

## **Administrator/Clerk's Report**

City Council Meeting, February 27, 2017

**To:** Mayor and Council

**From:** John M. McCarthy

**Date:** February 24, 2017

### **Consent Agenda**

**Dundas on the Cannon:** In 2007, the City had filed with the Secretary of State's office for the use of the mark "Dundas on the Cannon". Filing is for a period of 10 years and expires this year. The service mark will be renewed with the state at a cost of \$25.00.

### **New Business**

**Approve Expenses to Attend LMCIT Safety and Loss Control Workshop:** The League of Minnesota Cities Insurance Trust will be holding their annual Safety and Loss Control Workshops beginning in late March and running through April. Public Works Director Meliza has requested he and Greg Malacha be approved to attend this year. I also plan to attend if approved and have agreed the workshop in Rochester on April 12 will be the most appropriate. Recommend normal and customary expenses for staff and Council to attend the 2017 LMCIT Safety and Loss Control Workshops. (Motion)

**Consider No Parking on West Side of Cannon Road:** Vehicle parking along Cannon Road in the vicinity of the Dundas Dome has become a concern both from a public safety aspect and road maintenance. When there is an event at the facility which attracts a large number of people, the road becomes quite congested and two-way traffic flow, especially with people waking on the paved surface, can become dangerous. The edges of the roadway and the shoulders are also being damaged by the unanticipated use. After reviewing with Police Chief Mincke and upon the recommendation of Public Works Director Meliza, I am requesting Council authorize posting the west side of Cannon Road from the intersection of CSAH #1 to the northern City limits as no parking. (Motion)

### **Engineer's Report**

John Powell has prepared a review of his activities since last meeting.

### **Administrator's Report**

**Financial:** General Fund revenue for the first half of the year is usually insignificant as over 80% is received twice a year in the form of real estate tax and state aids. General Fund cash expenditures for January total \$78,744 or \$16,968 more than last year. Line items responsible for the increase in spending include police wages and benefits, building inspection costs and park expenses related to work done at the ice rink and Memorial Park.

Water Fund revenue is \$19,139 which is up \$4,034. Unfortunately, some of the increase was due to unplanned water usage including what appears to have been an attempt to flood a skating rink. Expenditures of \$19,690 are \$372 less than 2016.

In January revenue for the Sanitary Sewer Fund is \$33,282 or \$3,954 more than last year. Expenditures for the same period are up \$2,934 to \$19,104.

**Rice County Transportation Planning:** The County is scheduling a meeting for March 30 to restart a discussion regarding long term planning involving the Decker/Garrett Avenue corridor including the intersection with Trunk Highway #19.

The County Engineer has prepared a draft of their 10-year transportation improvement plan. A public hearing on the 10-year plan is scheduled for March 14, 2017. Work scheduled for the Dundas area in 2017 includes the

resurfacing of County Roads #1, 8, and 20 in the City limits for \$750,000 and increase of \$250,000 from the 2015 plan. 2018 work includes the 1.7-mile reconstruction of CSAH #1 for \$5,600,000 which is \$1,100,000 more than the previous plan. Reconstruction of CSAH #8 from the Dundas City Limits to CR 77 for \$2,500,000 is scheduled for 2021.

**Application for Off-Sale Liquor License:** The City has received an application for an off-sale liquor license for a MGM Wine and Spirits store. The store will be located in the former K-Mart facility. Dundas City Code permits five (5) off-premise licenses. Council action is tentatively scheduled for the meeting of March 13, 2017, depending on completion of the required background checks.

**Regional Economic Development Meeting:** Staff from Rice County Economic Development met with staff from cities in the county to discuss regional priorities. All of the cities have projects which will improve the economy of the area. Rice County staff will work to organize a meeting with area legislators to discuss economic development.

**Lift Station and Force Main Project:** The project is moving along nicely with the break in the weather contributing to the work. The 23-foot deep lift station and adjoining valve box have been installed. The force main from near the Cannon River at the new regional park shelter to the metering station has been installed.

**Wastewater Infrastructure System Replacement Fund:** A term of the 1997 \$1,447,531 Public Facilities Authority Bond is that the City deposit into a restricted fund \$0.10 (ten cents) for every 1,000 gallons of wastewater. The Bond is interest free and the principal payment is forgiven as long as the required amount is deposited. For 2016 the deposit is \$3,201.00 which brings the fund up to \$57,885.08. The City intends to use at least a portion of the fund, as permitted, to pay costs associated with the 2016 Force Main and Lift Station project. The Bond will be paid in full in 2018.

**Meeting With Zanders:** The Mayor and City Administrator met with Dan and John Zander to discuss the status of the removal of concrete building panels from the John Zander property and plans for continued expansion of the Titan facility. John Zander explained he still expects the removal of the panels to be accomplished in accordance with the information he presented to the City Council on November 14, 2016. There continues to be a difference in the understanding of the duties of the Neutral Building Official and who the official reports to. A discussion regarding the CUP to construct a load-out facility issued to Titan Supply also occurred. Switzer and McCarthy explained the City will fully cooperate with any permitted expansion but will need to have a detailed plan in order to help with determining how to proceed. Dan Zander expressed concern regarding the location of the load-out structure and the designated area. There appears to be a need for clearer understanding from both parties regarding how long certain property use restrictions will remain, what the restrictions might apply to, and how the use of neutrals will be subject to the settlement agreement.

## Boards and Committees

**Park and Recreation Advisory Board:** The P&RAB met on February 14, 2016. Larry Fowler was elected Chair, Ashley Gallagher as Vice Chair and Mike Sherman as the Secretary. The Board is still one member short.

**Dundas Planning Commission:** The Dundas Planning Commission met on February 16, 2017, and held a public hearing to consider a lot line adjustment which would create a property with a non-conforming use. The applicant was asking to adjust an existing lot line to create a permitted residential lot but would leave an existing accessory building, an older barn, on a parcel without a primary use. After reviewing information received at the public hearing and a lengthy discussion, the Commissioners voted to request staff prepare findings of fact based on the Commission's review to deny the request for the next planning commission meeting. Some Commissioners made it clear they may not be opposed to the request, but needed more time to review. Since the meeting, the applicant has informed the City all of the accessory structures will be removed from the property and only the lot line adjustment will be requested.

**NAFRS:** The Joint Powers Board met on Thursday, February 16. Vice Chair Haddad conducted an exercise to identify and prioritize projects, activities and issues. Considerable time was spent on a discussion of the recommendation in the McGrath Administrative Audit to establish a position for a full-time fire chief. Although several committees had met, the new format for recording committee meetings did not appear to have been used. The response to questions raised by Dundas was included in the packet but not discussed. The response did not include any new information regarding the level at which policy decisions were made or the justification used to make the decisions. The answers to questions regarding fire protection during construction appear to stretch credulity and seem to be in the order of "trust me, it will work". In addition the question raised by Mayor

Switzer regarding the public purpose of providing office and inventory storage space for private non-profit organizations has still not been answered in spite of several assurances the answer will be forthcoming.

### **Work Session**

**Community Solar Garden Proposal:** The City has received a proposal from Community Solar to subscribe to a solar garden. The proposal is the City will contract with Community Solar for a period of 25 years. In return the City should see savings realized by a taking advantage of what is projected to be a continuing difference between the cost of purchasing electricity at a contracted rate and anticipated increases in the rates charged by Xcel. Estimated annual savings range from about \$2,700 in the first year to about \$8,100 in year 25. Total savings for the contract are estimated to be about \$119,000. Savings could be less if Xcel rates do not increase as fast as projected or more if the rates do, or the City decreases its usage. Community Solar and the City would enter into two contracts, one for "general" electrical use, primarily the two pump houses and Memorial Park and one for "small" use which encompasses all of the remaining use.

### **Future Meeting Items**

Items listed may be moved to future meetings.

#### **March 13, 2017**

1. Receive information regarding Tobacco Free Public Parks Policy
2. Consider quotes for 2017-18 Street Sweeping
3. Consider CSAH #1 Trail Maintenance Agreement
4. Consider Application for new Off-Sale Liquor License
5. Work Session
  - a. Closed Meeting for Employee Evaluation

#### **March 27, 2017**

1. Consider Recommendation of Dundas Planning Commission
2. Work Session
  - a. Draft CIP