

# **COMMUNITY FACILITIES AND PUBLIC SERVICES**

## **I. INTRODUCTION**

The City of Jordan currently operates with a Council/Administrator form of government. Departments that report to the City Administrator include: public works, finance, community development (economic development and planning) police and fire. In addition, the city contracts professional services for legal, engineering, building inspection and planning consulting services. As of 2008, the City employs 25 full-time and 12 part-time/seasonal. In addition 35 volunteer fire fighters are also employed by the City.

The City also draws on the expertise of various boards and commissions including the City Council, Planning Commission, Board of Adjustments and Appeals, Park Commission, Economic Development Authority and Cable Commission. A description of the make-up and duties of these commissions is included within this chapter along with the following:

Contents of this chapter include:

- An overview of existing municipal facilities
- An overview of other community facilities
- A description of municipal boards and commissions
- A summary of public input relating to municipal facilities and services;
- A summary of projected municipal staffing and facility needs; and
- Objectives and Policies for Community Facilities and Public Services

## **II. EXISTING COMMUNITY FACILITIES**

Locations of existing municipal and community facilities are identified on Map 9-1. A brief description of these facilities follows:

### **A. Government Center**

#### **1. City Hall: 210 East First Street.**

City Hall administrative offices are located in a one-story building, owned by the city. The facility was constructed in 1957 by Minnesota Valley Electric Cooperative. City Hall, which was previously located at 116 East Second Street, relocated to this building in 1978, with remodeling completed in 1992/1993. The facility is approximately 7,400 square feet, with City Hall or Administration occupying nearly three fourths of the space or 5,466 square feet. The Police Department occupies 1,388 square feet and the balance is considered unusable space. The City Council Chambers and meeting room are located on the lower level or basement. An elevator provides access to the lower-level rooms.

Staff members housed in the City Hall portion of the building include a City Administrator, Finance Director, Deputy Registers, Senior Planner, Planner, Accounting Utility Billing Clerk, Administrative Assistant and Cashier Receptionist. The City currently contracts building inspection, legal and engineering services with private firms.

#### **2. Police Department: 210 East First Street.**

The Jordan Police Department is located within the Government Center at 210 East First Street. The 11 full time and three part-time employees are located within 1,388 square feet of this facility. The Chief of Police provides the overall supervision and management of the Police Department.

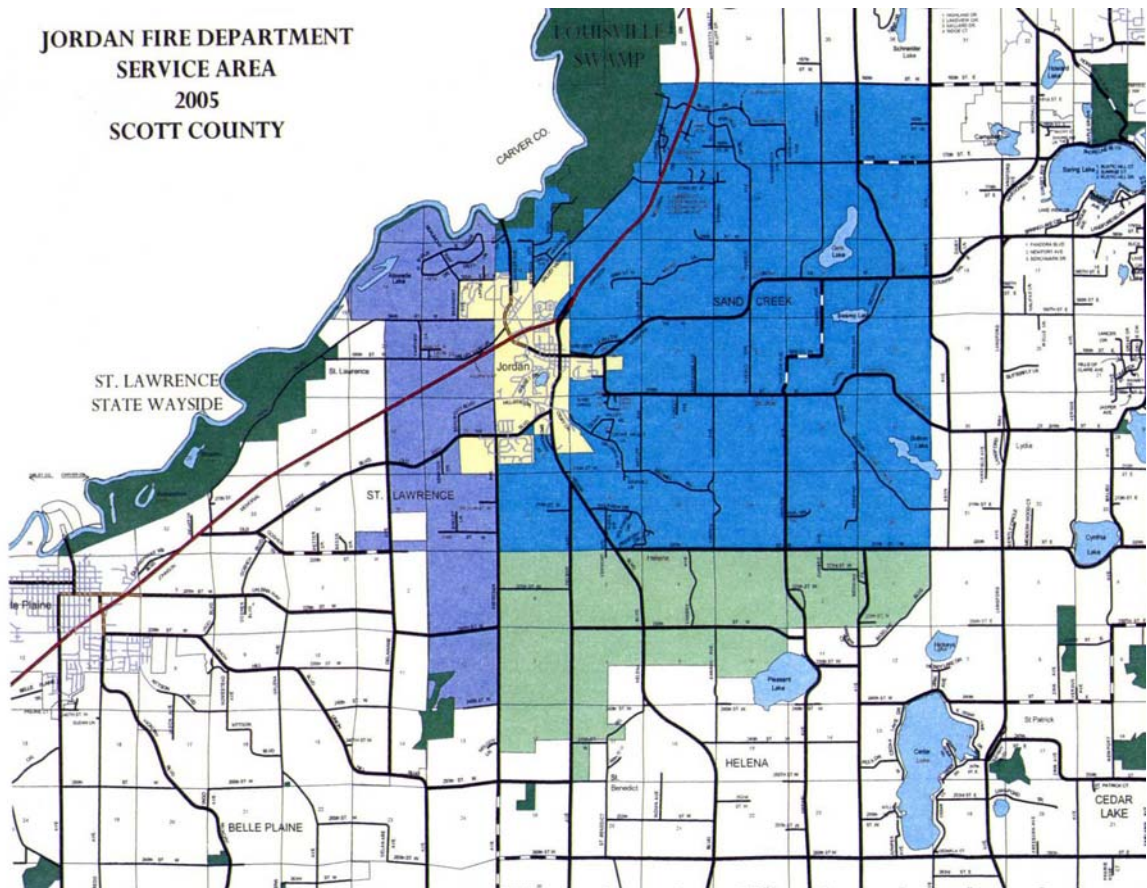
The Police Department at the time of the Comprehensive Plan update has five vehicles. The department replaces a police squad every year and budgets for this within their operational budget. Police officer training includes mandated First Responder courses as well as other optional training sessions. Police officers are re-licensed every three years.

Future needs: The City recognizes a need for additional space for the department including an interrogation room, lab room, offices and a lobby or waiting area. Future short-term staffing needs anticipated by the Chief of Police include an additional police officer in 2008 and one in 2010. The department provides 24 hour coverage to the city. Additional information on future Police Department facility and staffing needs is included in Section V of this Chapter.

**B. Fire Hall:** 501 Varner Street North.

The fire hall facility, constructed in 1972, currently houses the fire department equipment (including 11 vehicles) and apparatus and includes meeting rooms, office space and kitchen facilities. The facility has been maintained and is in good condition; however, additional space is needed for the 35 member volunteer department. A further description of expansion plans follows in Section V, of this chapter.

The Jordan Fire Department (RCFD) serves the entire City of Jordan, its residents and commercial/industrial facilities as well as rural areas in Scott County including portions of Sand Creek, St. Lawrence, Belle Plaine and Helena Townships, for a total service area of approximately 70 square miles. A map of the Fire Department service area follows.



Jordan Fire Fighters receive EMT and first responder training. Drills are conducted twice a month, with 1700 hours of training completed by the department per year. The Fire Chief has noted staffing of the Fire Department has not been an issue.

Future needs: The City of Jordan owns a residential home adjacent to the Fire Hall, with plans to expand the Fire Hall facility in the near future.

**C. Public Works/Streets/Park Maintenance:** 903 Syndicate Street.

The Jordan Public Works Building was constructed in 2000. The building is used for the public works office/administration and storage of street maintenance vehicles and equipment. The Public Works Department has indicated the building is sufficient for current and future needs.

The Jordan Public Works Department includes six full time employees with an additional three part-time employees during the winter and summer months. The department is managed by the Public Works Superintendent. The Public Works Department oversees the city's water, sanitary sewer, storm sewer, streets and park and trail systems.

Future needs: As the City grows and additional streets are added, additional employees will be needed to assist with street maintenance. The city's capital improvement plan addresses the future staffing needs.

**D. Waste Water Treatment Plant:** 903 Syndicate Street.

The City of Jordan sewage treatment facility and ponds were constructed in the 1970's, rebuilt in the 1980's and upgraded in 1993. A new wastewater treatment plant was constructed in 2002. The Jordan wastewater sewer system features a mechanical plant with a capacity of 2,298,000 gallons per day and has the capacity to serve a population of approximately 12,000.

Additional information on the wastewater treatment plant and sanitary sewer system may be found in Chapter 10 of this Comprehensive Plan.

**E. Water Treatment Facility:** 107 West Fourth Street.

The water treatment plant was constructed in 1991, with an upgrade in 2003. The plant removes volatile organic chemical compounds in an air stripping tower and iron and manganese are removed by feeding potassium permanganate to the aerated water.

The city has three elevated water storage facilities. The elevated storage facilities are located at 386 Sunset Drive, 521 Broadway Street South and within Timberline Business Park. The water towers were constructed in 1970, 1990 and 2005 respectively, and have a storage volume of 300,000 gallons, 500,000 gallons, and 500,000 gallons respectively. Repairs were made to the 1970 tower in 1995.

Jordan presently obtains its raw water supply from four wells. Under normal operating circumstances, all four wells discharge directly to the water treatment plant. The wells are located in the following locations:

- Well # 3 - located at 501 North Varner
- Well # 5 - located at 407 West 4<sup>th</sup> Street
- Well # 6 - located at 611 North West Street
- Well # 7 - located at 407 West 4<sup>th</sup> Street

Additional information on the municipal water system may be found in Chapter 10 of this Comprehensive Plan.

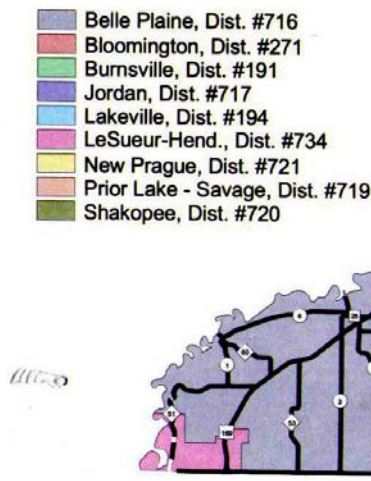
### III. OTHER COMMUNITY FACILITIES

- A. **Education:** School District #717 serves the community of Jordan as well as residents in adjacent townships in Scott County. The mission of Jordan Public Schools is to create and deliver quality educational services for all learners. There is one elementary school, one middle school, one high school, an alternative school and a private school in the City of Jordan. A description of each follows:

All educational facilities are currently located within the City of Jordan corporate limits. School District #717 does not have a long range facility plan in place at this time. The district has indicated they have the ability to serve approximately 500 additional students or a 25% increase, which they estimate will address growth for the next ten years. The school district has 13 acres on their current campus which could be used for future expansions. A decision as to expansions on the current campus or future locations has not been made at this time.

As the City limits expand north of Highway 282 and east of CR 15 alignment, a portion of the future "City of Jordan" will be within the Shakopee School District #720. The City of Jordan will need to plan jointly with both school districts as growth continues.

#### Scott County School Districts



- 1. Jordan High School:** 600 Sunset Drive.  
The Jordan High School was newly constructed in 2003 with a design capacity for 600 students. An area adjacent to the high school would allow for additional classrooms to expand capacity to 800 students. Enrollment at the high school, which serves students in grades nine through 12, was 456 during the 2006-2007 school year.
- 2. Jordan Middle School:** 500 Sunset Drive.  
The Jordan Middle School was constructed in 1964. This 60,000 square foot facility was expanded to 120,000 sq. ft. in 1969, with additional remodeling in 1992. The Middle School serves students in grades five through eight. The school has a design capacity of 750 to 800 students. Internal remodeling could occur and district offices as well as community education could be relocated to another site to expand capacity if needed. The enrollment for the 2006-2007 school year was 475 students.
- 3. Jordan Elementary School:** 815 Sunset Drive.  
**The Jordan Elementary School** was originally constructed in 1984. In 2002, a \$4,000,000 addition was completed. The school serves students from kindergarten through grade four. Jordan school enrollment has been increasing steadily over the past 10 years and is

anticipated to increase as the population grows. The Elementary School has a design capacity of approximately 700 students. The building may be able to be expanded, depending on the ability of the restroom and kitchen infrastructure to serve additional students. Enrollment was 642 in for the 2006-2007 school year. The Rainbow Preschool program offered through the school district had a 2006-2007 enrollment of 65 students.

**4. MN River Valley School Educational Cooperative (MRVSEC):** 100 Hope Avenue. MRVSEC is special education cooperative composed of six member school districts, including Belle Plaine, Jordan, Montgomery-Lonsdale, New Prague, Prior Lake-Savage, and Shakopee. MRVSEC provides alternative education for grades 7 through 12 at its facility located adjacent to the high school. Examples of these alternative education services include psychological, speech therapy, physical therapy, adaptive physical education and programs for those with emotional behavior disorder, autism spectrum disorder and the mentally impaired. Enrollment for the 2006-2007 school year was approximately 300 students.

**5. St. John the Baptist School:** 215 Broadway Street North. St. John the Baptist School, a private educational facility, which previously operated from another location constructed a new facility in 2004. Enrollment at the school for the 2006-2007 school year was 127 for kindergarten through grade 6. The Wee Angles pre-school program at St. John the Baptist School served 37 students. The facility was designed for future growth on the second floor as student enrollment increases.

Other educational programs offered in Jordan include programs offered through the Jordan Community Education, which is housed within the Jordan Middle School.

**B. Jordan Library:** 230 South Broadway. The Jordan Library is part of the Scott County Library System, which serves the county with eight branch libraries located in Belle Plaine, Jordan, New Market, New Prague, Prior Lake, Savage, Shakopee and a law library. The Jordan library is open during various hours averaging 29 hours per week or a total 1,505 hours during the 2006 calendar year.

According to the Scott County Regional Library System there were 23,184 visitors in 2006 at the Jordan Library, with a circulation of 32,570. Of these items, 21,438 were by Jordan residents and 11,132 were by others using the Jordan Library. Circulation of items by Jordan residents in 2006 in other libraries was 20,505 or nearly the same as within the local facility. The Jordan Library carries a variety of resource items including books, audio materials, video materials, magazine subscriptions and DVDs. Computers are available to the public for use with internet access at two public computers. The Jordan Library employs a branch manager, part-time Associate Librarian and part-time employee to re-stock shelves. The total County expenditure in 2006 to operate the Jordan branch of the library was \$116,809, with the city operational expenditure reported at \$10,313.

Future needs: The library is currently located in downtown Jordan in a 2,582 square foot building owned by the City of Jordan. The library has identified an immediate need for additional space. The 2003 Master Facilities plan, completed by Paulson Architects and Klumpp Consulting, suggests that the library will need to be expanded to at least 5,600 square feet to accommodate a population of 8,000, which is projected to be the population in 2015 within this Comprehensive Plan.

**C. Post Office:** 214 East Second Street. The Jordan Post Office is located in a 6,000 square foot multi-tenant commercial building in Jordan's downtown. The building, which was constructed in the early 1970s, was originally a grocery store. The grocery store expanded into a new facility in the 1980s. The Postal Service serves the city of Jordan and adjacent townships. The Jordan Post Office is not on a list of post offices to be expanded in the future. As of 2007, the Jordan Post Office employs 14 full and part-

time individuals. Post office boxes are available on site for those within the community and delivery service is also provided.

- D. **Chamber of Commerce:** 315 Broadway Street South.  
The Chamber of Commerce, as of 2007, was supported by over 100 members. The 11 member Board of Directors meets on a monthly basis to coordinate a number of community promotions and annual events as well as serve as Ambassadors to new businesses. The Jordan Chamber of Commerce has worked in cooperation with the Jordan EDA (JEDA) on highway signage, the shoppers' survey and promotional efforts. Membership on the JEDA and Chamber of Commerce also overlap to ensure coordination and cooperation of efforts.
- E. **Scott County Fairgrounds:** 7151 West 190<sup>th</sup> Street (outside current city limits).  
Jordan has been home to the Scott County Fair since 1915, with the fair in "Fairground Park", until 1973. In 1972, the Fair Board purchased an 80 acre site within St. Lawrence Township and the Fairgrounds were relocated to its current site. The Scott County Fairgrounds are the home of the annual county fair in July of each year. During other times of the year seasonal storage of boats, RVs, campers as well as rental of fairground buildings and horse arenas occur. There are currently no plans to expand the site.
- F. **Jordan Senior Citizen Center:** 100 4<sup>th</sup> Street West.  
Located in the Schule Haus, a Senior Center is available to senior citizens.
- G. **Scott County Juvenile Alternative Facility:** 200 Fourth Avenue West, Shakopee.  
This facility offers non-secure placement for juveniles including: detention, shelter placement, and 30 day evaluations/assessment. These services may consist of full day schooling, independent living and cognitive behavioral skill programming, gender specific programming and transitional services. Non-secure detention is available for male and female juveniles between the ages of 11 and 17.
- H. **Regional Public Safety Training Center:** Sand Creek Township.  
The Regional Public Safety Training Center was approved in 2007 and is anticipated to be in use in 2008. This 19 acre site and facility is the home of the former jail annex. The facility is being updated to include training facilities for firefighters, police officers and public works employees. The center will include firing ranges, a live burn tower, Class A burn building, facilities for extraction training, flammable liquid training, smoke training, canine training, kennel facilities, assembly rooms and computer labs. The facility will be available to Scott County communities as well as neighboring counties.
- I. **Scott County Soil and Water Conservation District:** 7151 190 Street West.  
This Scott County Office is located in Jordan MN. According to the District, "The Scott Soil and Water Conservation District is a political subdivision of the State of Minnesota established to carry out a program for the conservation, use and development of soil, water and related resources."
- J. **Metropolitan Mosquito Control District:** 2099 University Avenue West, St. Paul.  
The Metropolitan Mosquito Control District (MMCD) provides a variety of services to 2.7 million people living in an area covering 2,800 square miles in the seven county Minneapolis and St. Paul, Minnesota metropolitan area. Counties included in the District are Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington. MMCD is governed by a board of 18 elected county commissioners, each representing their respective county boards in setting yearly budgets, developing policy and overseeing District operations.



#### IV. MUNICIPAL BOARDS, COMMISSIONS AND COMMITTEES

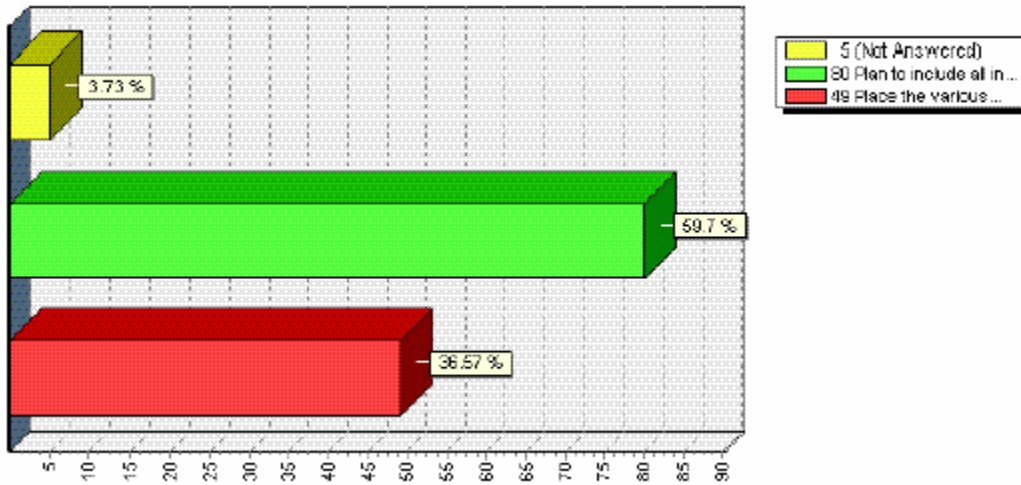
The City of Jordan has a number of boards and commissions that shape the policies and decisions of City government. The City encourages citizens to volunteer to serve on these entities and provide their input. A brief description of each entity and its duties follows:

- 1. City Council.** The Jordan City Council consists of a mayor, who serves a four-year term, and six council members who also serve four-year terms. The City Council meets regularly twice per month. The City Administrator is the chief administrative officer of the City and is responsible to the City Council for the administration of all affairs of the City.
- 2. Planning Commission.** The Planning Commission consists of seven members appointed by the City Council, with one additional Council member serving as an ex-officio. The Commissioners serve three-year terms and act as an advisory body to the City Council in matters of directing the future physical development of the City. The Commission, upon request of the Council, makes studies, investigations, and recommendations to the Council regarding matters affecting zoning, platting and public improvements.
- 3. Board of Adjustments and Appeals.** The City Council serves as the City's Board of Adjustment and Appeals. The duties of the Board include action on questions that arise in the administration of the Zoning Ordinance, granting of variances and review of zoning appeals.
- 4. Economic Development Authority (EDA).** The City of Jordan Economic Development Authority (JEDA) was established in the mid to late 1990s. The Commission coordinates economic development projects at a local level for the community. The EDA also has the powers of a Housing Redevelopment Authority. The seven member commission meets on a monthly basis.
- 5. Park Commission.** The City has appointed a seven member Park Commission, with staggered two-year terms with one additional Council member serving as an ex-officio. The Park Commission meets monthly to plan for the development and redevelopment of Jordan's park and trail system. The Park Board is a recommending body to the City Council that provides on-going public input on the system. Specific duties of the Park Board are outlined in Chapter 2, Section 2.36 of the City Code.
- 6. Cable Commission.** The Jordan Cable Commission is a six member Commission with staggered three-year terms. Composition of the Commission includes one Council member and five residents at large, appointed by the City Council. The duty of the Cable Commission is to inform the City Council on cable issues.

## V. PUBLIC INPUT

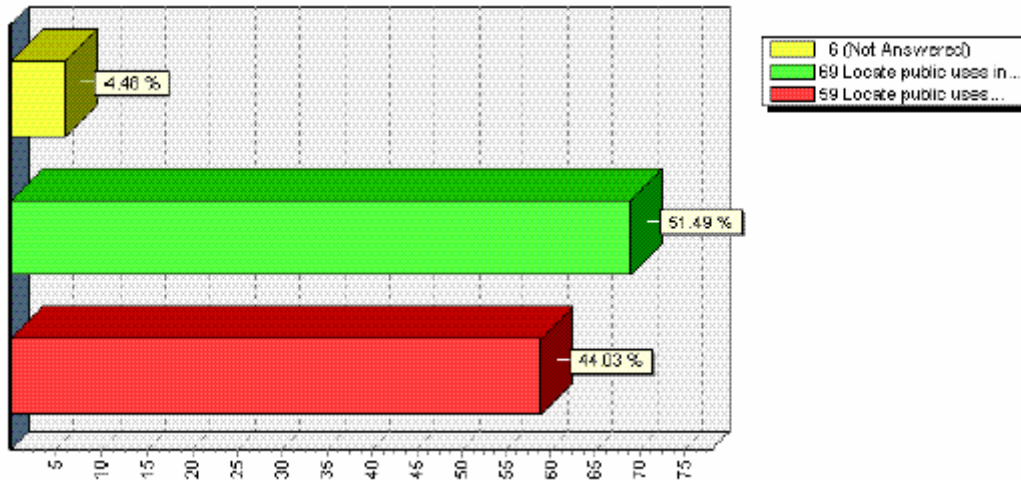
In conjunction with the updating of this Plan, a survey was distributed with utility bills to 1,716 customers. 134 were returned for a 7.8% response rate. Results indicate a majority of residents would prefer public facilities be included in one facility or campus, within the downtown. Following is a summary of questions and responses relating to public buildings.

- When planning future public buildings (administration, police, and ambulance) the city should:
  - (80) Plan to include all in one facility/campus.
  - (49) Place the various public uses in locations as space allows.



When planning future public buildings, the City should:

- (69) Locate public uses in the downtown/central business district.
- (59) Locate public uses where space is available regardless of location.



In addition, as an initial part of the Comprehensive Plan process (October to December 2006), one-on-one interviews were conducted with a cross section of 15 individuals including city staff, the business community, developers and school representatives. Following are results of the discussions/survey relating to public facilities.



1. Are there adequate public services available in the community?  
 Yes-14      No -0      Uncertain -1
2. Are there any programs, services or resources that are not located in the community now that would be beneficial?      Yes-5      No-10  
 If no, what additional services or resources would you suggest?
- Rotary, League of Women's Voters, Branch social service county offices
  - Transit within the city- cooperate with area cities such as Belle Plaine & New Prague
  - Community center
  - Restaurants, private schools, community center, sports and health club,
  - Historical/Cultural Center, additional grocery/retail
3. Are public buildings adequate to handle current and future growth:
- |                                      |    |     |    |    |              |
|--------------------------------------|----|-----|----|----|--------------|
| City hall:                           | 0  | Yes | 15 | No |              |
| Library:                             | 2  | Yes | 13 | No |              |
| Schools:                             | 11 | Yes | 3  | No | 1 No comment |
| Community center related facilities: | 1  | Yes | 12 | No | 2 No comment |
4. Do you feel you are informed about City Council decisions?    14      Yes    1 No
5. How can the City provide better opportunities for input and participation:
- |  |   |
|--|---|
| a. Public access TV – televise more committee meetings, post updates, etc.   | 5 |
| Comments: Live coverage of meetings; improve cable tv sound (2)  |   |
| b. More open houses    Comment: If there is a larger facility for meetings   | 2 |
| c. Web site – add: spruce it up and update it, add meeting info;, add video of council meetings to city web site; etc. | 9 |
| d. Other: Expand Newsletter  | 1 |
| Verbal communication through returned phone calls  | 1 |
| Promote to the public that their input is valued and accepted  | 1 |
| Expand membership/volunteers for various organizations   | 1 |
6. Do you feel community organizations work well together?  
 10    Yes                      0    No                      5    Undecided
7. In what areas could the school and city work together cooperatively? (check all that apply)
- |  |    |
|--|----|
| ○ Recreational fields/playgrounds  | 12 |
| ○ Meeting space/auditoriums  | 10 |
| ○ Planning for future school locations as they relate to future land uses/developments, transportation plans and utility extensions. | 10 |
| ○ Other: Please explain: Library   | 5  |
| More and better open communication between city and school   | 1  |
| Community Ed programming   | 1  |
| Community center tied with the school  | 1  |
8. How would you rate the city's current fiscal health?
- |             |   |
|-------------|---|
| ○ Excellent | 0 |
| ○ Very Good | 8 |
| ○ Good      | 7 |
| ○ Fair      | 0 |
| ○ Poor      | 0 |
| ○ Uncertain | 0 |
9. Is local government responsive and are services provided equitably?  
 13    Yes                      1    No                      1    Undecided

## VI. PROJECTED GROWTH AND FACILITY NEEDS

The population is forecasted, by the City, to increase from 5,048 people in 2005 to 15,000 people by the year 2030, a 197% increase. The Metropolitan Council System Statement projects the population will increase to 13,500 or a 167% increase. The projected growth will reasonably require the expansion of existing administrative and protection services. Such services will not only result in a demand for increased public employees, but also increased facility space and increased capital equipment costs. The expansion of administrative facilities and capital equipment purchases should be considered in future capital improvement/equipment program.

**City Facility Needs:** The City of Jordan retained the services of Paulsen Architects to complete a Long-Range Master Facility Plan in January 2003. The plan studied the current and future staffing and facility needs based on population projections. Surveying and analyzing staffing and facilities in 35 other comparable Minnesota cities and interviewing administrative department heads were used as a means of completing the study.

In April of 2006, the City engaged the services of Paulsen Architects Inc. to review space needs for a new City Hall, Library and Police Department. The Jordan Public Facility Task Force focused on sites in the downtown to create a destination, optimizing space needs to serve the community to the year 2035 and considered phasing options and interim solutions.

Six sites were evaluated by Paulsen Architects and the Public Facilities Task Force, with a recommendation to the City Council to locate City Hall, the Library and future public facilities together. The City Council is currently reviewing potential sites. A complete "Site Studies Report- City of Jordan Public Facilities Task Force", dated April 19, 2007, includes cost estimates and conceptual site layouts. In summary, the report recommends:

- A City Hall facility of 13,675 square feet to serve the community to 2020.
- Police Department facility needs recommended within the report include 14,828 square feet to serve the community to the year 2020 and an additional 2,731 square feet to accommodate growth to the year 2035.
- A new 7,500 square foot library as a part of the Phase I public facilities project.

At the time of this Comprehensive Plan update, the City Council is in the process of reviewing sites and investigating financing options for the projects.

## **VII. MUNICIPAL FACILITIES AND SERVICES OBJECTIVES AND POLICIES**

In order to meet the projected fast growth and accomplish identified objectives a number of policies have been outlined below.

### **OBJECTIVES**

1. To provide for adequate facilities and staff to operate and maintain the essential services for current and future residents and businesses in the community.
2. To continue to serve the citizens of Jordan in an efficient, friendly, and cost effective manner.
3. To continue to update and maintain facilities and operations.
4. To continue to evaluate technology and the need to incorporate technology in carrying out the functions of the city (e.g. public access television, web page development).
5. To provide citizens the opportunity to participate in local government as well as inform citizens of municipal activities.

### **POLICIES**

1. Work in cooperation with other public agencies, such as the Jordan School District and in the future, Shakopee School District, to coordinate rather than duplicate public space such as auditoriums, meeting rooms, etc. when feasible.
2. Work with the Jordan School District to provide data for a long range facility plan and encourage the completion of this planning tool.
3. Plan and budget for additional land for future public facilities including municipal buildings and utility sites (wells, watertowers, etc).
4. Plan and budget for additional municipal employees to efficiently serve the citizens of Jordan, as the community grows.
5. Upon receiving concept plans for new subdivisions, review impacts on public administration and public protection services such as police and fire service to ensure said services which are reasonably necessitated by the proposed subdivisions and must be provided at public expense, can be reasonably provided within two (2) fiscal years of approval of the proposed subdivision. If said services cannot be reasonably provided, the subdivision may be deemed premature.
6. The City should continue to plan for public facility maintenance and expansions within its Capital Improvement Plan.
7. The City should continue working with Scott County, Sand Creek Township and St. Lawrence Township, MNDOT, the DNR, etc. to ensure coordinated growth of land uses, transportation systems and regional recreational areas and trails.
8. The City should evaluate technology needs and continue to update its web site and cable television programming as a means of informing and updating community members.