

Administrator/Clerk's Report

City Council Meeting, July 10, 2017

To: Mayor and Council
From: John M. McCarthy
Date: July 7, 2017

Consent Agenda

Second Half NAFRS Payment: This payment is the 5.37% share of the operating budget for NAFRS. The payments are due on the 1st of January and July of each year.

Pay Application #6, 2016 Lift Station and Force Main: City Engineer Powel has reviewed the pay application and recommends approval.

US Bank: This payment is an interest only payment for the 2013A Series Bonds. The bonds included a refinancing of bonds issued in 2005, the Depot Street Project and the Public Safety/Public Works building.

Administrator's Report

First half taxes and assessments: The City has received the final first ½ tax and assessment payment of \$235,560.23. The payment brings the total received to \$746,052.28 which includes \$10,146.42 in prior year charges. Of the total, the levy accounts for \$391,933.49, excess TIF \$43,218.84, TIF \$248,028.08 and special assessments, fees & interest of \$26,147.10.

Local Government Aid and Small Cities Assistance Distributions: The League of Minnesota Cities has prepared their annual summary of the 2017 legislative session. The report includes a city by city listing of 2017 certified and 2018 estimated LGA and Small Cities Assistance (SCA) distributions. The SCA is a payment to cities with population under 5,000 to assist in road maintenance and construction. The legislature approved a one-time distribution as those communities do not receive any municipal state aid for roads. The 2017 certified LGA for Dundas is \$155,931 and SCAD is \$14,497. For 2018 the estimated amounts are \$175,038 and \$14,497.

Bridgewater Heights: Bridgewater Development and Land Holdings, LLC, has executed the amended PUD / Subdivision agreement as approved by the Dundas City Council on June 26 and the Letter of Credit in favor of the City has been extended with the terms negotiated by City Attorney Callies. As part of the amendment to the agreement, BDLH will complete the Bluff Street extension by September 15, 2017. This clears the way for the development of the approximately 148 single family homes in the platted Phase II of the Bridgewater Heights addition.

Refund for Sewer Utility Overcharge: A utility customer recently inquired regarding the calculation of charges for sanitary sewer in the monthly sewer bill. When the input data was examined in the system, it was discovered one of three entries was not changed when the fees were adjusted downwards by \$1.75 / 1,000 gallons at the time the 2017 values were entered. The entry, which was not changed, was the rate used to compute sewer charges for customers who used more than 1,000 gallons in a billing cycle. Since the rate went down, this caused any customer using more than 1,000 gallons per cycle to be overcharged. A review of individual accounts indicates the total overcharge will be about \$18,120 with an average refund of about 34.00. The refund will be show as a credit on those accounts over a 1,000 gal usage/month in the July and August billings.

Property Inspections: The collapse of the crane during the removal of the concrete panels from the John Zander property appears to have brought progress to a halt. It appears about 20% of the panels have been removed, but there does not seem to be any effort to continue while the company crane is inoperable.

Lift Station Startup: The new lift station and force main began full operation at about noon on Thursday, July 6. Superintendent Meliza reports some minor bugs in the software, but they seem to be associated with the graph used to track the operations and not the actual operation of the pumps. The contractor has begun the restoration and clean-up of the site.

Public Hearing: The Dundas Planning Commission will be holding a public hearing on July 20, 2017, to consider a Preliminary Plat and Planned Unit Development proposal for DeMann Riverside Properties, LLC. The developer is proposing to subdivide an 11.085 acre parcel into a PUD which will consist of 19 single family lots. DeMann is in the process of removing the old barn and has indicated the other buildings will be removed shortly.

Budget Work Session:

General Government Parks: During the preliminary review of the parks budget at the prior worksession, a question was raised regarding the 2016 miscellaneous expenditure of \$7,069 as reported in the proposed budget. The actual expenditures shown on the report are from the audit and were reported in the monthly General Fund Expense Report as professional services, primarily related to the \$3,818.01 payment for the kiosk informational sign and other engineering and legal costs related to the Cannon River Regional Park and the kiosk.

General Government / Administration: The Administrative / Government Services budget should stay fairly stable with slight increases for the next several years. With the proposed adjustments, the 2018 administration budget is projected to increase by \$6,047 or 3.0%. Due to combining 3 reporting departments in 2015, there are only 2 years available to average. Adjustments being proposed include:

1. Wages and benefits will be increased to more accurately reflect actual distribution of the costs. As the various budgets are reviewed, it appears this item will be adjusted downward, either in those budgets or the Administration budget,
2. An amount for workers compensation insurance has been added.
3. Auditing has been increased due to the requirements of GASB regarding pensions and retirement.
4. The line item for EDP/Software is being reduced
5. Miscellaneous is reduced from the \$8,000 budgeted for codification in 2017 to 4,800 in 2018 to cover expenses related to moving City Hall.

General Government / Council and Election Budget: There are no significant changes proposed for this part of the budget. It runs on a two year cycle with costs increasing in election years and decreasing in off years.

Future Meeting Items

Items listed may be moved to future meetings.

July 24, 2017

1. Worksession
 - a. Review 2018 General Gov. / Planning and Zoning Budget
 - b. Review 2018 Public Safety / Police Budget

August 14, 2017

1. Consider Planning Commission Recommendation for DeMann Riverside Preliminary PUD and Plat.
2. Worksession
 - a. Review 2018 Public Safety / Building Inspections Budget
 - a. Review 2018 Public Safety / Fire Protection Budget

August 28, 2017

1. Worksession
 - a. Review Draft 2018 Budget and Levy

September 11, 2017

1. Adopt preliminary levy for 2017 taxes paid in 2018.