

Administrator/Clerk's Report

City Council Meeting, January 8, 2018

To: Mayor and Council
From: John M. McCarthy
Date: January 5, 2018

Initial Meeting

Certain actions are required by the Dundas City Code Chapter 3 § 300.01 (D)) City Council Meetings to occur at the first regular meeting in January.

Resolution 2018-01 Designating Depositories and Establishing Procedures for Depositing and Investing Funds: The City does everyday banking at Frandsen Bank and Trust. Frandsen provides the City with excess collateral for funds above the limits of FDIC insurance. We have CD's with the other financial institutions. Castle Rock Bank also provides excess collateral; Investments in the other institutions are below the coverage limit of FDIC. (3001.01(D)(1) (Motion)

Name Official Newspaper: City Code requires the Council to designate the official newspaper (300.01(D)(2)) It is recommended the *Faribault Daily News* again be designated as the official newspaper. (Motion)

Appoint Acting Mayor: The City Code (300.01(D)(3)) requires the Council to choose one of the Council members as Acting Mayor. Councilmember Chad Pribyl served as the Acting Mayor in 2017. Mayor Switzer recommends Chad Pribyl be appointed as Acting Mayor (Motion)

Appoint Officers and Members of Departments, Boards, Commission: The City Code (300.01(D)(4)) states the Mayor appoints the members with the approval of the Council. The following are the current appointments and the names of those whose terms have expired:

Dundas Planning Commission Council Representative: Councilmember Grant Modory's one-year expired at the end of 2017.

Park and Recreation Advisory Board Council Representative: The one-year appointment of Councilmember Larry Fowler's term expired at the end of 2017.

Dundas Planning Commission Board Member: The terms of Glenn Switzer and Bridgewater Township representative Larry Alderks have ended.

Park and Recreation Advisory Board: The three-year terms of Lee Skaar and Ashley Gallagher expired at the end of 2017. Skaar has informed the City he will not be able to continue to serve due to other commitments. Gallagher has indicated she is interested in continuing to serve. There is an unfilled open seat, formerly occupied by Matt Detert for a term expiring at the end of 2019.

Mayor Switzer recommends the following action:

Move to appoint the following:

Grant Modory to a one-year term on the Dundas Planning Commission as City Council Representative.

Larry Fowler to a one-year term on the Dundas Park and Recreation Advisory Board as City Council Representative.

Glenn Switzer to a four-year term on the Dundas Planning Commission.

Ashley Gallagher to a three-year term on the Dundas Park and Recreation Advisory Board.
(Motion)

Appoint Council Members to City Council Committees: The Mayor recommends members of the standing committees. Currently, two councilmembers plus the City Administrator/Clerk serve on each committee. The following councilmembers are currently serving on the 2017 standing committees:

Finance and Legislation: Cruz and Switzer

Human Resources: Pribyl and Modory

Public Safety: Fowler and Pribyl
Public Works: Modory and Fowler
Business Development: Switzer and Cruz

Mayor Switzer recommends the following action:

Move to continue the following committees and approve appointments for 2018:

John Cruz and Glenn Switzer to the Finance and Legislation Committee;

Chad Pribyl and Grant Modory to the Human Resource Committee;

Larry Fowler and Chad Pribyl to the Public Safety Committee;

Grant Modory and Larry Fowler to the Public Works Committee;

Glenn Switzer and John Cruz to the Business Development Committee;

City Administrator/Clerk/Treasurer to all standing committees;

(Motion)

Consent Agenda

The Consent Agenda is a housekeeping function of meetings. After staff review, routine matters are placed in the Consent Agenda for approval without discussion. Any Councilor can request an item or items be removed from the Consent Agenda for discussion and/or action.

Resolution 2018-02 Approving Excess Collateral and Rescinding Resolution 2017-02: Resolution approves a change in the amount of excess collateral provided by Frandsen Bank and rescinds the Resolution approving the prior excess collateral. Frandsen Bank is substituting a FHLMC Series Bond with a par value of \$1,319,435.83 for a FNMA Bond with a par value of \$1,721,884.07. This will reduce the par value of pledged securities from \$3,417,599.91 to \$2,617,680.93. The reduced value is more than enough to meet the collateral needs of the City.

Special Action Claims:

- The payment to Northfield Area Fire and Rescue Service is for the first half of 2018 fire protection operating budget. In accordance with the joint powers agreement Dundas pays 5.55% of the costs.
- The US Bank payment is principal and interest for the 2013A Series Bonds. This includes 2005 Refunding, CIP and Street Bonds. When the bonds were issued, the annual payments for the 2005 bonds were restructured to accelerate payments during the life of TIF District #2. Annual payments will decrease by about ½ in 2019.
- The payment to DeMann Properties is the second half 2017 tax abatement payment for the former Lonsdale Paint / Gordon Simonson property which is now occupied by Paper Inc.
- The payment to LMCIT is the deductible amount for concluding two of the DVM look-up claims.

Old Business

Approve WSB Design Phase Services for PRV: Based on the desire of the Council to proceed with an above ground structure for the Pressure Reducing Valve which needs to be relocated due to the 2018 CSAH #1 project, City Engineer Powell has prepared a Design Phase Services proposal and not to exceed cost. Staff has reviewed the proposal including Scope, Schedule and Fees and recommends approval of the design work and proposed fees. (Motion)

Ordinances and Resolutions

Ordinance 2018 - 01 Approve Text Changes to Dundas City Section 301: At the November 27, 2017 workshop portion of the City Council meeting, a proposal to amend the section of the Dundas City Code establishing the Planning Commission. The following 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.

It was suggested staff further review § 301.02(A) which describes qualifications to serve as a member representing the City. It is proposed the section be amended to remove property or business as qualifiers for

membership on the Dundas Planning Commission. It is recommended Council approve Ordinance 2018 – 01. (Motion)

Ordinance 2018 – 02 Approve Text Changes to Dundas City Code Section 304: After reviewing the section of the Dundas City Code establishing the Park and Recreation Advisory Board staff is recommending some minor changes to permit more flexibility in establishing regular meetings and record keeping. It is recommended Council approve Ordinance 2018 – 02 (Motion)

New Business

Approve Normal and Customary Expenses for LMC 2018 Leadership Conference: The annual conference will be held on January 26 and 27 at the Minneapolis Marriott Northwest. Approval of normal and customary expenses for attendance by council members and city administrator are recommended. (Motion)

Approve Normal and Customary Expenses for 2018 Ehlers Minnesota Public Finance Seminar: Municipal Advisor Ehlers is presenting a seminar on Public Finance on February 1 and 2. Approval of normal and customary expenses for attendance by council members and city administrator are recommended.(Motion)

Administrator's Report

Garbage Collection: Although there have been a few problems regarding understanding of how the containers were to be exchanged and if recycling containers were to be exchanged, in general the move went smoothly. Both Dicks Sanitation and Waste Management have been responsive to resolving issues.

NAFRS: The JPA held an organizational meeting on January 4. The City of Northfield appointed Lee Runzheimer to replace Davie Drenth whose three year term had ended. Northfield also reappointed Bron Scherer. Jerry Anderson apparently stepped down as the administrator for the Northfield Rural Fire District JPA and Kevin Estrem replaced him. Estrem became an ex-officio member of the NAFRS board by virtue of his office. Ann Hadad will be the board chair with Glen Castore serving as vice-chair.

On January 2, the City of Northfield held a public hearing to consider issuing a \$4,215,000 bond to finance the reconstruction and addition to the building occupied by the fire service. The bond would be repaid over a period of 20 years beginning in 2020 by NAFRS through lease payments made to the City of Northfield. The amount paid by the Parties to the agreement would change according to the cost allocation formula. The current formula indicates the cost to Dundas would be about \$17,000 per year. The NAFRS board will be reviewing a proposed amendment to the allocation formula which will require amending the JPA. The amendment will add fire calls as a component of determining the cost allocation.

TIF District #2: On December 20, the City received an e-mail from the County Auditor's office regarding a court order which reduced the value of a property located in TIF district #2. The reduction will decrease the amount of taxes the City receives in 2018 by \$34,960 to reimburse the property owner for the court ordered value reduction for the payable years 2015 through 2017. At the December 18th meeting, Council had approved a staff recommended transfer from the TIF District #2 fund to the water enterprise fund which was to be used for debt service. The transfer was recommended to create a zero balance in the TIF fund. The shortfall will need to be made up from another fund, most likely the water fund.

Building Permits: Linda Ripka has reported the City issued just under \$10.0 million in building permits in 2017. The permits issued included 21 new homes, the new Aldi Food Market, expansion and new construction at Mechanical Systems, remodeling to accommodate Cannon Valley Cinema 10, MGM Liquor, Behr's Flooring, and remodeling at Frandsen Bank.

Rice County Housing Study: Rice County will be holding a kick-off meeting for the county wide housing study update. The meeting will be on January 19th.

CSAH#1: Rice County has sent the City a draft cost share agreement for the non-motorized underpass which is part of the 2018 County State Aid Highway #1 reconstruction.

Work Session

Review Draft Downtown Dundas Development RFQ: A draft of a Request for Qualifications to develop the old school property including construction of a new city hall has been prepared. Staff has reviewed and discussed the draft and is looking for Council input prior to submitting for approval at the next Council meeting.

Outline Council Per-Deim: At the final meeting of last year, it was requested staff develop a per-deim policy for Council members when serving as appointed representatives of the City on a board or commission which is not specifically described by the City code. Following is an outline of items which is suggested to be included in the policy:

Per Diem Policy

Purpose: To recognize the service of elected officials when representing the City of Dundas on a board or commission other than those established as part of the normal city operation.

Should the possibility of appointing someone other than a councilmember be considered? As an example, Mayor Switzer just began a three year term as a NAFRS board member representing Dundas. Switzer's term as mayor ends this year.

Qualifications: The person must serve as a representative on a board which is Council approved on an annual basis.

It is suggested the following boards/commissions be approved;

Northfield Area Fire and Rescue Service Joint Powers Board

Mill Towns State Trail Joint Powers Board

The member must attend a scheduled meeting of the board.

Should attendance at a working subcommittee of an approved board be considered?

Reimbursement: The amount of per deism will be determined by the Council on an annual basis.

Suggest \$15.00 or \$20.00 per meeting. Only one meeting per day qualifies.

The person will be eligible for mileage for a round trip from Dundas City Hall to the meeting at the then current IRS rate.

A claim for attendance and mileage must be submitted within 10 days of the end of the month during which the meeting was held.

Suggest reimbursement be on a quarterly basis.

Future Meeting Items

Items listed may be moved.

January 22, 2018

1. Approve RFQ for Development
2. Worksession
 - a. Codification

February 12, 2018

1. Consider PRV replacement cost.
2. Worksession
 - a. Codification

Continuing Projects

Administration:

1. Codification
2. City Hall Project

Public Safety:

1. Electronic Speed Signs

Public Works:

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