

Administrator/Clerk's Report

City Council Meeting, December 18, 2017

To: Mayor and Council
From: John M. McCarthy
Date: December 15, 2017

Presentation

St. Dominic's School 5th graders will receive a check for \$873.00 from Waste Management for recycling 58.19 tons of cardboard and paper.

Consent Agenda

Transfer \$36,402 from Fund 405 Tax Increment Dist. 2 to Fund 310 West Tower Dist. 3: After making the final payment on the 2006A Series Bonds, there is a negative balance in Fund 310. The negative balance is primarily due to a decision by the developer to pay the balance early which resulted in a loss of interest to the City. The permitted use of TIF funds from one district to support another district will close the fund without resulting in a cost to the General Fund.

Transfer \$362,514 from Fund 405 Tax Increment Dist. 2 to Fund 601 Water Enterprise Fund: This transfer is an estimated amount to close TIF District 2. The transfer will be used for the 2018 debt service payment for the 2013A Series Bonds. As permitted and approved by City of Dundas Resolution 2009-57, the City has used tax increment revenues from TIF District 2 to pay for public improvement costs.

Old Business

Consider Responses to RFP for Criminal Prosecution Services: The City received 5 complete responses to a request for proposals for criminal prosecution services. The City Administrator/Clerk, City Attorney and Chief of Police reviewed the proposals. Based on information provided in the responses, communications with respondent principals and other factors, it is recommended the City accept the proposal submitted by Eckberg Lammers, P.C. Eckberg is one of three respondents with attorneys and staff who do nothing but criminal prosecutions. The recommended firm also has working knowledge of the Rice County Criminal Court system and process (as does the 2 other respondents with dedicated prosecutor's). Eckbert serves as the criminal attorney for Northfield and Faribault. As they are Northfield's criminal attorney, Chief Mincke and his staff already has a working relationship with attorneys at the firm due to cross jurisdictional situations. Eckberg proposed an annual fixed fee for the services which will simplify the budget process for at least the next 4 years. (Motion)

Ordinances and Resolutions

Resolution 2017- 38 Approve Tyler Johnson for PERA Police and Fire Plan: A governmental entity must approve participation in Police Fire PERA for part time officers. Dundas has a policy of providing the employee with the benefit. Recommend approval of Resolution 2017-38. (Motion)

Resolution 2017-39 Designate 2018 Polling Place: The State of Minnesota recently enacted a law requiring all entities designate their polling place for the coming years elections prior to the end of the year. Recommend approval of Resolution 2017-39 (Motion)

Resolution 2017- 40 Relating to the Termination of Tax Increment District #2: The motion is regarding the required decertification of Dundas TIF District #2 (the former K-Mart, former Sears, Menards and other commercial property along TH #3). Beginning in 2018, there will be no tax increment financing districts in the City of Dundas Recommend approval of Resolution 2017-40. (Motion)

Resolution 2017 – 41 Supporting NAFRS Facility Project: Northfield Area Fire and Rescue Service (NAFRS) is requesting the Parties to the joint powers agreement indicate support of the proposed facility project. Current estimates indicate the project will cost about \$4 million with the City of Northfield, the owner, financing by issuing bonds to be repaid over a period of 20 years. It is anticipated construction could begin in the Spring of 2018. Northfield has called for a public hearing to consider issuing the bonds on Tuesday, January 2, 2018. Although the NAFRS board based their request on financing \$4 million, Northfield is proposing issuing a bond up to \$4,215,000. Recommend approval of Resolution 2017-41. (Motion)

New Business

Consider Audit Services: Thomas Cummings has informed the City he has sold his practice to Hawkins Ash CPA and will be joining that firm. The City has received an engagement letter from Hawkins Ash indicating the firm can prepare a 2017 Financial Statement for the City of Dundas with the same terms, conditions and cost as Cummings. Cummings will be the auditor assigned to Dundas. Recommend approval of Hawkins Ash CPA to prepare the Independent Auditors Report and 2017 Financial Statements. (Motion)

Appoint Representative to NAFRS Board (Three Year Term): The JPA designated three-year term of Mayor Switzer as the voting representative for Dundas expires on December 31, 2017. Switzer indicates he wishes to serve for another term. (Motion)

Approve Cigarette License for MGM: Four Browns, LLC dba MGM Wine and Spirits has submitted an application for a 2018 cigarette license. Chief Mincke has reviewed and has determined the license can be issued. (Motion)

Administrator's Report

Financial (and investment report): As of the end of November, General Fund operating revenues of \$712,929 are \$76,178 more than last year. Expenditures of \$818,869 are \$85,995 more than the same period last year. Water Fund revenue of \$312,951 is up \$45,616 from 2016. Operating expenditures of \$198,132 are up \$18,753. Both the Water and Sanitary Sewer fund have substantial debt service obligations which are not reflected in operating expenditures.

Operating revenue for the Sanitary Sewer Fund is \$370,541 up \$50,856 from 2016. Expenses of \$270,719 are up by \$270,719x from last year.

The City has \$3,193,090.58 in certificates of deposit, money market and checking accounts as of the end of November.

Garbage Collection: Just a reminder that Dick's Sanitation will begin serving as the contracted service for residential refuse on January 1, 2018. New garbage containers will be delivered the last week of December with Waste Management containers collection on Friday, December 29, 2017. The yellow and blue recycling containers will not be exchanged and should not be left out. A mailer describing how the changeover will be handled will be sent to all residences this week.

Northfield Area Family YMCA: The Y is considering offering high quality summer youth programming in Dundas. They have added a link to their website for a survey to gauge interest. Information will also be included in the same mailer as the garbage collection.

Forfeiture Vehicle: The City has received title to one of the vehicles currently involved in the forfeiture process. Chief Mincke intends to dispose of the vehicle using the same process as the successful disposition of the former Ford Crown Victoria.

Closed Meeting for Labor Negotiations

Future Meeting Items

Items listed may be moved.

January 8, 2018

1. Organizational Meeting
 - a. Designate Depositories
 - b. Designate Official Newspaper
 - c. Appoint Acting Mayor
 - d. Appoint Members of Boards and Commissions

- i. Planning Commission Council Representative
- ii. Park and Recreation Advisory Board Council Representative
- iii. Dundas Planning Commission Board Member (2 terms expiring)
- iv. Dundas Park and Recreation Advisory Board Member (2 terms expiring, one vacant)

Continuing Projects

Administration:

1. Codification
2. City Hall Project
3. LUCA

Public Safety:

1. Electronic Speed Signs

Public Works:

1. PUD Compliance for Dundas Dome
2. CSAH #1 Rebuild
3. 2018 Capital Projects.