

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

City Council Meeting, May 22, 2017

**To:** Mayor and Council

**From:** John M. McCarthy

**Date:** May 19, 2017

### **Consent Agenda**

**Workers Compensation:** The payment is \$2,956 more than last year. About one third of the increase is due to more labor being attributable to General Maintenance, the highest rated category and an increase in Police wage expenses due to 2016 being one of the officers first full year of work.

### **Public Hearing**

**Street Vacation:** The vacation is for the west/northwest half of First Street South between East Avenue and Lake Street. It is unlikely that First Street South in this location will be developed as the southern portion at the intersection of Lake Street is entirely in the plain. In addition Lake Street has been partially vacated so through traffic would also be unlikely. The corner of the fence and warning track in left field are also in the current right-of-way. The vacation of the westerly half of the street will permit the City to enlarge Memorial Park. The City has been contacted by a representative of the family owning the property along the eastern border of First Street South regarding access to the property.

### **Resolutions and Ordinances:**

**Resolution 2017 – 11 Approve Street Vacation:** Recommend approval of the vacation of the western one-half of the right of way of First Street South between Lake Street and East Avenue. (Motion)

**Resolution 2017 – 12 Ordering a Destruction Order:** City staff has been contacting property owners regarding violation of ordinances. Most of those contacted have completed or begun complying with the ordinances. The order is only being presented to those who have not begun to comply or have not contacted the City to establish a schedule to comply. (Motion)

**Resolution 2017 -13 Approve Tobacco Free Outdoors Policy;** Staff has prepared a resolution adopting a tobacco free parks policy. An effective date of July 1 is proposed to allow information regarding the policy to be disseminated prior to enforcement. Adoption is recommended. (Motion)

**Resolution 2017 – 14 Approve Debit Card;** A debit card will permit payment of certain expenses by authorized senior staff instead needing to request reimbursement after the expense. (Motion)

### **Administrator's Report**

**Financial:** As of the end of April the City's General Fund operating revenues are \$70,851 or \$38,990 more than last year. Just over \$19,000 of the increase is attributable to reimbursement for the shelter and landing at the Cannon River Regional Park. The remainder comes from building permit fees. For the same period expenditures are \$260,547 or about \$13,021 less than last year. All departments are operating within the budget.

Year-to-date revenue in the Water Fund is \$84,012 or \$14,893 more than last year. Water sales are 73,417 or \$7,896 greater than 2016. Water fund expenditures are \$61,063 which is up 3,196 from the same period last year.

Sanitary Sewer fund revenue is \$131,196 or \$414 more than last year. Expenditures are \$92,266 or \$20,034 more than last year.

**Water System Report:** The City has received an annual report from the Minnesota Department of Health on summarizing an on-site inspection of the Community Water System. The inspection did not report any deficiencies in the system.

**Patrol Vehicle:** This week will mark the end of an era for the Dundas Police Department. Chief Mincke reported that he expects delivery of the 2017 Ford Utility Police Interceptor later in the week. The Crown Victoria Police Interceptor will be taken out of service and all of the identification and special equipment will be removed.

**MTST Ribbon Cutting:** Minnesota State Parks and Trails is holding a Ribbon Cutting, 2 to 5 p.m., Saturday June 2, 2017, for the recently completed bridge and trail at Lake Byllesby. The event will be held at Lake Byllesby Park.

### **Boards and Committees**

**Park and Recreation Advisory Board:** The P&RA Board met on May 9.

**NAFRS:** The NAFRS Board met on May 18, 2017. The board received a draft budget for 2018 with an increase in the proposed operating expenditures of \$22,000 or just over 4%. As the Board continues to develop a financial history, it is recommended some line items be adjusted up and some done. Funding for a full time clerical position is being proposed and that comprises the increase. The Fire Chief is also requesting \$35,000 in for capital expenditures to provide facemasks with infrared cameras and a fire-extinguisher training program with related equipment. Several board members expressed interest in creating a capital reserve fund. The Joint Powers Agreement also requires the assessment formula to be adjusted for the 2018 budget.

Facility architect David Medin reported on the planning process and reviewed how the top floor would be organized. He reported the proximity of levels of the two apparatus floors and the main office floor is creating some problems with handicapped access. One that appears to show the most promise could raise the cost up to \$24,000 but it is well within the contingency.

The Board received a resolution from the Northfield Rural Fire Protection District recommending ownership of the facility be transferred to NAFRS when the construction bond is paid. In October of 2016, the NAFRS Board passed a resolution agreeing that Northfield would retain ownership but asking the City of Northfield for consideration of the transfer if a fire district was established.

**Human Resources Committee:** The Human Resource Committee met with the City Administrator to discuss the development of the City's Compensation Plan in accordance with City Personnel Policy § 305.05. Other plans were reviewed to determine applicability of existing policies to the City of Dundas.

**Planning Commission:** The Dundas Planning Commission met on May 18, 2017. The Commission discussed planning for the future including how services will be made available to a growing community, planning for changes in lifestyle including the trend to more walkable communities, and how the craft work and electronic communication may impact residential communities. Housing including smaller homes, affordable housing and age specific homes were also discussed. The Commission also met as the Planning and Zoning Authority for the Annexation Area to finalize a requested lot line adjustment. Planning Commission Chair Modory recommended the City develop a formalized process to deal with the Township regarding ARD questions. One of the Township Supervisors raised a concern regarding township staff working with the ARD Zoning Administrator.

### **Work Session**

**CIP:** Staff has reviewed and amended the Capital Plan for 2016 and the short term future. Next year is planned to have several capital projects including street upgrades,

### **Future Meeting Items**

Items listed may be moved to future meetings.

#### **June 12, 2017**

1. 2016 Financial Statement / Audit
2. Approve 2018 CIP

#### **June 26, 2017**

1. Accept 2016 Financial Audit
1. Worksession
  - a. Draft 2018 Budget