

Administrator/Clerk's Report

City Council Meeting, November 13, 2017

To: Mayor and Council
From: John M. McCarthy
Date: November 9, 2017 (Amended Nov.13)

Old Business

Purchase Compact Track Loader: At the prior council meeting, it was reported the City has received quotes from 4 different suppliers for 6 different compact track (skidsteer) loaders. Both Ziegler and SEMA had provided an additional quote which was not reported. The corrected list with supplier and equipment is as follows:

Matejcek Implement	Bobcat T595	\$49,778.20
Matejcek Implement	Bobcat T650	\$53,752.33
Minnesota AG Group	Case TV370	\$56,833.00
Minnesota AG Group	Case TV380	\$64,859.00
Ziegler	Cat 287D	\$66,570.00
Ziegler	Cat 257DS	\$53,210.00
SEMA Equipment	John Deere 317G	\$47,500.00
SEMA Equipment	John Deere 323E	\$54,000.00

All of the quoted loaders are similar in capabilities with the more expensive machines usually having slightly higher capacities but also weighing from several hundred to over 1,000 pounds more. They would come close to maxing out the capacity of the trailer. Public Works Director Meliza is recommending the Bobcat T595 due to having more horsepower, two speed travel and 16 inch tracts as opposed to the lower priced John Deere. Meliza reported that in addition to snow management in the winter, the loader will be used for general ground maintenance including parks, storm water ponds and other City properties. Other uses could include improved management of the ice rink base and surface and storm cleanup. If Council approves the purchase, it can be fully funded by current public works capital budget, reserves for public works equipment and a transfer of excess reserves from the refuse fund. (Motion)

Approve Annexation Tax Rebate: Bridgewater Township has submitted an invoice for the annexation tax rebate for 2015 taxes due in 2016. Using an editable spreadsheet recently submitted by the township, staff has determined there is only one questionable property. The invoice has been adjusted and payment of the adjusted amount of \$52,600.60 is recommended. (Motion)

Ordinances and Resolutions

Resolution 2017 – 31 Accept Proposal for Residential Solid Waste Collection: Attorney Callies along with City staff has reviewed a contract to provide residential garbage collection in Dundas. City staff has worked with representatives of the contractor and prepared a contract in compliance with the City code and Request for Proposal. It is being checked for text and technical correctness. It is recommended Council approve the 5 year contract with Dick's Sanitation, Inc. and authorize the Mayor and City Administrator to sign on behalf of the City contingent on final approval of the City Administrator. (Motion)

Resolution 2017 – 32 Approve Final Plat for Cannon River Valley Estates: According to Dundas City Code and as part of the application for a final plat, the developer, DeMann Riverside Properties LLC, provided documents and information to the Dundas Planning Commission. Callies, City Engineer Powell, City Planner Sparks and staff have reviewed city required documents and determined the Final Plat was generally consistent with the Preliminary Plat as approved by the Dundas City Council on September 25, 2017. The Planning Commission unanimously voted to recommend the Council conditionally approve the Final Plat for Cannon River Valley Estates and enter into a Development Agreement with the applicant. It is recommended the City Council

approve the Final Plat and required documents; authorize the Mayor and City Administrator to sign upon final review and recommendation by the City Attorney, City Engineer and City Administrator/Clerk. (Motion)

Resolution 2017 – 33 Approve Final Plan for Cannon River Valley Estates: Along with the Final Plat, the developer provided additional plans, documents and information as required by Dundas City Code. The Planning Commission and City staff including consultants reviewed the information and recommend the City Council approve the Final Plan. It is recommended the City Council approve the Final Plan and authorize the Mayor and City Administrator to sign upon final review and recommendation by the City Attorney, City Engineer and City Administrator/Clerk (Motion)

New Business

Zoning Administrator for ARD: One of Bridgewater Township's supervisors expressed concern regarding the timely processing of lot split applications in the Annexation Reserve District. Although the Dundas Planning Commission acting as the Zoning Authority in the ARD has the final authority for zoning issues, in accordance with the Orderly Annexation Agreement the City of Dundas appoints the Zoning Administrator. The Council has appointed me as the Zoning Administrator for the ARD. There is a difference of opinion regarding the concern, but after reviewing the concern I believe my time could be better served on normal City business. I am requesting the City Council accept my resignation as ARD Zoning Administrator and appoint City Planner Nate Sparks of Northwest Associated Consultants as the ARD Zoning Administrator. NAC provides the services being requested. Mr. Sparks is well qualified and he was instrumental in the writing of the ARD Zoning Ordinance Title 1500, Section 28. (Motion)

Approving Enterprise Fund 2018 Budgets and Setting Fees for Utilities: A review of the water enterprise fund indicates an increase of \$1.00 in the base rate will be sufficient to support operations and capital spending for the 10 year period. It appears there will be a small shortfall in the desired cash position around 2025 but the that will be reversed in 2016. The increase is consistent with the desire to bring the a stable revenue source in line with costs associated with fixed expenses.

A review of the sewer enterprise fund indicates no increase is required at this time but is is suggested the City anticipate an increase of \$1.00 in the base rate in 2019. The fund appears to have a potential for a cash shortfall in the reserve fund from about 2023 to 2026 but I anticipate a recovery in 2017

A review and proposed budget for the Refuse Utility Fund indicates a reduction in the mark-up of the charges for garbage collection equivalent to the savings achieved from the reduce contract rate would still produce excess revenue which could be reserved to offset future scheduled increase or provide an additional cushion for a potential shortfall in other funds. The monthly rates proposed for 2018 are \$11.61 for the 35-gallon container, \$15.36 for the 65-gallon and \$17.87 for the 96-gallon.

With an increase in the base rate for water and a decrease in the charge for refuse collection the minimum monthly charge for City utilities should decrease between \$0.21 and \$1.30.

Wages for Part Time Officer: Chief Mincke has completed the review and background checks of the candidate for the part-time officer position. At this time the city does not have a probationary wage for part time employees. I'm recommending establishing a wage to be paid during the 6 month probationary period. After reviewing the current pay scale, it is suggested the City establish a policy of setting the wage for a part-time licensed officer at 95% of the starting hourly rate for a full-time officer and a probationary wage at 95% of that amount. In addition it is recommended that if the starting wage for the full time position changes during the probationary period, the probationary wage remains at the original amount until the successful completion of the probationary period. (Motion)

Request for Proposal for City Prosecution Services: Long time City Criminal Attorney Adam Dowd has informed the City that as of December 31, 2017, he will no longer be providing the City of Dundas with prosecution services. Recommend approval of a RFP for City Prosecution Services. (Motion)

Meeting with Bridgewater Township: The township has requested a meeting with the City of Dundas and the City of Northfield to discuss the creation of a Spring Creek watershed district. The town is also suggesting the annexation meeting could be conducted before or after a joint meeting.

Administrator's Report

State of the City: The City of Dundas and Mayor Switzer will be featured at the Nothfield Area Chamber of Commerce's State of the City luncheon, 11:30 AM to 1:00 PM, Tuesday, November 14, 2017. The event will be

held at the newly remodeled Ruth's on Stafford. It has been posted as a special meeting of the Council in case a quorum attends.

Other Meetings

NAFRS Financial Committee: The Finance committee met on November 9, 2017. A proposal to change the assessment formula will be brought to the board for consideration. The proposal will change the tax component of the formula, add fire calls as a component and possibly change the weighting of the components.

Work Session

Review 2018 Budget: A review of the proposed 2018 Budget prior to the levy approval suggests a couple of adjustments should be considered. Rice County indicates the tax capacity of the City is \$1,786,110 or \$23,133 more than was estimated in at the preliminary approval. If the City keeps the levy at the preliminary amount of \$949,434, Rice County estimates the 2018 tax rate for property in the City of Dundas will be 53.398 or a reduction over 16%. The proposed rate for taxes paid in 2018 is almost 26% below the rate for taxes paid in 2016. Current projections suggest the rate will now remain stable for the next few years. Based on updated cost information and recent developments regarding professional services it is recommended the line item in General Government Administration and City Hall for Engineering Fees be increase by \$8,400 to \$23,800. It is also recommended the line item in Public Safety, Police Department for Legal Fees be increased by \$7,116 to \$20,294.

Review Draft Code Title VII: This is for continuing review.

Future Meeting Items

Items listed may be moved.

November 27,

1. NAFRS Facility Presentation
2. Worksession
 - a. Review Draft Code
3. Closed Meeting for Labor Negotiations

December 11,

1. Public Comment for 2018 Levy (TNT)
2. Approve Final 2018 Levy
3. Consider Resolution of Support to Proceed with NAFRS Facility Project
4. Closed Meeting for Labor Negotiations

December 18, (Final Meeting of 2017)

1. Appoint Representative to NAFRS Board (Three Year Term)
2. Designate Polling Place for 2018 Elections (§ 204B.16)

Continuing Projects

Administration:

1. Codification
2. Final levy and budget
3. City Hall Project
4. Close TIF District #3
5. LUCA

Public Safety:

1. Hire part-time officer
2. Electronic Speed Signs

Public Works:

1. PUD Compliance for Dundas Dome
2. Final C.O. for Chapel Brewery and Taphouse
3. CSAH #1 Rebuild
4. 2017 Capital Projects.