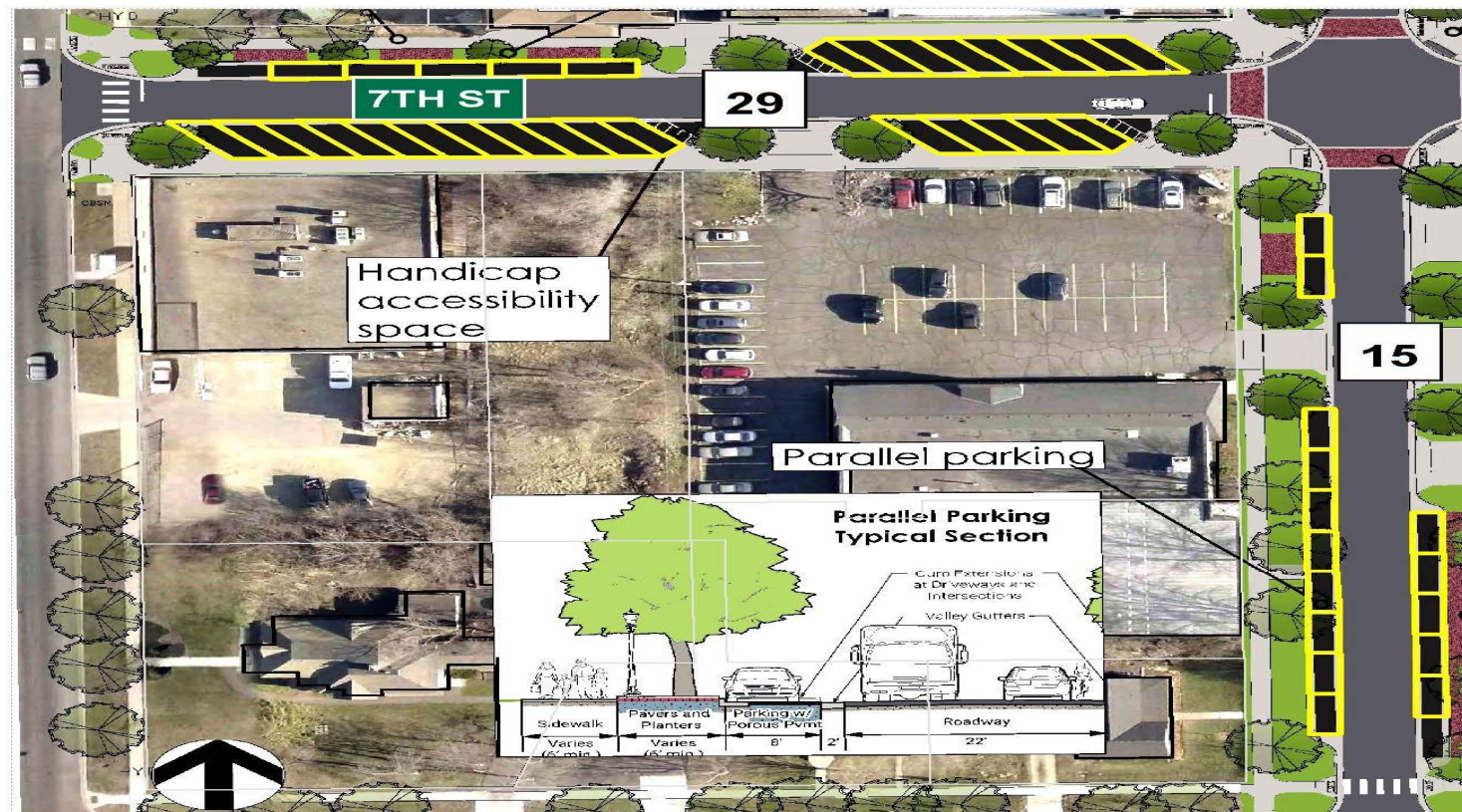


# Division Street and Seventh Street Reconstruction

## Alternate Option #2



### Alternative Option 2



Total Parking Spaces: 90



# Division Street and Seventh Street Reconstruction

## Alternative Option #1



## Alternative Option #2A Amenities

- Raised Intersection
- 90 Parking Stall (109 existing parking stalls)
- High visibility crosswalks
- Valley gutters
- Dedicated landscape areas
- Trees
- Permeable pavers



# Estimated Project Cost



ESTIMATED TOTAL PROJECT COSTS	
	ESTIMATED COSTS
Street	\$2,530,920
Storm Sewer	\$337,924
Sanitary Sewer	\$214,393
Watermain	\$226,894
<i>Subtotal</i>	<i>\$3,310,131</i>
Contingency (10%)	\$331,013
<i>Construction Total</i>	<i>\$3,641,144</i>
<i>Overhead (15%)</i>	<i>\$546,172</i>
<b>PROJECT COSTS</b>	<b>\$4,187,316</b>



# Project Funding



TOTAL PROJECT FUNDING	
FUNDING SOURCE	ESTIMATED FUNDING
Bonding	\$993,000
Assessments	\$408,132
Storm Fund	\$236,734
Sanitary Fund	\$271,207
Water Fund	\$287,021
MSA*	\$1,991,222
<b>TOTAL FUNDING</b>	<b>\$4,187,316</b>

\* The City of Northfield has approximately \$930,000 in MSA fund balance. The City intends to advance the remaining funds to complete the project. Advancing MSA funds is a common practice for Municipalities.



# Project Process



August 2, 2017	Neighborhood Meeting
August 9, 2017	Community Meeting
August 22, 2017	Order Preparation of Feasibility Report
August 30, 2017	Neighborhood/Community Meeting
Sept. 12, 2017	City Council Share Concept
Sept. 19, 2017	City Council Approve Concept
October 17, 2017	Accept Feasibility Report and Call for Improvement Hearing
October 17, 2017	Authorize Preparation of Plans and Specifications
November 14, 2017	Improvement Hearing
<b>November 21, 2017</b>	<b>Order Improvement</b>
January 24, 2018	Neighborhood Meeting
February 6, 2018	Approve Plans and Order Advertisement for Bids
February 14, 21, 28, 2018	Publish Ad for Bid in Northfield News
March 8, 2018	Bid Opening – 2:00 P.M.
March 20, 2018	Accept Bids and Award Contract
April/May 2018	Property Owner Meetings
May – November 2018	Construction
June 2019	Accept Improvements and Authorize Final Payment



# Assessment Process



March 20, 2018	Declare Amount to be Assessed / Call for Assessment Hearing
April 17, 2018	Assessment Hearing
May 1, 2018	Adopt Assessments



# Tonight's Action



- **Resolution 2017-106**

- 6 Council votes to Order the Improvement

- **Preferred Concept**

- 79 Parking Spots
- Raised intersection

- **Alternative Option #1**

- 88 Parking Spots
- No raised intersection

- **Alternative Option #2**

- 90 Parking Spots
- No raised intersection

- **Alternative Option #1A**

- 88 Parking Spots
- Raised intersection

- **Alternative Option #2A**

- 90 Parking Spots
- Raised intersection



# Questions / Comments





# Agenda Item#10. St. Olaf Ground Lease update related to Northfield Hospital

November 21, 2017





# Hospital Summary

- NH&C Board has decided to maintain the Long Term Care Center and work with others to provide independent, assisted living and memory care services.
- A facility with memory care, assisted living, and independent living is proposed to be constructed next to the hospital campus.
- A new campus, owned by Yanik companies with services provided by Benedictine Health System.
- In accordance with requirements of the City hospital, the ground lease is under authority of City Council.



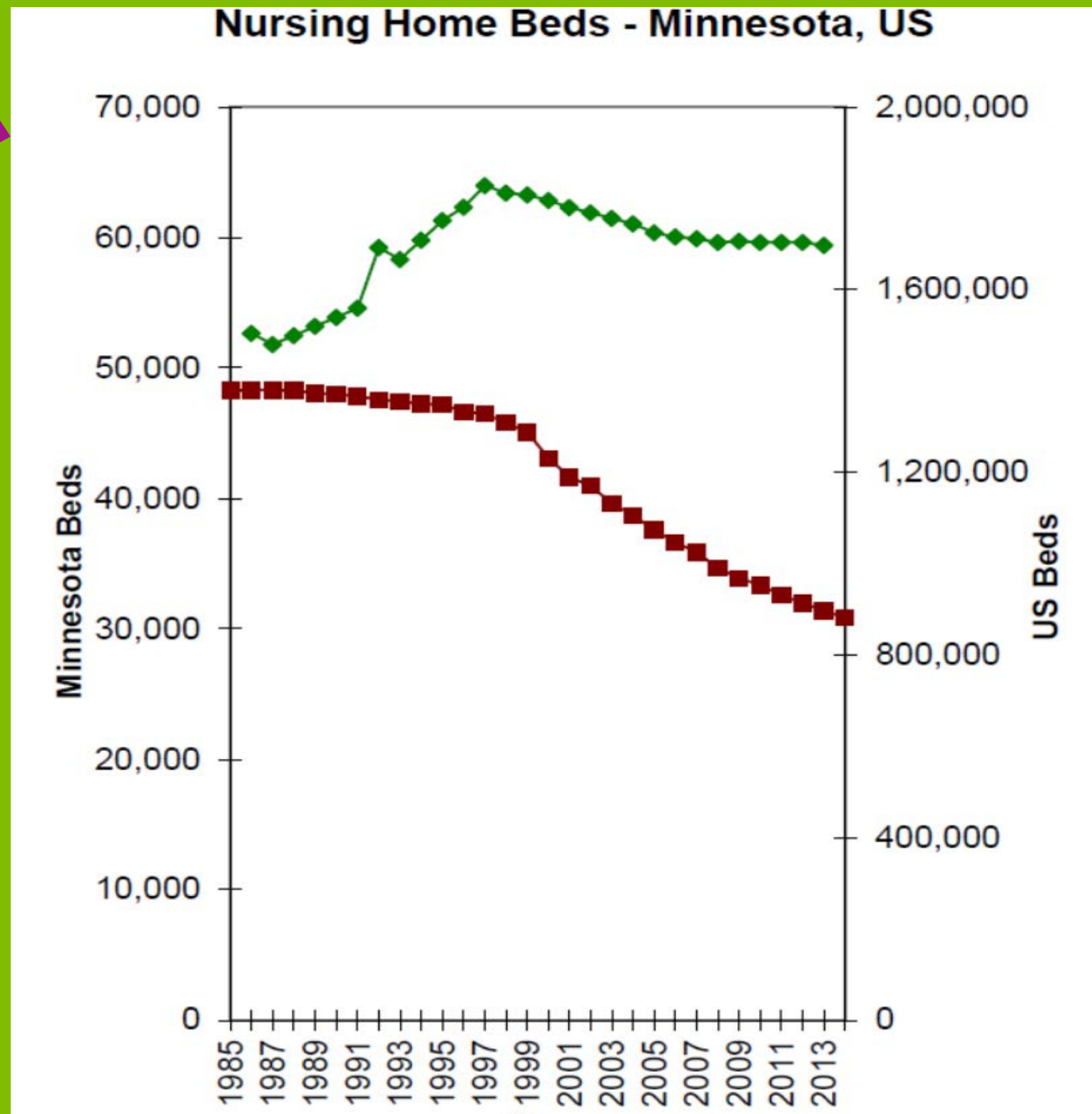
# Senior Care Trends: Aging in Place

Shift from traditional nursing home services to a more home-like setting:

- Home with technology and support
- Housing with services
- Assisted living
- Memory care
- Enhanced Assisted Living



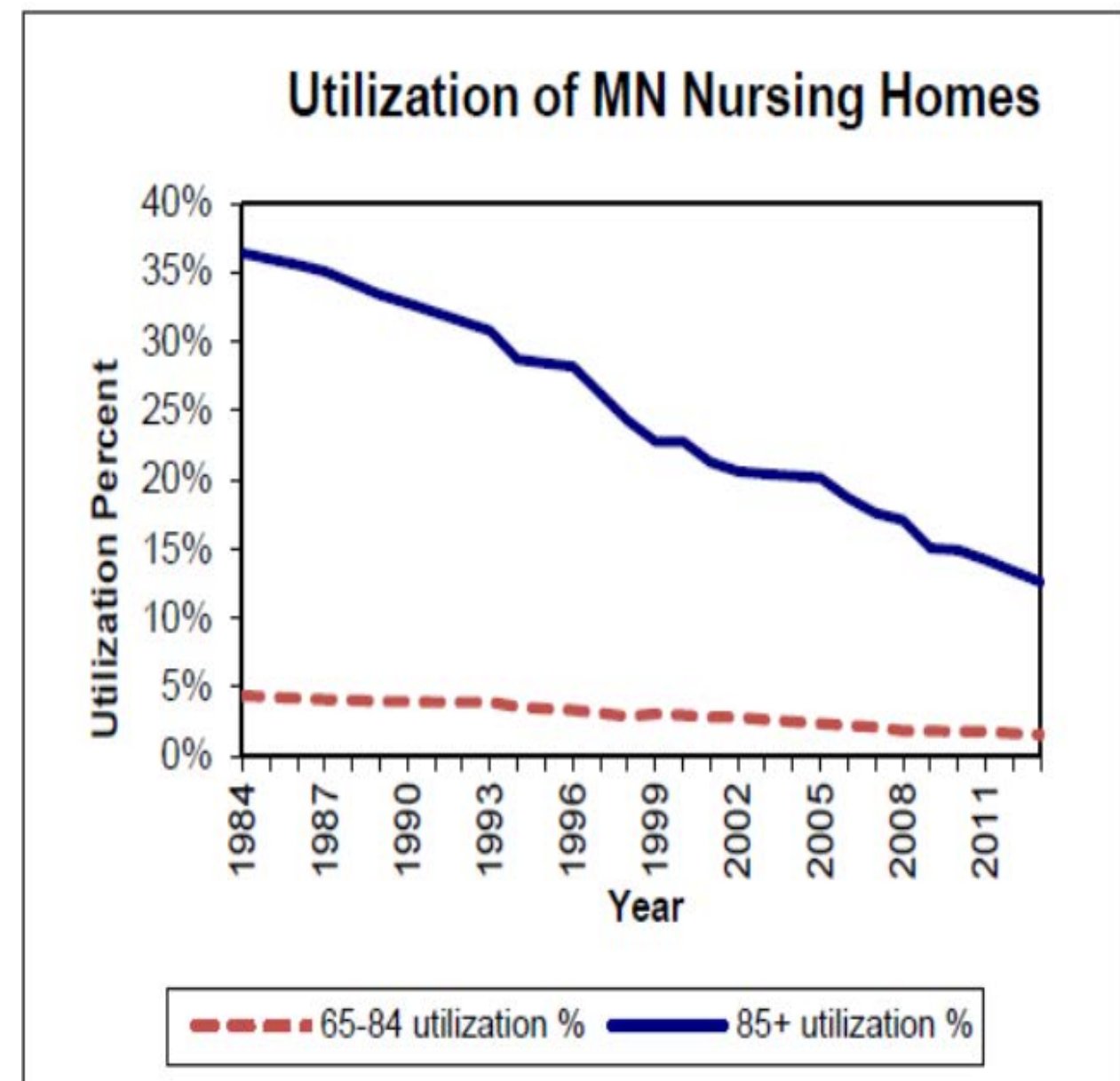
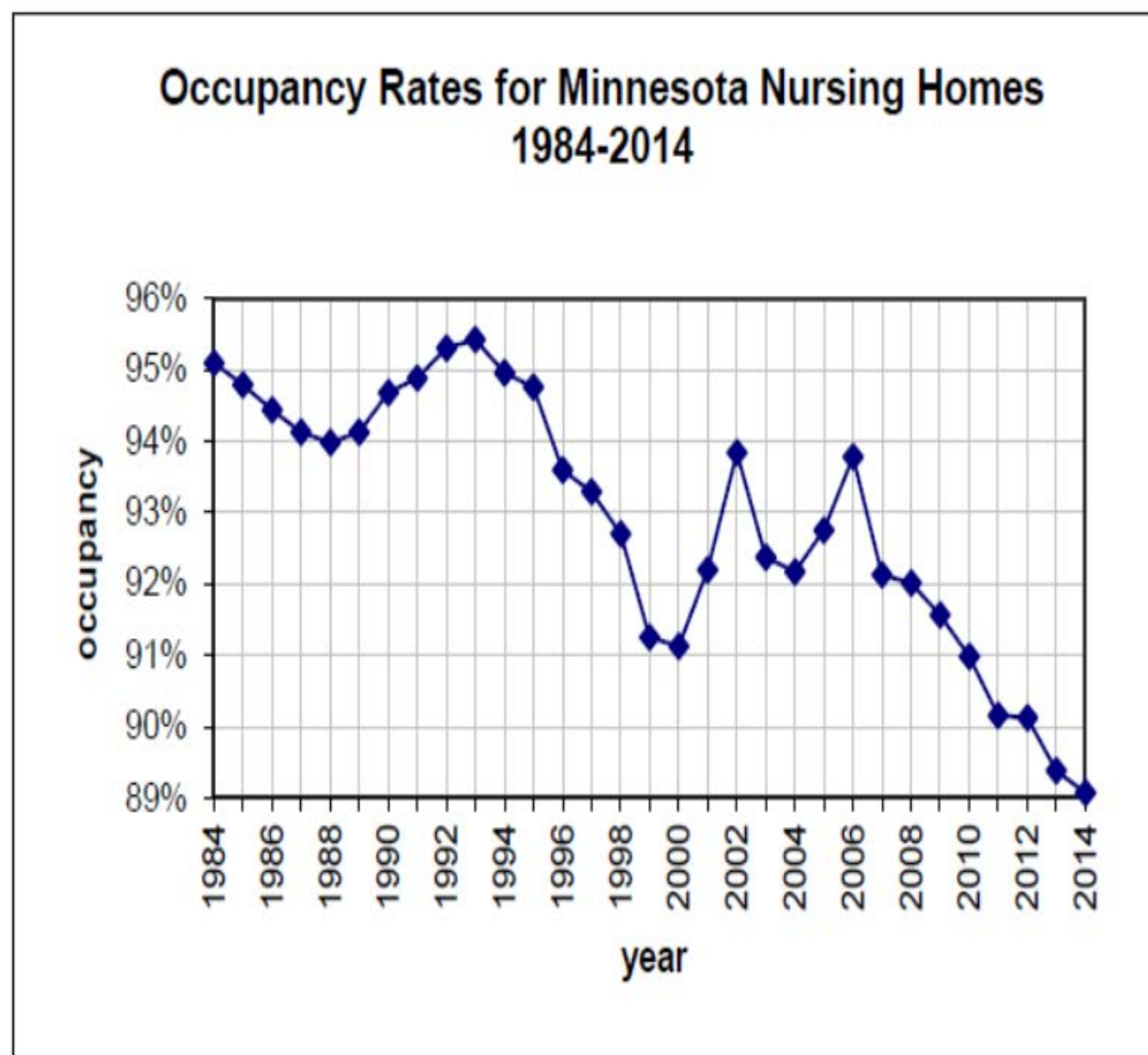
# Fewer SNF Beds





# Lower SNF Utilization

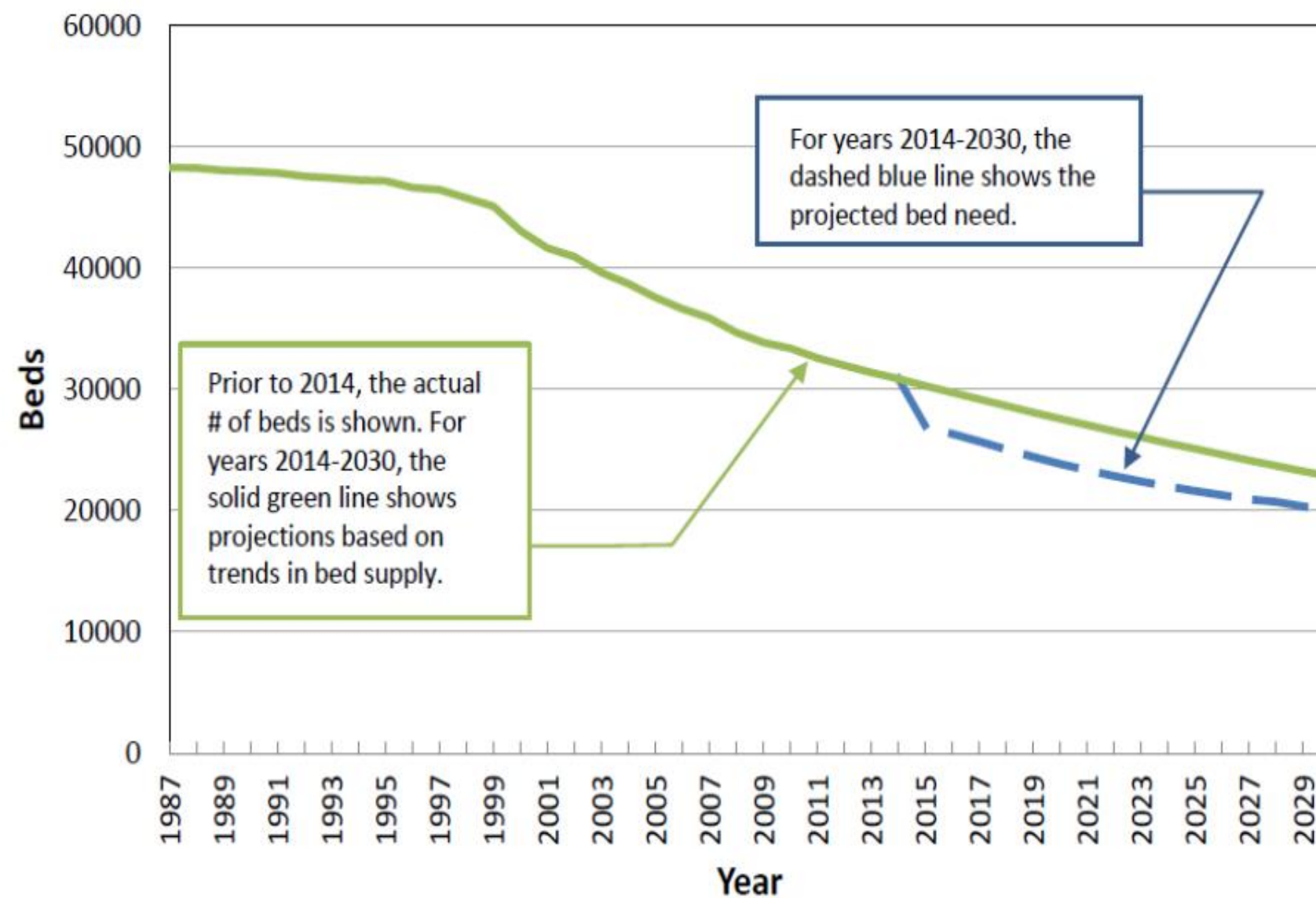
Exhibit 33





# Projected Lower SNF Demand

## Projected NH Bed Supply and Need





# Community Needs

*Study indicates need for:*

- 158 senior housing units

- 20 memory care units

- Ability to expand in 5-8 years

- Less need for long-term care beds

*Focus groups identified:*

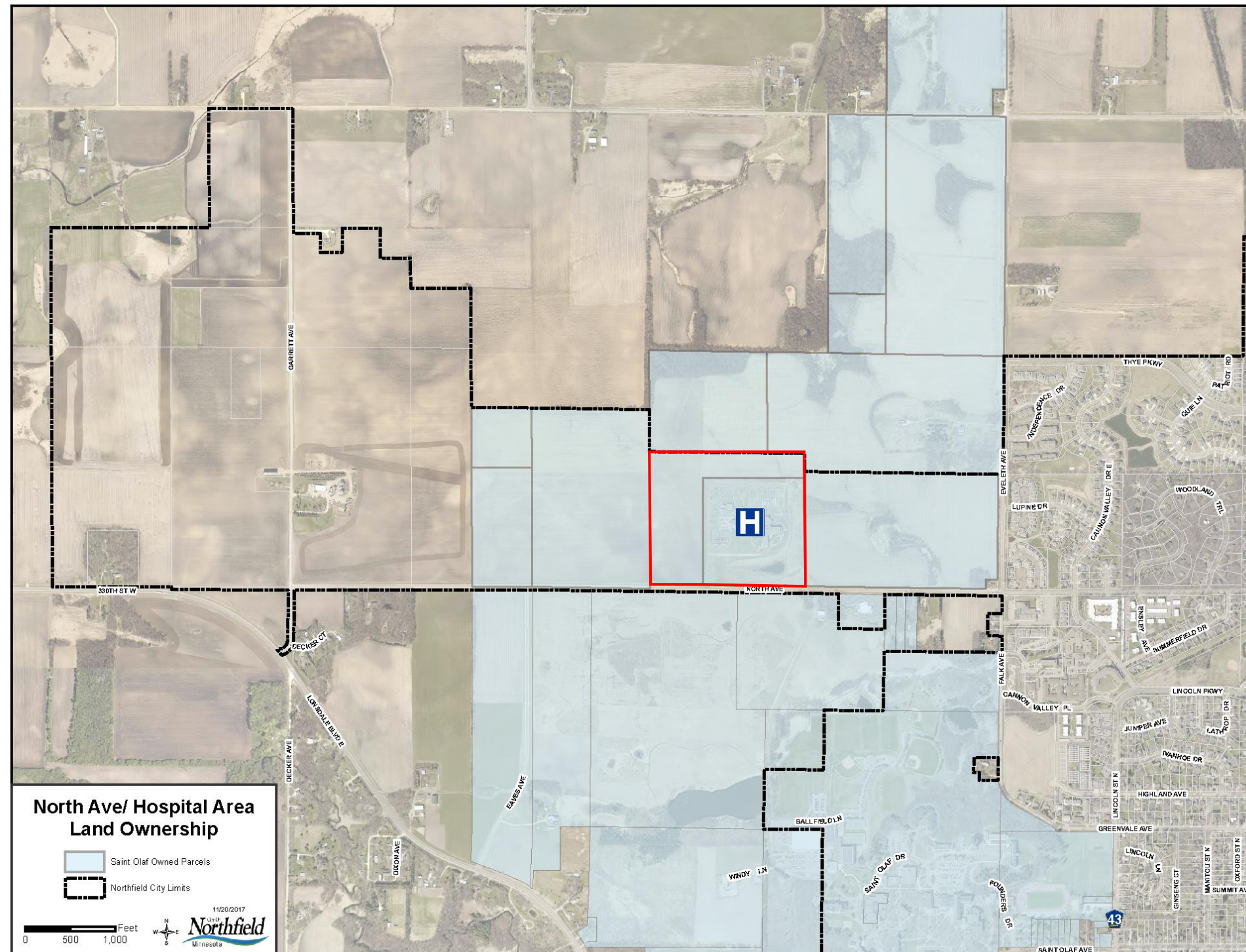
- Waiting lists for senior housing (particularly for memory care)

- Lack of options for those on financial assistance (MA)

- Concern regarding the loss of nursing home beds

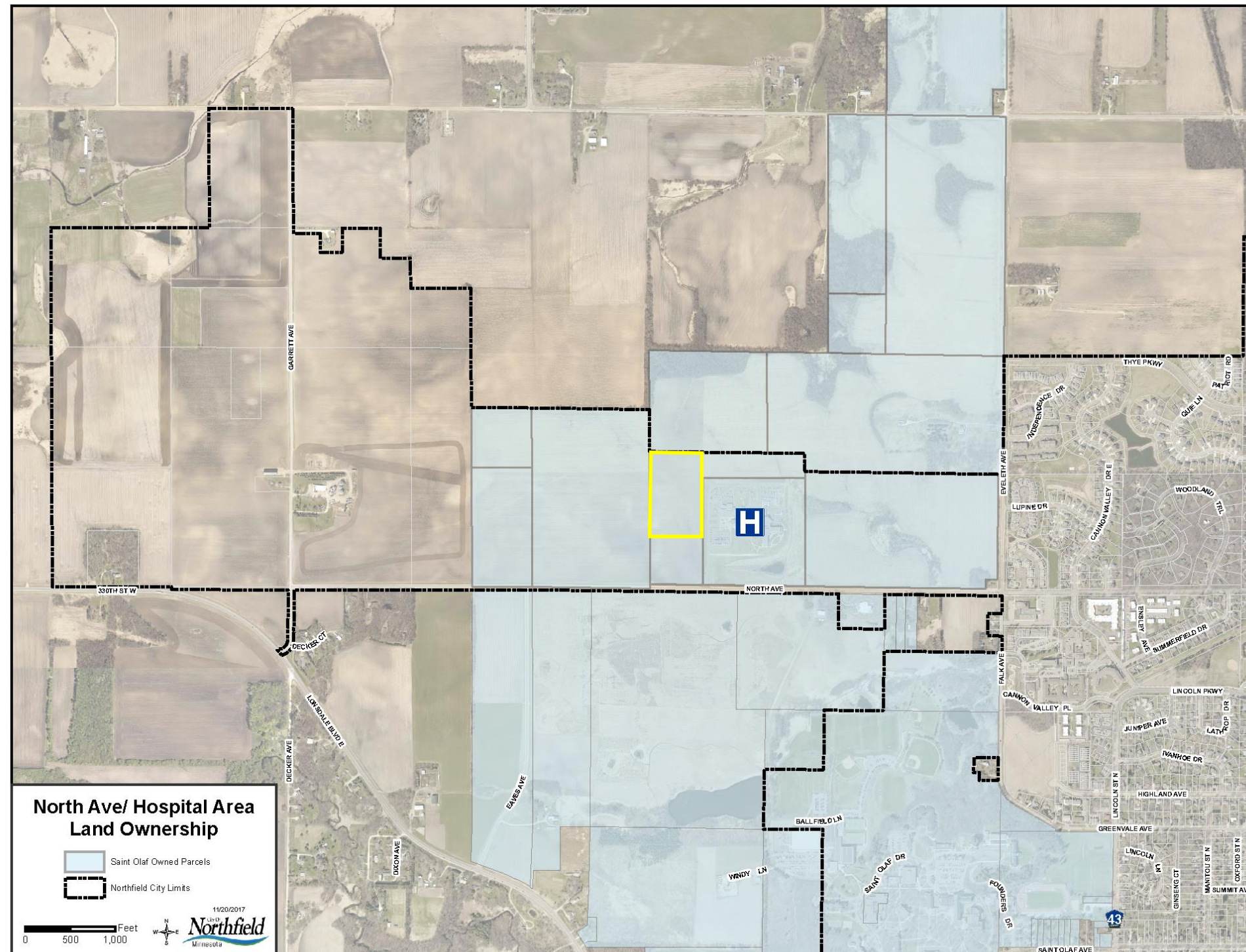


# St. Olaf Total Leased Property (in red)



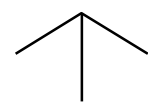


# St. Olaf Leased Property Proposed Amendment to Ground Lease (in yellow)



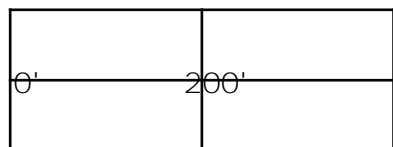


- Underground Parking and Deliveries
- Town Center  
12,000 sf - 1st Floor  
AL/IL Housing  
16 units - 2nd /3rd Floor
- AL Memory Care  
24 units - 1st Floor  
AL/IL Housing  
28 units - 2nd /3rd Floor
- Memory Care Courtyard
- Garden
- AL/IL Housing  
27 units - 3 Floors



north

## OVERALL SITE PLAN



**POPE**  
ARCHITECTS

## Northfield Senior Housing

Northfield, MN  
08-29-2017



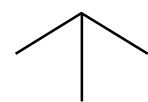
**BENEDICTINE**  
Health System



Celebrating 25 Years  
**YANIK**

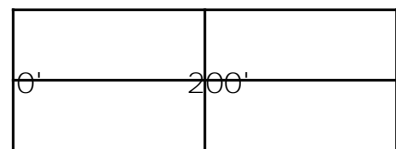


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north

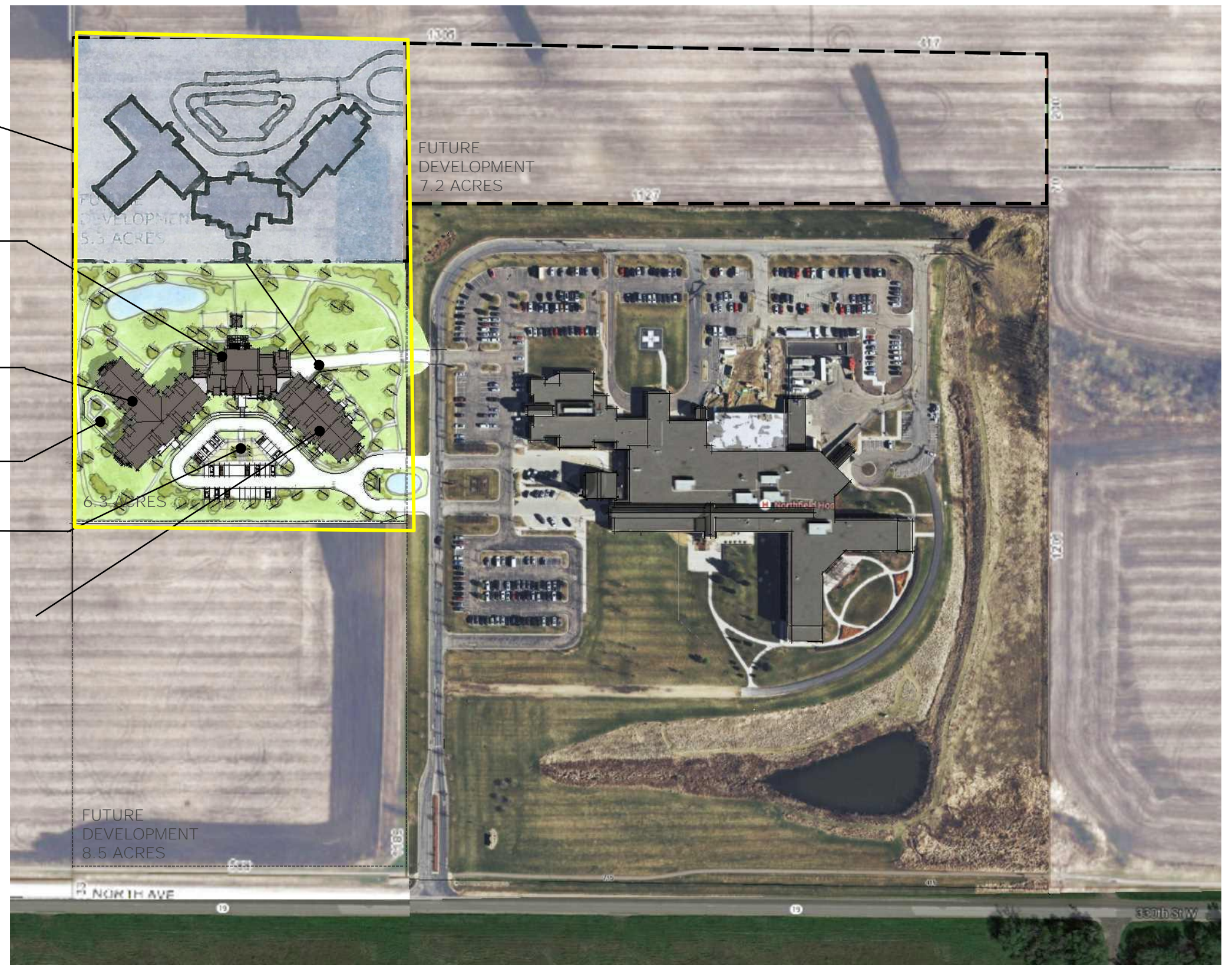
## OVERALL SITE PLAN



**POPE**  
ARCHITECTS

## Northfield Senior Housing

Northfield, MN  
08-29-2017



**BENEDICTINE**  
Health System



Celebrating 25 Years  
**YANIK**



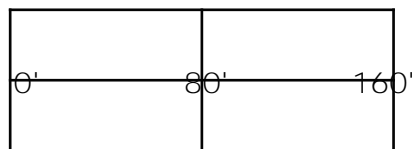






north

## SITE PLAN



**POPE**  
ARCHITECTS

## Northfield Senior Housing

Northfield, MN  
08-29-2017



BENEDICTINE  
Health System



Celebrating 25 Years  
**YANIK**

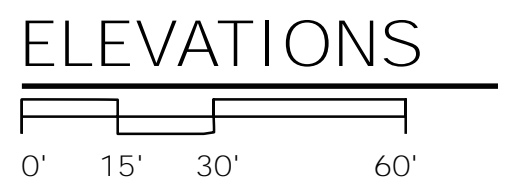




SOUTH ELEVATION



WEST ELEVATION





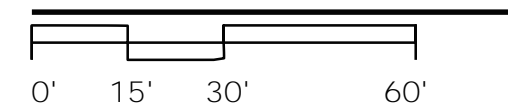


NORTH ELEVATION



EAST ELEVATION

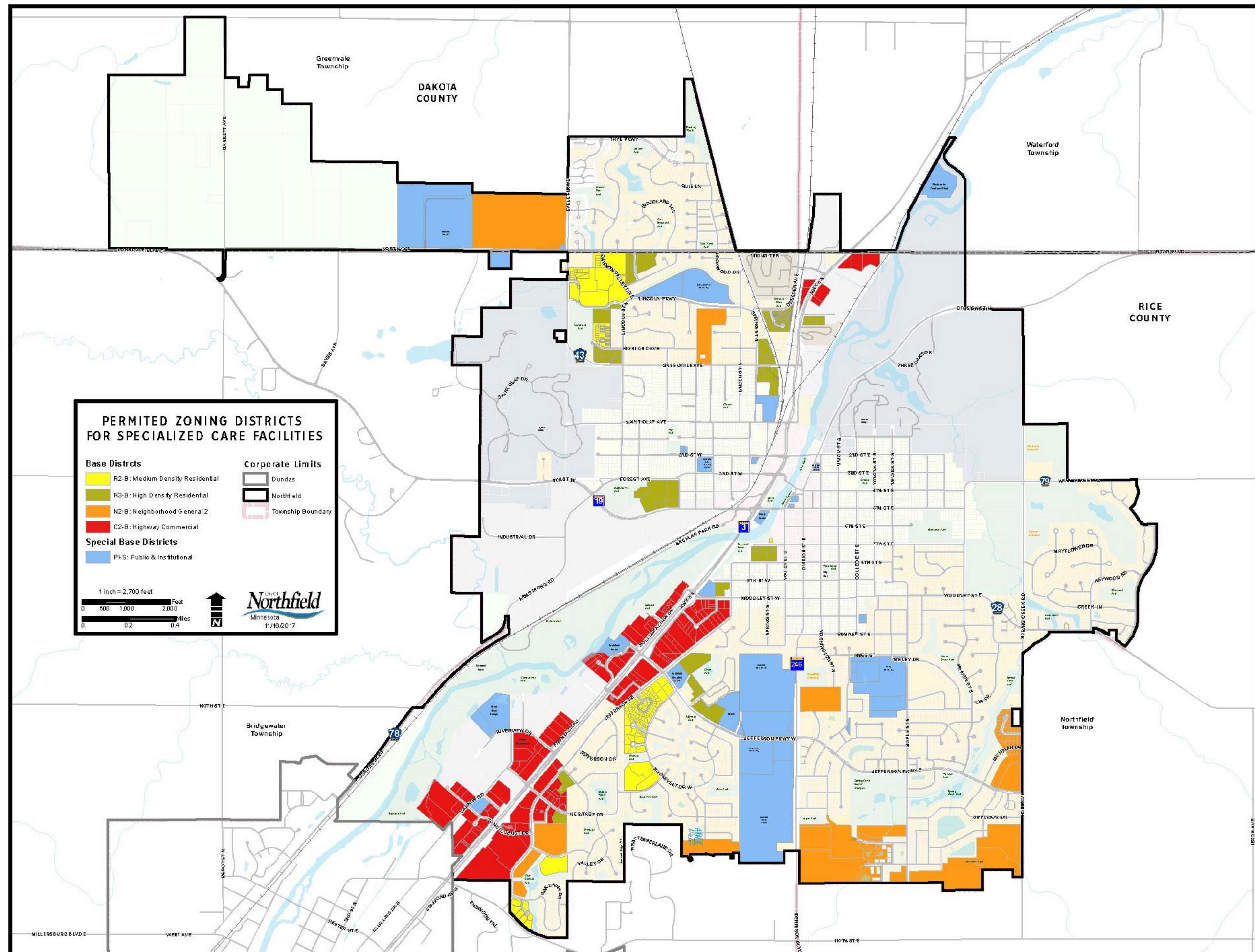
ELEVATIONS





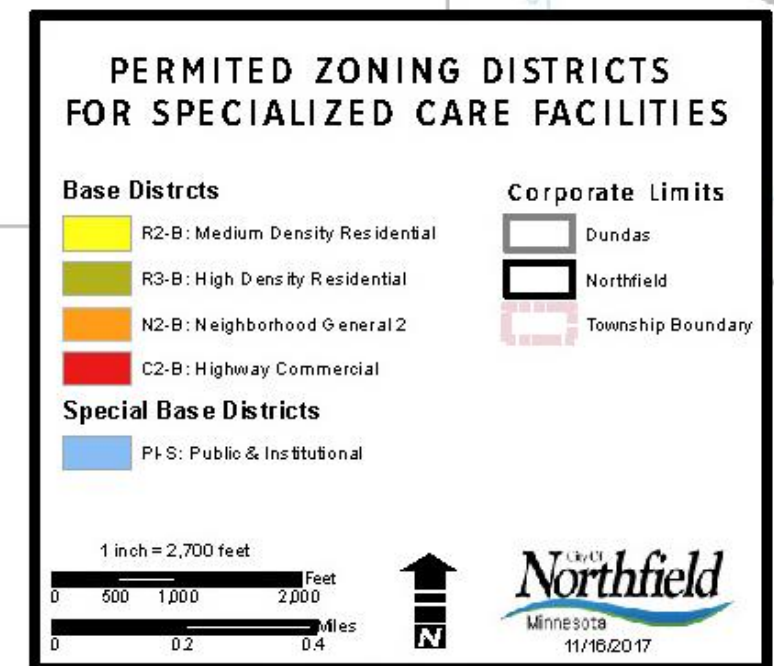
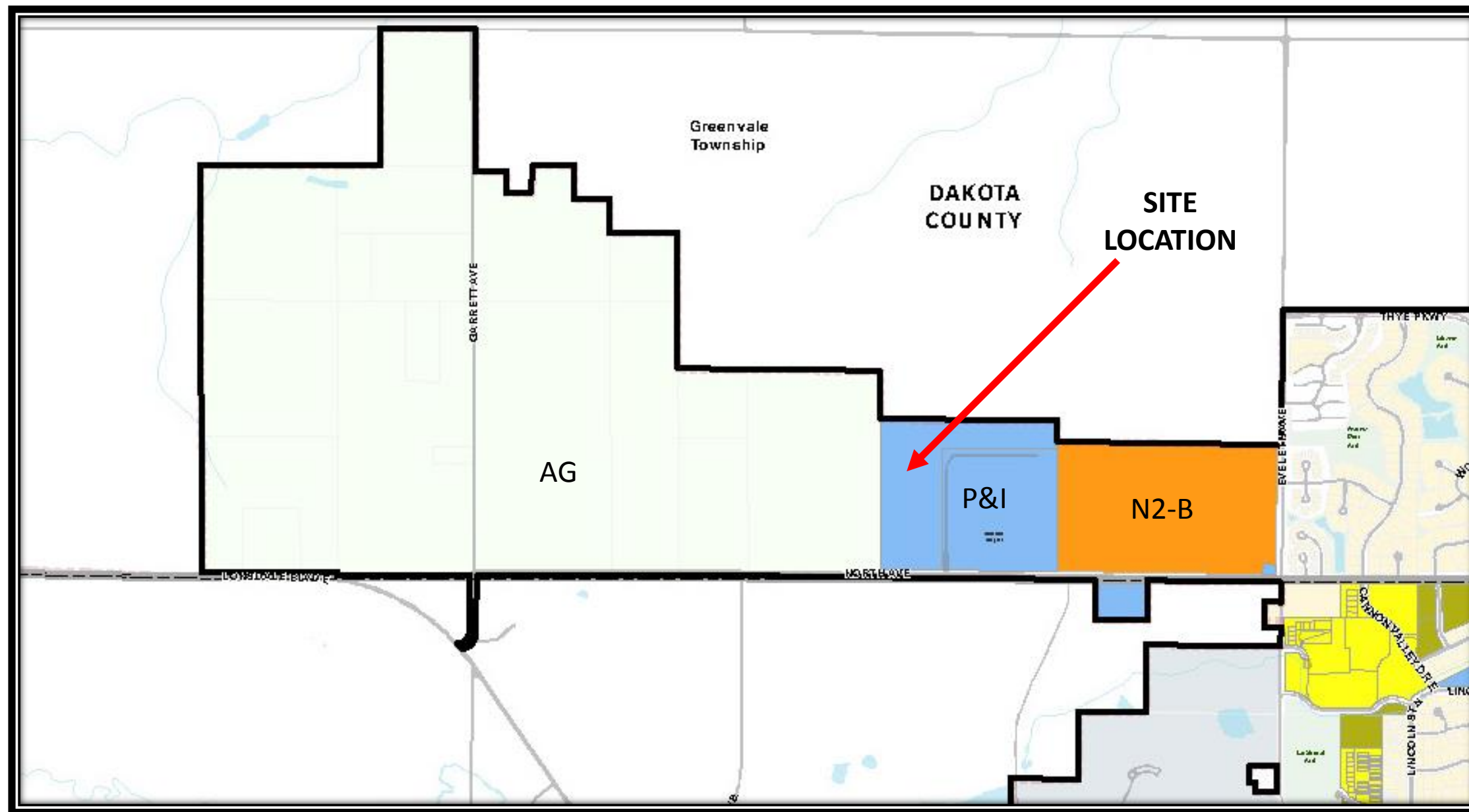








# Zoning (see site location)





**SITE  
LOCATION**



**North Ave/ Hospital Area**

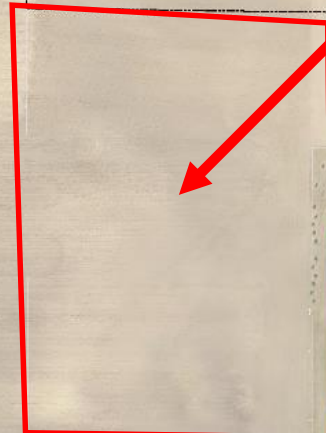
— 2ft Contours



9/28/2017  
City of  
**Northfield**  
Minnesota



SITE  
LOCATION



EAVES AVE

NORTH AVE

EVELETH AVE

INDEPENDENCE DR

LUPINE DR

SHANTHORPE CT

FALK AVE

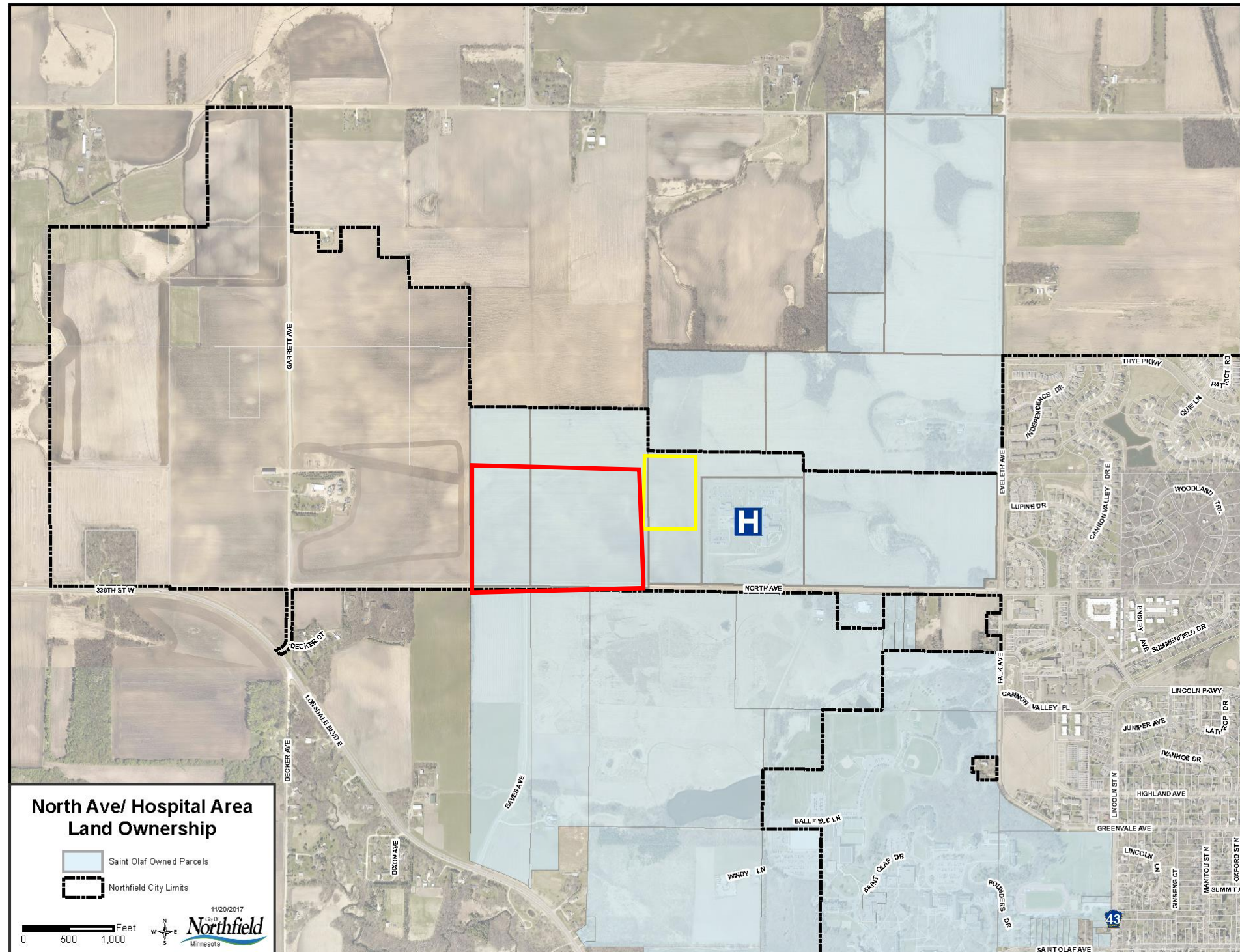
CANNON VALLEY PL

# North Ave/ Hospital Area Utilities

- |                            |                                |
|----------------------------|--------------------------------|
| <b>Stormwater Features</b> | <b>Water Main Features</b>     |
| Catch Basin                | Valve                          |
| Inlet Flare                | Hydrants                       |
| Manhole                    | Water Main                     |
| Outlet Flare               | <b>Sanitary Sewer Features</b> |
| Skimmer                    | Manhole                        |
| Sump Catch Basin           | Sanitary Line                  |
| Gravity Main               |                                |
| Drain Tile                 |                                |

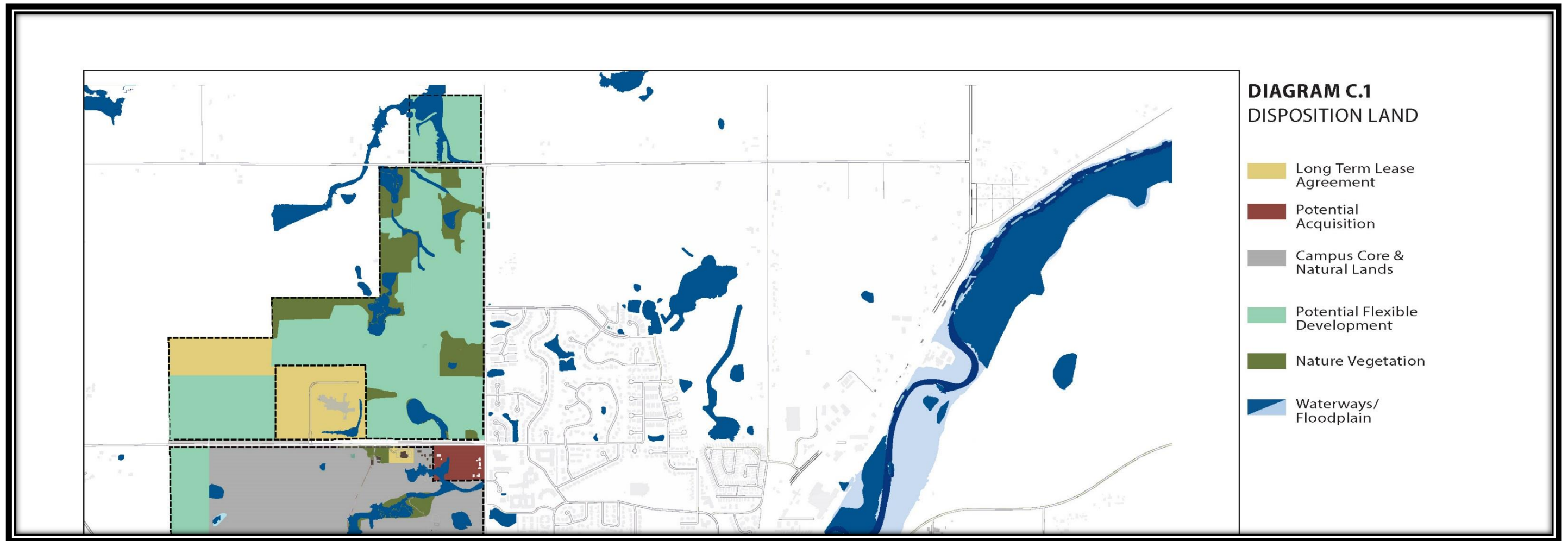


St. Olaf Amendment to Ground Lease  
(in yellow) & Xcel Energy Certified Site Program (in red)



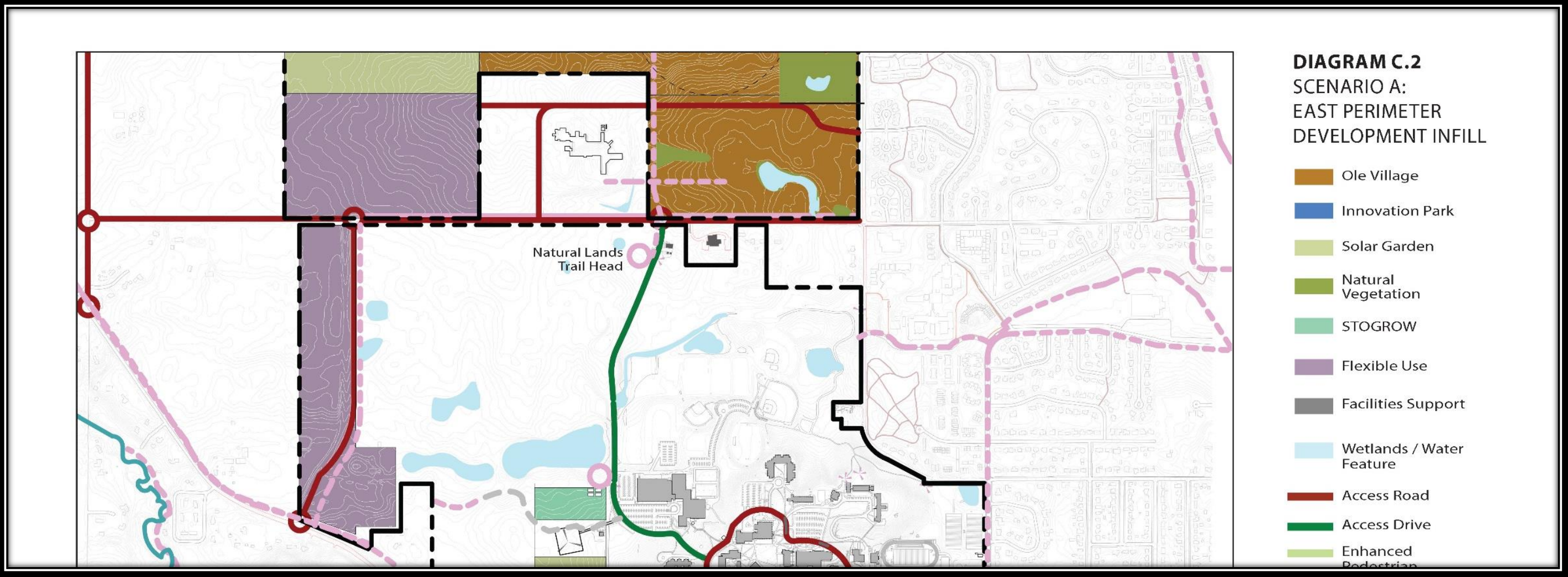


# St. Olaf Framework Plan (October 2016)



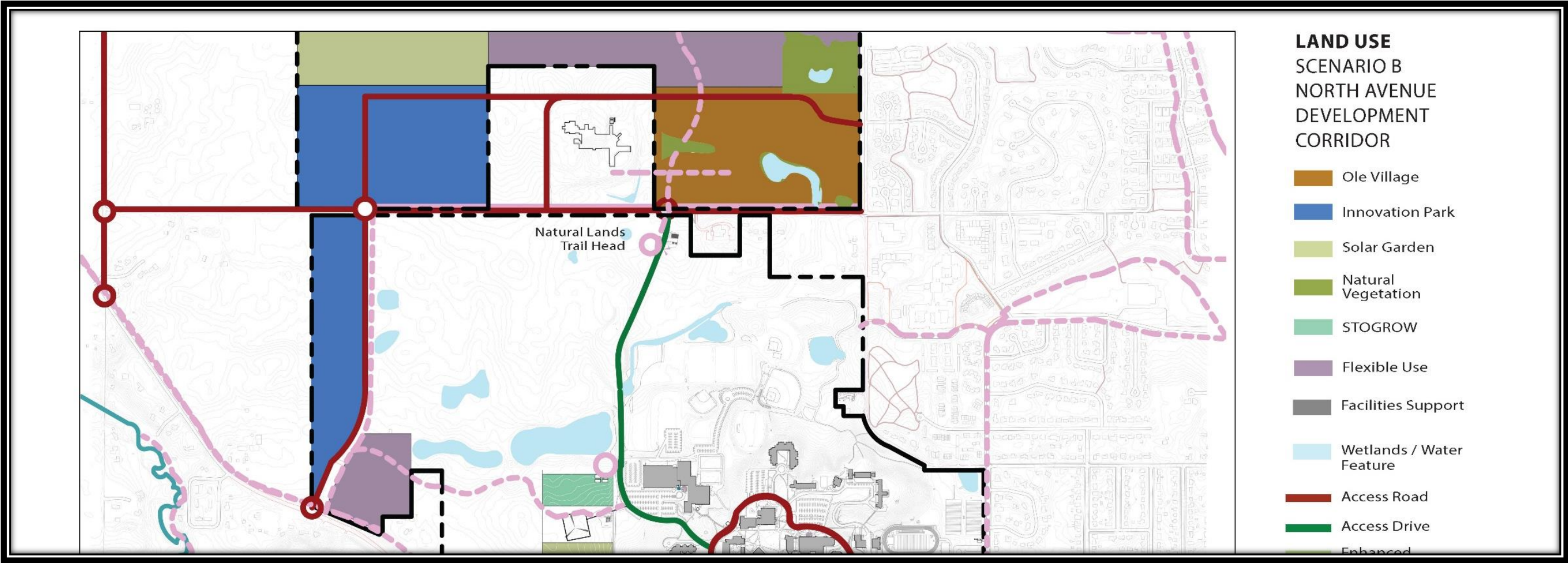


# St. Olaf Framework Plan (October 2016)



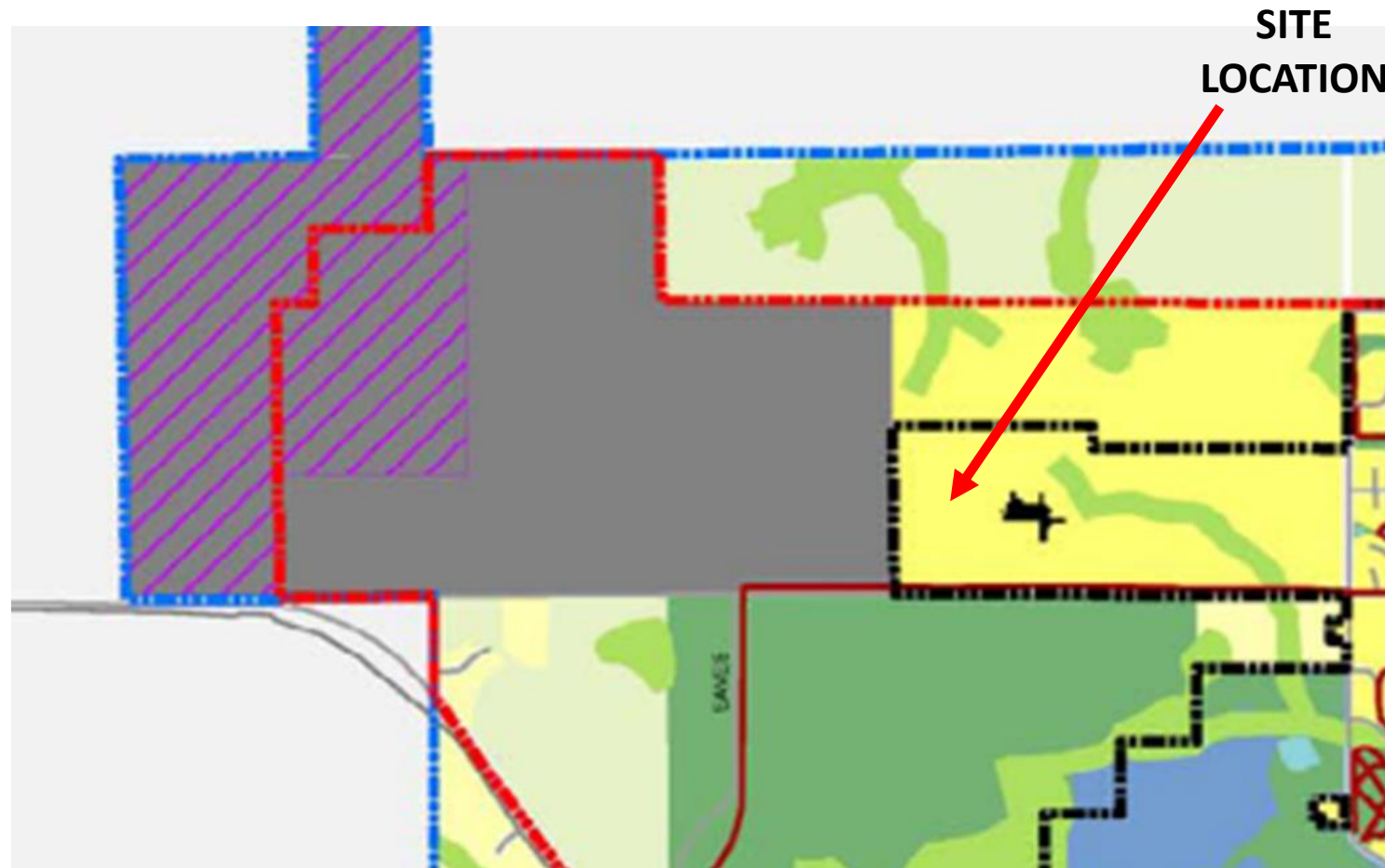


# St. Olaf Framework Plan (October 2016)





# Comprehensive Plan



Comprehensive Plan: Framework Map (2008)

- “District” Designation on West of Hospital site are typically of a single use; in this case composed of large business or industrial structures.
- “Neighborhood General I” residential designation on East of Hospital site.



# Strategic Plan (2018-2020)

- Economic Development: A Community That's Economically Thriving.
  - *New Growth Expansion Strategic Initiative.*
- Exploration of development planning is intended in the area.
- Process to be determined but will include: Planning Commission, City Council, Economic Development Authority.
- Review past concepts.
- Future site area concepts and goals.



## Urban Growth and Expansion

The site lies within the Urban Expansion Area as identified in the 2008 Comprehensive Plan. The eastern 70% of the property is identified as being within the City's Priority Growth Area. In 2009, the City of Northfield annexed the site from Greenvale Township, primarily to accommodate future expansion of employment growth.



# Tentative Timelines

- Update and background this evening.
- November 28, 6:00 p.m. City Council Informational Meeting at Northfield Hospital
- December 12<sup>th</sup> Council Meeting – consider ground lease which includes a provision for development agreement.
- January 9<sup>th</sup> Council worksession – review and discuss development agreement.
- January 16<sup>th</sup> Council meeting – consider development agreement.