

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

City Council Meeting, October 9, 2017

**To:** Mayor and Council  
**From:** John M. McCarthy  
**Date:** October 6, 2017

### **Consent Agenda**

**Resolution 2017 – 26 Accepting Donation of Sculpture.** This resolution formally accepts the donation of Mac Gimse's sculpture "Between Earth and Sky". Approval is recommended.

**Approve 2016 Lift Station and Forcemain Change Order #3:** Change Order #3 has been reviewed by the City Engineer and approval is recommended.

**US Bank:** This is an interest only payment for the 2016A bonds which were used to pay for the 2016 Force Main and Lift Station Project. Although approval is not required, it has been standard practice to include debt service payments as part of the consent agenda.

**Menard Inc. Refund Escrow:** The refund of \$7,122.71 is the amount or escrow left after all expenses related to the Menard's preliminary and final PUD. Due to the large area and fairly simple request, the amount escrowed exceeded the amount needed. Approval is recommended.

### **Old Business**

**Status of Complaints:** At the City Council meeting held on September 25, 2017, certain concerns were brought before the Council and after discussion referred to staff for resolutions. If Council concludes the concerns have not been adequately addressed, further instruction is requested. The complaints and status include:

1. Abandonment of a shared driveway and installation of a standard curb at the north property line of Firehouse Liquor Store adjoining the new Aldi store property. Sean Adams, the owner of Firehouse Liquor, expressed dissatisfaction with the installation of a standard curb at the location of the shared drive and requested the portion of the drive on his property be restored. City staff met with Adams and it will work with him to widen the current north driveway as part of the 2018 Stafford Road project. Staff also met with a business owner whose drive / parking area was disturbed by utility work associated with the Aldi project. Staff will be contacting the appropriate parties to attempt to resolve the concern.
2. Greg Grimm who lives across 1st Street from Chapel Brewery and Taproom addressed the Council regarding concerns about the hours of closing and on-street parking. Written complaints regarding the same issues have also been received. Chapel Brewing was contacted regarding the hours of business in the Hester Street District and providing better information pertaining to parking. Apparently there existed a misunderstanding of the relationship of the Zoning Code, Title 1500, Section 2 to the operation of the business. The owners relied on normal practices of licensed establishments related to state statutes regarding the sale and consumption of alcoholic beverages. After trading e-mails and a conversation with Steven Schmidt regarding the issue, Chapel will be scheduling 'last call' earlier and insure customers are not present in the building after 10:00 PM. Chapel will continue to work with their patrons to advise that traffic and parking regulations will be enforced and the City will be placing a no parking sign at the appropriate location before the stop sign on 1st Street. Staff has had a conversation with staff at Rice County regarding signing and/or marking on Hester Street/CSAH #1, and it was indicated the County prefers to allow some additional time before addressing parking issues. Dundas police will issue tickets for illegal parking both on City streets and the County road.

3. A petition requesting enforcement of City noise ordinances was received and City Attorney Callies has reviewed City and State requirements. Based on the review City Engineer Powell prepared an estimate of cost to verify a violation of state noise requirements.

**Proposal for Residential Solid Waste Collection:** The City received three responses to a Request for Proposals for residential garbage collection. Two of the proposals were deemed to be complete and one did not have required information and was deemed to be incomplete. The rates indicated in the incomplete proposal were higher than currently paid and both of the other proposals indicated a decrease in the rate structure for 2018. After a review of the proposals including rates, contacts with other governmental units rewarding performance and past experience, it is recommended staff be authorized to prepare a resolution accepting the proposal prepared by Dick's Sanitation, Inc and authorize the City Attorney prepare a 5-year contract for Residential Solid Waste Collection. (Motion)

### **Ordinances and Resolutions**

**Resolution 2017- 27 Ordering a Feasibility Report for Cannon Road:** The 2018 Capital Projects include a rebuilding of Cannon Road. The Feasibility Report is separate from the report for Stafford Road but if desired, both projects will be included in the bonding for the 2018 CIP Projects. Having separate reports permits one of the projects to be delayed if an unexpected problem or cost occurs. Recommend ordering the feasibility report. (Motion)

### **New Business**

**Appoint Negotiating Team:** The City has received notice of a desire to negotiate from Law Enforcement Labor Services. The current three-year contract with LELSI Local #327 expires at the end of 2017. Recommend the appointment of the Police Chief, City Attorney and City Administrator to the negotiating team. (Motion)

**Quarterly Northfield/Dundas Area Intergovernmental Meeting:** Dundas will host the meeting on Wednesday, October 18, 2017. The meeting will be 7:00 pm and held at Bridgewater Town Hall. The meeting will be posted as a special meeting if a quorum attends. Request normal and customary expense to provide refreshments for the attendees (Motion)

### **Administrator's Report**

**PEIP 2018 Rates:** the Public Employees Insurance Program has informed the City Rates will be increasing 0.2% for the next year.

**Police State Aid:** the City has received the police aid for wages paid to full time officers working more than six (6) months in 2016. As three officers were full time in 2016 as opposed to two in 2017; therefore, the aid increased from \$16,537.61 to \$25,191.89.

**Annexation Tax Rebate:** The City has received an invoice from Bridgewater Township for the tax rebate owed on fully developed properties. The requested payment is for 2016 taxes paid in 2017. The spreadsheet included with the invoice was not in the deseeded format, but the township has corrected the format and resubmitted an Xcel spreadsheet. Staff will begin a review.

**Open House for CSAH #1 Reconstruction Project:** Rice County will be holding an open house to provide information on the 2018 project. The Open House will be at the Northfield Senior Center on Wednesday, October 11, 2017.

**Annual Water Tower Maintenance:** Suez (formerly Utility Services) has completed the annual inspection and cleaning of the water storage towers. The east tower In Bridgewater Heights received a full cleaning this year.

**Informational Signs at Trailhead Kiosk:** MnDNR has completed the documents to be included in the bulletin boards to be installed on the stone pillars. DNR is requesting both displays be the same size. One display will include maps of the Mill Towns State Trail and the state water trail. One will include a map for snowmobilers and space for local information.

**Solar Garden On 100th Street and Armstrong Road:** Nautilus Solar/Innovative Power Systems(IPS) has begun construction on a Community Solar Garden at the northwest corner of the intersection of 100th Street and Armstrong Road/CSAH #78. The property is the portion of the Prawer farm south of Rice Creek/Spring Brook. It

is believed the installation is the 5 mega-watt garden which was proposed by IPS in early 2016 for the George Pinc property on the south side of 100th. As the Pinc property is located in the ARD, the City required annexation in order to consider permitting the construction.

**LMC Regional Meeting:** Let me know if attending the Regional Meeting at Pine Island, November 2, 2017. 11:00 AM to 4:30 PM.

### **Other Meetings**

**NAFRS:** The NAFRS Equipment Committee met to begin discussion of a pumper which is scheduled for replacement. The City of Northfield reviewed the proposed facility and recommended stone panels be used as siding panels for the addition. This will increase the cost by about \$100,000.

**MTSTJPB:** The Mill Towns State Trail JPB met in Northfield. The DNR will be seeking \$1,000,000 in bonding to reconstruct the trail between Dundas and Northfield and to construct a new trail from the trailhead in Dundas to the south City limit.

### **Work Session**

**Review PRV Replacement:** City Engineer Powell has provided a range of costs for various configurations of the replacement PRV. The costs range from a low of \$156,500 for a vault similar to the current configuration to a high of over one-half million dollars for one which combines the PRV and the booster pump in one facility. Staff would like to consider an option which would provide an above ground building for the controls and valves. This would provide greater staff safety as a confined space entry would not be required for service. Current estimates indicate the above ground configuration would require an increase in the base rate paid monthly to cover debt service of about \$2.25 to about \$3.00. The vault configuration is estimated to increase the rate by about \$1.25/month.

**Review Complaint Procedure:** The Complaint Policy has not been reviewed or amended since adoption in November of 2007.

### **Future Meeting Items**

Items listed may be moved.

#### **October 24, 2017**

1. Work Session
  - a. Review Refuse Enterprise Fund
  - b. Review Storm Sewer Enterprise Fund
  - c. Review Draft Code Title I and III

#### **November 14,**

1. Set Utility Fees for 2018
2. Worksession
  - a. Review Draft Code Title VII .

### **Continuing Projects**

#### **Administration:**

1. Codification
2. Final levy and budget
- 3, City Hall
4. Close TIF District #3

#### **Public Safety:**

1. Hire part-time officer
2. Speed Signs

#### **Public Works:**

1. Purchase or lease skidsteer