

Administrator/Clerk's Report

City Council Meeting, May 8, 2017

To: Mayor and Council
From: John M. McCarthy
Date: May 5, 2017

Consent Agenda

Approve Address Change: Four Browns, LLC have requested approval to locate the MGM Wine and Spirits retail outlet to slightly larger location in the complex owned by CJB Real Estate II. As the liquor license is issued for a specific location, approval by the City Council is required. The State of Minnesota will approve issuance of a buyer's card under the same procedure as is always followed.

Bond Payment: This is the first, interest only payment for the 2016A Sewer Bonds which were issued for the Force Main and Lift Station Project.

Refund Building Permit: CJB Real Estate II has canceled their building permit application for the formerly approved location of the MGM store and will be applying for a new permit. Costs already incurred are not included in the refund.

Pay Request #4: This is the next pay request for the 2016A Lift Station and Force Main project. After this payment \$136,814.75, including a retainage of \$38,564.25 will remain to be paid. The request has been reviewed and recommended for payment by the city engineer.

Resolution 2016 – 10 Accepting Donation: Donations at the annual Easter egg hunt totaled \$155.70. The donations are used to offset the costs of next year's hunt.

Old Business

Approve Change Order #2: The completion date has been slightly delayed due to a change in where the controls are located and the need for different cabinetry to house the controls. Staff recommends approving the change order. (Motion)

New Business

Consider Request from Rice County Habitat for Humanity: Habitat for Humanity is requesting a waiver of the Sewer Access Charge (SAC) and Water Access Charge (WAC) for the new home they are planning to build on property in the Millstone addition. This is the last vacant property they own in Dundas. (Motion)

Annual Liquor License Renewals: The state has approved annual alcoholic beverage license renewals for the following licensed premises in the City:

Dawns Corner Bar, Inc
Lyle and Pauline's, Inc
Dundas Baseball Association
AJE Enterprises, Inc

Administrator's Report

Annual Review of Residential Real Estate Tax: With real estate taxes due next week, staff updated the review of single family homes in Dundas and Northfield (Rice County only) to include taxes for 2016 which are paid in 2017. The review looks back 6 years to 2012. Several properties are included with an attempt to include a

diverse mix of homes in roughly the same value, condition, age and type. Very high value properties and lower value properties have not been included. Staff has been using the same 13 properties for the last few years to try to establish a somewhat consistent base for the comparison. The review indicates the average tax for the homes reviewed in Dundas is about 21% less than the Northfield Homes. I do not want to claim that this is an all-inclusive comparison, but it does appear to continue at least the appearance that a home owner gets more bang for their buck in Dundas. The change in total city taxes are attributable to both the Assessor's market value and the tax rate established by the community. The tax rate, a major factor in real estate taxes has increased by 7.3 % in Northfield and 5.1% in Dundas.

Construction: The Aldi project will be pouring footings beginning Monday, May 8. The CJB Real Estate II remodel of the former K-Mart building is picking up steam. Most of the mechanical permits have been submitted, and when they are approved, the work can begin in earnest. Along with the relocation of the MGM liquor store, the configuration of the Cinema has changed with the addition of about 5% more seats. The total capacity will be over 800 seats, all being the lounge type currently so popular. Vacant land transactions, set-back inquiries and permit applications for new homes continue to come in. If two pending application in the Millstone addition are approved, there will only be one vacant lot in that project.

Blight, Parking and other Ordinance Violations: Staff will be more active in enforcement of City ordinances in the next few weeks. Letters will be sent to property owners regarding unpermitted uses and code violations. The property owners will be given an appropriate time to correct the violations before being cited. Any question should be directed to the City Administrator.

Minnesota County/City Managers Association: I attended the MCMA Educational Conference on May 4th and 5th. The conference was focused on what communities can do and are doing to facilitate healthier lifestyles for their residents. Presenters included a manager for Blue Zones project which has studied quality of life in communities whose populations appear to have exceptional longevity. Albert Lea is participating in the project and reviewed some of the progress they have achieved in improving the health of their residents. They are also able to quantify some of the cost savings attributable to the community involvement.

Boards and Committees

NAFRS: The joint powers board will be meeting on Tuesday, May 9 at 3:00 PM to discuss the McGrath Administrative Audit.

Worksession

Funding Capital Projects: As the City prepares for the 2018 Capital projects, council and staff should review options for funding. Past discussions have addressed the anticipated need to finance the projects by use of municipal bonds with revenue to repay coming from available sources. Some of the sources normally used are the general levy, enterprise fund fees, reserves and assessments. Assessment's often play a bigger part in certain types of construction including street rebuilding and sidewalk construction both of which are included in the 2018 program. Many communities have updated and changed policies regarding how assessments are used the last several years.

Future Meeting Items

Items listed may be moved to future meetings.

May 22, 2017

1. 2017 Financial Statement / Audit
2. Public Hearing for Street Vacation
3. Consider Tobacco Free Parks Policy
4. Consider CSAH #1 Trail Maintenance Agreement

June 12, 2017

1. Worksession
 - a. Draft 2018 Budget