

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

City Council Meeting, March 13, 2017

**To:** Mayor and Council

**From:** John M. McCarthy

**Date:** March 10, 2017

### **Consent Agenda**

**Transfer to Tax Abatement Fund:** This transfer is to reimburse the Tax Abatement Fund for the 2017 payment made in 2017. Funds from the second half property tax collections were deposited in the General Fund.

### **Old Business**

**2017 – 2018 Street Sweeping:** Three proposals were submitted in response to a Request for Proposals to Provide Street Sweeping in 2017 and 2018. The companies and proposal for basic services are:

Wigham Trucking	\$4,120.00 / year
Sanford Services	\$4,399.00 / year
Dakota Sweeping	\$6,250.00 / year

Staff has reviewed the proposals and recommends Council approve the selection of Sanford Services to provide street sweeping services for the City of Dundas for 2017 and 2018. Although Wigham is slightly less expensive, Sanford Services has provided excellent and timely services in the past. If there is need for a special sweep, any savings achieved by contracting with Wigham would be eliminated. (Motion)

### **New Business**

**Consider Off-Sale Liquor License Application:** The City has received an application from Four Browns, LLC for an off-sale liquor license for a MGM Wine and Spirits store, to be located at 404 Schilling Drive, N, Unit 2, Dundas, MN (the former K-Mart building). The store will occupy slightly over 7,000 square feet of the approximately 85,000 square foot building. The applicants and officers of Four Browns are listed as Christopher J. Brown and Amber B. Brown. They also hold positions in the property owner CJB Real Estate II LLC. The Browns have provided the City with the required information, completed the data practices advisory, described the premises to be licensed and provided the required evidence of insurance. The required background investigation has been completed by the Dundas Police Department and Chief of Police Mincke has indicated the investigation did not reveal any reason to deny the application. Dundas City Code, § 1102.0402.3 permits five (5) "Off-Sale" licenses. The City currently has approved three off-sale licenses. If the City approves the license and the applicant has met other State required submittals, the State of Minnesota Alcohol and Gambling Division will conduct an inspection of the facility prior to issuing a buyer's card. (Motion)

### **Attorney's Report**

**Economic Development Authority:** As TIF District #2 decertifies this year, I believe there is an opportunity to reorganize and fund an Economic Development Authority (EDA) and still reduce property taxes in 2018. In 1999 the City Council established an EDA and named the City Council and Mayor as the governing body. There does not appear to have been any subsequent activity. I have asked City Attorney Calles to provide a brief overview regarding an EDA and reviewed the LMC Handbook Chapter 15 which deals with some of the responsibilities. The State of Minnesota, along with the City of Oakdale and Briggs and Morgan have prepared a 70-page handbook reviewing the organization and powers of an EDA. A quick review of the anticipated Estimated Market Value and Taxable Market Value suggests the City could levy for around \$20,000 per year to sustain the EDA. A

Housing and Redevelopment Authority (HRA) can also be incorporated in an EDA. The HRA has some additional powers to facilitate housing related development. Request the City Council approve expenses for staff and consultants to prepare recommendations to reestablish and support an active EDA (Motion).

### **Engineer's Report**

City Engineer John Powell has been working with staff, records and historical documents to progress current projects and familiarize himself with the City.

### **Administrator's Report**

**Lift Station and Force Main Project:** A review with the engineer's project representative indicates the force main should be completed the week of March 15<sup>th</sup>. Work on the gravity connections at the lift station should be mostly complete by the end of April with a good possibility the work will be substantially complete by the beginning of May.

**Pay Equity Compliance:** Minnesota Management & Budget has notified the City of compliance with the Local Government Pay Equity Act. Local Governments are required to submit a pay equity implementation report every three years. The notice and accompanying certificate signify the successful completion of the 2017 Report for wages paid during 2018. Reports are based on the top pay range for each position and an associated numerical value based on the responsibilities of the position.

**Planning Training:** WSB is conducting a training for public officials which focuses on planning. The no-cost seminar will be held at the WSB offices in Golden Valley on Saturday, April 1 from 9:00 to 12:00 am. If anyone is interested, please let me know and I will register you.

**Mill Towns State Trail:** Minnesota Parks and Trails will be holding a ribbon cutting at Lake Bylesby Park on June, 3, 2017. Northfield Rotary will be meeting in Dundas on Thursday June 1, to recognize the informational kiosk at the Mill Towns State Trail Trailhead.

### **Boards and Committees**

**Dundas Planning Commission:** The Dundas Planning Commission will conduct a public hearing to consider amending the Highway Commercial Zone to include "Religious Institutions" and "Hotels" as permitted uses. In addition to the public hearing the commissioners will also consider the amended application from DeMann Riverside Properties for a lot line adjustment and review a concept plan submitted by the same party.

**NAFRSJPA:** The Board will be conducting a regular meeting on Thursday, March 16, 2017. Due to the building project, preparation for the 2018 budget and possible staff reorganization, there has been a lot of activity both on a committee and board level. I have requested and received appointment to the equipment and personnel committees in addition to remaining on the financial committee. Mayo Switzer also serves on the personnel committee and has been active on the facility committee.

*Equipment Committee:* The Committee met on Monday March 5. The committee previewed a presentation prepared by the Rescue Service to assist in raising funds to replace the heavy rescue truck. The squad is working with the Northfield VFW to raise \$700,000 for the replacement. There will be a kick-off fundraiser at the NAFRS Fire Hall on March 16. The committee is also reviewing the 2018 equipment CIP in to update for inclusion in the 2018 budget.

*Personnel Committee:* The committee met on Tuesday, March 6 to discuss a request from the fire chief to provide clerical assistance. Concerns were raised regarding process, job descriptions, supervision, lack of a benefit policy, unbudgeted costs, and if the proposed compensation would cause problems with pay equity. After discussion the request was determined to be premature and the chief was referred to the full board for guidance.

*Financial Committee:* The committee met on Thursday, March 8. Northfield Administrator Ben Martig requested the board/committee review the process of preparing the annual budget. Martig reviewed financing the facility project and reported Northfield is seriously considering a straight lease instead of using certificates of indebtedness. Martig also presented amended pre-construction and project management agreements, which will be discussed at a Northfield City Council Work Session on Tuesday, March 14.

*Facility Committee:* Mayo Switzer attended the committee meeting held on March 6.

### **Future Meeting Items**

Items listed may be moved to future meetings.

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

1. Receive information regarding Tobacco Free Public Parks Policy (6:30 PM)
2. Consider Recommendation of Dundas Planning Commission
3. Consider CSAH #1 Trail Maintenance Agreement
4. Work Session
  - a. Draft CIP
5. Closed Meeting for Administrator Evaluation
6. Summarize Conclusions Regarding the Evaluation