

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

City Council Meeting, November 27, 2017

**To:** Mayor and Council  
**From:** John M. McCarthy  
**Date:** November 22, 2017

### **Consent Agenda**

**Transfer \$14,000 from Unrestricted General Fund 101 to Assigned Public Works Capital Asset Fund 410:** This transfer sets aside funds for the purchase of a compact track loader in 2018.

**Transfer \$30,000 from Refuse Fund 603 to Assigned Public Works Capital Asset Fund 410:** This is for the purchase of a compact loader in 2018.

**Transfer \$1,526.47 from Unrestricted General Fund 101 to Tax Abatement Fund 406:** This is the second half tax abatement payment for the Paper Inc building.

**U.S. Bank:** This is the annual payment of principal and interest for the 2014A Series GO Water and Sewer Revenue Bonds. The bonds refunded water and sewer bonds issued originally issued in 2006.

### **Ordinances and Resolutions**

**Ordinance 2017 – 04 Amending Section 101.02 Fees and Charges:** This sets the fees for 2018. At the previous meeting, the Council moved to amend water and refuse fees. A review of the refuse fees indicates there was a typo in the recommended fees to the 65-gallon container. The fees charged by the hauler for the mid-sized container was not updated to reflect DSI's charges. The corrected amount indicates the 65-gallon container will be \$14.67 / month, a reduction of \$0.69 from the one presented.

The background check fees #26 and #48 were also amended to reflect an approved amount. These fees are described in Exhibit A of the ordinance. (Motion)

### **Administrator's Report**

**Financial (and investment report):** As of the end of October, the City's General Fund operating revenue is \$765,600 or \$55,152 more than last year. For the same period, operating expenditures are \$819,295 or \$86,694 more than the same period last year.

Water Fund revenue is \$251,283,626 or \$35,450 more than last year. Payment of water access charges related to new construction is a large portion of the increase in revenue. Year-to-date Water Fund expenditures are \$170,198 or \$8,485 more than 2016.

Year-to-date Sanitary Sewer Fund revenue is \$338,236 or \$31,999 more less than 2016. Expenditures for the period ending in October are \$240,042 or \$55,216 more than last year.

The City had \$3,303,675 in certificates of deposit, money market and checking accounts as of the end of October. Of that amount \$2,416,138 is held in either dedicated or designated funds.

**Between Earth and Sky:** Mac Gimse's sculpture was installed in a permanent location adjoining the Mill Towns State Trail Trailhead on Monday, November 20, 2017. The base and actual installation was made possible by generous contributions of time and materials by local businesses, concrete base and statue erection by Joel Pumper and his crew from Mechanical Systems, excavation and finish grading by American Excavating and electrical by Guth Electric. There is a great article in the Wednesday, November 22, edition of the Northfield News.

**State of the City:** Mayor Switzer and Councilor Fowler attended the State of the City luncheon at Ruth's of Stafford.

### **Work Session**

**Discussion of NAFRS Facility and Cost Allocation Formula:** The Northfield Area Fire and Rescue JPA Board met on November 16. The Board unanimously voted to recommend approval of financing the upgraded facility and a new lease agreement with the City of Northfield. Based on almost complete plans, the current estimate for construction, soft costs, contingency and financing costs are just under \$4.0 million. A new lease agreement and corresponding amendment to the JPA is required to insure a method of reimbursing the City of Northfield who will bond for the improvements to the City owned building.

The Board will consider a change in the formula used to calculate the Parties annual allocation at the December meeting. It is being proposed that fire calls be added to the formula. The proposed formula is based on a recommendation by the LMC and Association of Townships as a fair method of setting costs for a fire protection area. In addition to the inclusion of fire calls, the base for calculating property values will change from Estimated Market Value to Estimated Market Value of Improvements. This change appears to result in very little change in the amount the City of Dundas pays, but could increase the cost to Northfield by about 5% and reduce the cost to the townships by about 15% if calls by the Rescue Service are not included in the formula. One of the Parties, Northfield Rural Fire Protection Association, has expressed significant concern, even to the level of setting a maximum amount they are will to contribute for fire protection services. They also provided financial information which appears to be very favorable to the townships as documentation for their inability to afford more.

On a 5 to 2 vote with township representatives voting against, the Board agreed to engage a consultant to review options for administration as presented in the McGrath Report.

**Review Proposed Text Amendment to Dundas City Code Section 301:** Working with staff, City Attorney Callieshas prepared a text amendment to the City Code Chapter 301, Planning Commission. Changes proposed are:

1. Deleting 301.02 (A) 5 which makes the City Attorney and City Engineer ex-officio members
2. Amending 301.03 (A) clarifying officers and terms.
3. Amending 301.03 (B) permitting the commission to set regular meetings
4. Amending 301.03 (C) clarifying minute keeping requirements.
5. Amending 301.04 (A) Simplifying powers to comply with state statutes and codifying responsibility when acting as the planning and zoning authority for the ARD.
6. Deleting 301.04 (B) through (F) to comply with state statutes.

### **Closed Meeting for Labor Negotiations**

The union representing LELSI Local #327 has requested a meeting to negotiated a new contract. City and local representatives are scheduled to meet on December 6, 2017. A closed meeting for strategy will be conducted in accordance with Minnesota Statutes §13D.03. Another closed meeting is proposed for the first meeting in December.

### **Future Meeting Items**

Items listed may be moved.

#### **December 11,**

1. Public Comment for 2018 Levy (TNT)
2. NAFRS Facility Presentation
3. Presentation Regarding Proposed Development
4. Approve Final 2018 Levy
5. Adopt 2018 General Fund Budget
6. Adopt 2018 Enterprise Fund Budgets
7. 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)
3. Consider Resolution of Support to Proceed with NAFRS Facility Project

#### **January 11, 2018**

1. Organizational Meeting

## 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.