

PUBLIC FACILITIES & SERVICES

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 2017, the City employed 96 total employees, including summer part time crews, fire, police, and all the commissioners.

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, and Cable Commission. A description of the composition 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 projected municipal staffing and facility needs; and
- Objectives and policies for Community Facilities and Public Services

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

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 which had historically occupied 1,388 square feet, moved to a new facility in 2017, providing City Hall with additional space. Meeting rooms are located on the lower level or basement of the building, along with an employee kitchen/breakroom. An elevator provides access to the lower-level rooms. There may be some improvements to City Hall in the near future.

Staff members housed in the City Hall portion of the building include a City Administrator, Finance Director, Deputy Registrars, City Planner, Planner/Economic Development,

Accounting Utility Billing Clerk, Administrative Assistant, and Cashier Receptionist. The City also provides office space for the Department of Motor Vehicles (DMV). The City currently contracts building inspection, legal, and engineering services with private firms.

B. Police Department: 210 East First Street (2016)/705 Syndicate (2017)

The Chief of Police provides the overall supervision and management of the Police Department. 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.

The Police Department at the time of the comprehensive plan update had six vehicles. The department replaces police squad cars as part of the City's capital improvement plan. Police officer training includes mandated First Responder courses as well as other optional training sessions. Police officers are relicensed every three years.

Prior to 2017, the Jordan Police Department was in the Government Center at 210 East First Street. The 10 full time and 1 part-time employees were located within 1,388 square feet of this facility. The Police Department relocated to a facility at 705 Syndicate in 2017. Following the completion of an addition to the existing building, the facility now has 9,747 square feet. This includes office space, drive-in-evidence space, and 3,433 square feet of garage space. There are three outbuildings on the 2.13 acre site. This new facility is anticipated to meet the needs of the Police Department through 2040.

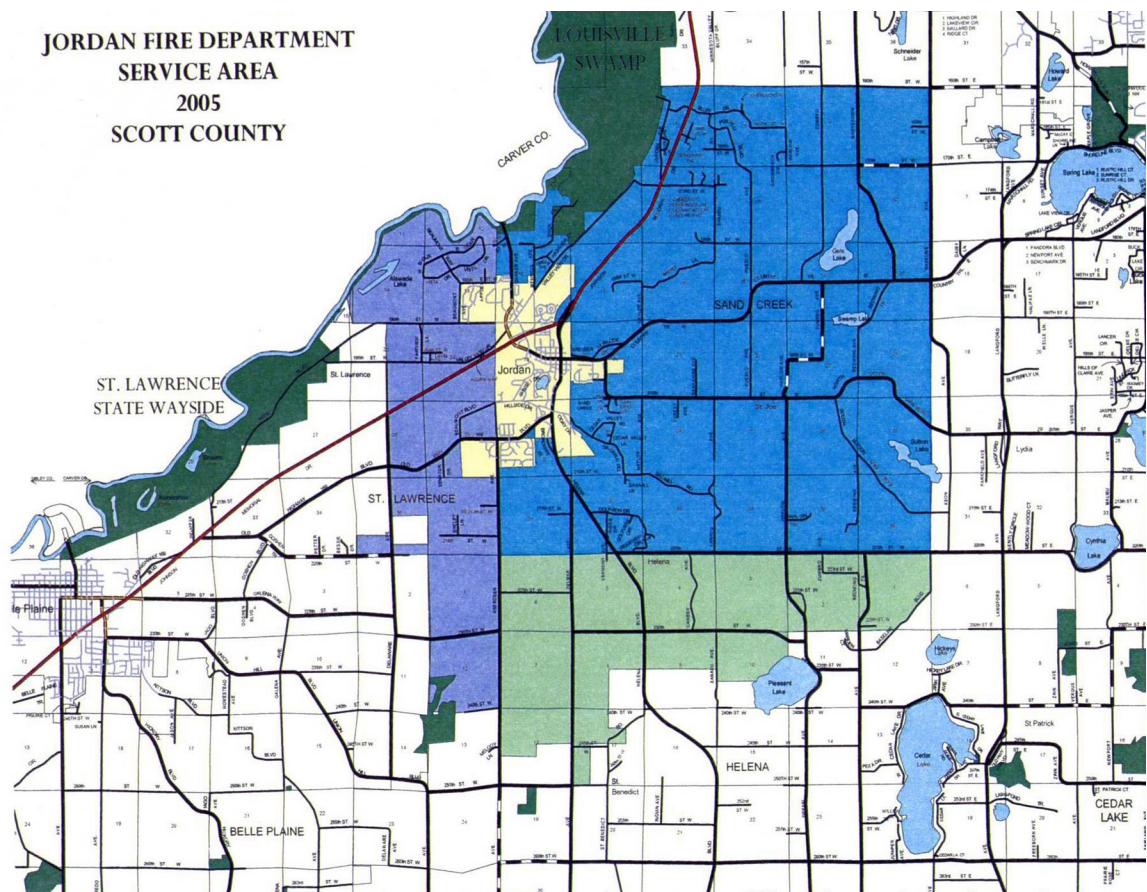


C. **Fire Hall:** 501 Varner Street North.

The fire hall facility, constructed in 1972, currently houses the fire department equipment (including 12 vehicles) and apparatus and includes meeting rooms, office space and kitchen facilities. The facility has been maintained and is in good condition. 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.

MAP 9-1: JORDAN FIRE DEPARTMENT SERVICE AREA



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

Future needs: The department has identified a need for a new fire truck, which is currently in the City's 2018 capital improvement plan.

D. **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 Public Works Department also has a salt brine storage building located at 501 Varner Street North, the Police Department site.

The Jordan Public Works Department includes seven full time employees with an additional four part-time employees during the winter and summer months. The department is managed by the Public Works Director. 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.

E. Waste Water Treatment Plant: 903 Syndicate Street.

The City of Jordan sewage treatment facility and ponds were constructed in the 1970s, rebuilt in the 1980s 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. The plant averages 500,000 gallons per day in treatment at this time.

Additional information on the wastewater treatment plant and sanitary sewer system may be found in Section 4 of this Comprehensive Plan.

F. 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 4th Street

Well # 6 - located at 611 North West Street

Well # 7 - located at 407 West 4th Street

Additional information on the municipal water system may be found in Section 4 of this Comprehensive Plan.

OTHER COMMUNITY FACILITIES

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:

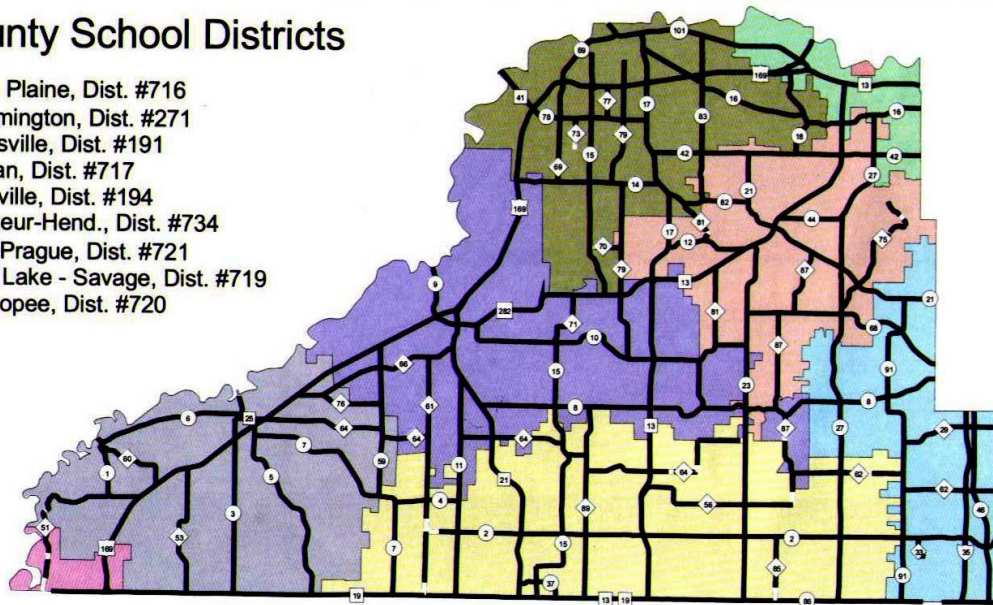
All educational facilities are currently located within the City of Jordan corporate limits. School District #717 has a long range facility plan in place at this time. The district has indicated they have the ability to serve approximately 500 additional students or a 25% increase, which they estimate will address growth for the next ten years. In 2016, the school district purchased a 40 acre parcel of land west of Highway 13, on the south side of the community, for a future elementary school and recreational fields.

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.

MAP 9-2: SCOTT COUNTY SCHOOL DISTRICTS

Scott County School Districts

-  Belle Plaine, Dist. #716
-  Bloomington, Dist. #271
-  Burnsville, Dist. #191
-  Jordan, Dist. #717
-  Lakeville, Dist. #194
-  LeSueur-Hend., Dist. #734
-  New Prague, Dist. #721
-  Prior Lake - Savage, Dist. #719
-  Shakopee, Dist. #720



1. **Jordan High School:** 600 Sunset Drive.

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 twelve, was 572 during the 2016-2017 school year.



2. Jordan Middle School: 500 Sunset Drive.

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. The enrollment for the 2016-2017 school year was 559 students.

A Community Education and Recreation Center (CERC) was added to the existing Middle School building in 2014/2015. The 45,000 square foot facility includes three gym areas with multipurpose areas, a fitness center, an elevated walking track, locker rooms, and a community room with a kitchenette.



3. Jordan Elementary School: 815 Sunset Drive.

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. Enrollment was 675 in for the 2016-2017 school year. The Rainbow Preschool program offered through the school district had a 2014-2015 enrollment of 53 students.

As previously noted, the school district purchased land on the south side of the community for a future additional elementary school. The 40 acre site could also accommodate recreational fields.

4. SouthWest Metro Intermediate District 288 River Valley Educational Center (RVEC): 100 Hope Avenue.

Intermediate school districts are specialty school districts that provide defined student services to a group of regular "member" school districts. These members include Belle Plaine, Jordan, New Prague, Prior Lake-Savage, Shakopee, Central, and Eastern Carver County. RVEC provides autism programs, developmental cognitive/behavioral programs, and emotional/behavioral programs at the facility located adjacent to the high school. Examples of these services include RISE (Reaching Independence through

Structured Environments), PRIDE (Preparing and Reaching Individual Dreams Everyday), an ASD Middle School that serves grades 5-8, and two emotional/behavioral programs that assist both grades K-5 and grades 6-9. A 2,340 square foot addition was constructed to the building in 2015, resulting in a 31,610 square foot facility, on the 3.16 acre site. Enrollment for the 2015-2016 school year was approximately 71 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 2016-2017 school year was 87 for kindergarten through grade 6. The Wee Angels preschool program at St. John the Baptist School served 22 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: 275 Creek Lane South

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 library system constructed a new facility in 2015, relocating from the downtown to the west side of the community.

The Jordan library is open during various hours averaging 32 hours per week or a total 1,664 hours during the 2016 calendar year.

According to the Scott County Library System, there were 28,915 visitors to the Jordan Library in 2016. The total circulation at the library was 49,079 in 2015. Of these items, 38,817 were by Jordan residents and 10,262 were by others using the Jordan Library. Circulation of items by Jordan residents in 2015 in all Scott County libraries was 49,772. 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 shares staff with the Belle Plaine Library. Together, they employ a branch manager, librarian, library associate, and library aide. The total County budget in 2016 to operate the Jordan branch of the library was \$2,980,308. The total City operational expenditure for the library in 2016 was \$30,869.

Future needs: The library, at its current location, is anticipated to meet the growing needs of the City to the year 2040.

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 2016, 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. Scott County Fairgrounds: 7151 West 190th 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 their 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, and campers as well as rental of fairground buildings and horse arenas occur. There are currently no plans to expand the site.

- E. **Jordan Senior Citizen Center:** 100 4th Street West.
Located in the Schule Haus, a Senior Center is available to senior citizens.
- F. **Scott County Juvenile Alternative Facility:** 17681 Valley View Drive, Jordan MN
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.
- G. **SCALE Regional Public Safety Training Center:** 17706 Valley View Drive, Jordan MN
The Regional Public Safety Training Center opened for in use in 2008, with several renovations and expansions since. This 19 acre site and facility is the home of the former jail annex. The facility includes training facilities for firefighters, police officers and public works employees. The center includes 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 serves Scott and Carver Counties and the Minnesota River Valley Region, as well as greater Minnesota.
- H. **Scott County Soil and Water Conservation District:** 7151 190 Street West.
This Scott County Office is located in Jordan. 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."

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, two of which are City Council members. 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.** Per Section 31.22 of the City Code, the City Council serves as the City's Board of Adjustment and Appeals, with the Planning Commission serving as the recommending body to the Board. 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 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 and Recreation Commission.** The City has appointed a seven-member Park Commission, with staggered two-year terms with one additional Council member serving as *ex-officio*. The Park Commission meets bimonthly to plan for the development and redevelopment of Jordan's park and trail system. The Park and Recreation Commission is a recommending body to the City Council that provides ongoing public input on the system. Specific duties of the Park Board are outlined in Chapter 31.23 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.

PROJECTED GROWTH AND FACILITY NEEDS

The population is forecasted to increase from 6,076 people in 2015 to 12,200 people by the year 2040, a 123% 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 plan.

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:

- o 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.

Since the completion of the study and 2008 Comprehensive Plan Update:

- The City acquired a 9,747 square foot facility for the Police Department, which was renovated and occupied in 2017. This has provided the current city hall offices with an additional 1,388 square feet.
- The City acquired a building which is used for City Council chambers and the Historical Society.
- In 2008, a new library facility was constructed.

At present, there are no major public facility needs identified by the City, other than that described in this plan.

PUBLIC FACILITIES AND SERVICES GOALS AND POLICIES

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

Goals:

1. Provide for adequate facilities and staff to operate and maintain the essential services for current and future residents and businesses in the community.
2. Continue to serve the citizens of Jordan in an efficient, friendly, and cost-effective manner.
3. Continue to update and maintain facilities and operations.
4. Continue to evaluate technology and the need to incorporate technology in carrying out the functions of the city (e.g. public access television and web page development).
5. 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. Plan and budget for additional land for future public facilities including municipal buildings and utility sites (wells, water towers, etc.).
3. Plan and budget for additional municipal employees to efficiently serve the citizens of Jordan, as the community grows.
4. 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.

5. Continue to plan for public facility maintenance and expansions within its Capital Improvement Plan.
6. 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.
7. Evaluate technology needs and continue to update its website and cable television programming as a means of informing and updating community members.