

Administrator/Clerk's Report

City Council Meeting, January 29, 2018

To: Mayor and Council
From: John M. McCarthy
Date: January 26, 2018

Consent Agenda

PFA Loan Payment: This is the final payment on the 1997 Minnesota Public Facilities Clean Water Revolving Fund Loan. The original amount of the loan was \$927,469. Payments have been made by the Sanitary Sewer Enterprise Fund with monies generated by sewer charges.

Old Business

Appoint Township Representative to Dundas Planning Commission: The Bridgewater Township Board of Supervisors have submitted the names of Larry Alderks and Kathleen Doran-Norton as candidates to serve for a four year appointment expiring on December 31, 2021. The former appointment which expired on December 31, 2017 was held by Alderks Doran-Norton has indicated she would serve if appointed but prefers the Council appoint Alderks. (Motion)

Ordinances and Resolutions

Resolution 2018-03 Approve Stipend for Service on Boards and Commission: At a work session held on January 8, 2018, the City Council reviewed methods of recognizing service on certain boards and commissions. After a thorough review, staff was instructed to prepare a resolution establishing a policy to recognize such service. Two alternatives have been prepared with slightly different qualifications to receive the stipend. Recommend approval of the Resolution with the appropriate alternative policy. (Motion)

Resolution 2018-04 Amending Master Subscriber Agreement: By Resolution 2016 – 33, the City designated Adam Dowd or his successor as the City's Authorized Representative for the Prosecution Attorney for the statewide e-Charging system. The Resolution designates Wendy Murphy and Tom Weidner as the Authorized Representatives. (Motion)

New Business

Approve Exhibit to Stipend for Meeting Policy: The Policy requires certain information which can be established and amended by an exhibit. Recommend approval of Exhibit 1 of the Stipend Policy established by Resolution 2018–03. (Motion)

Administrator's Report

Financial: Preliminary figures from 2017 indicates the annual General Fund operating revenue of \$1,339,419 is about \$128,899 more than 2016. Total GF operating revenue is \$238,031 more than budgeted. These figures are based on reported cash transactions and do not include any accrued revenue, expenditures or non-operating transactions such as debt service, capital expenditures, grants, depreciation or transfers. Operating expenditures in 2017 of \$1,083,614 were \$45,784 more than in 2016 and \$136,426 more than budgeted.

Water Fund revenue of \$378,677 is \$43,677 more than the prior year. Revenue from water sales are up \$31,967. Operating expenditures of \$213,396 are \$15,852 more than 2016.

Sewer Fund revenues of \$401,788 for 2017 are \$51,26 less than the prior year with expenses of \$289,725 being \$43,066 more.

Refuse Fund revenues of \$100,612 are about \$2,611 less than 2016 with expenses of \$80,034 being \$1,337 less.

The Storm Water Fund Fees collected for the year are \$68,112 with expenses of \$9,382.

As of the end of 2017, the City had \$3,703,864 in investments, money market and cash funds.

An unaudited annual report will be prepared for the next meeting.

Park and Recreation Advisory Board: The P&RAB held their organizational meeting on January 9 with Ashley Gallagher being chosen as chair.

Rice County Regional Economic Development Meeting: County and City personal held a quarterly meeting in Dundas on January 17, 2018. Kathy Feldbrugge reviewed items the County was working on including returning to being involved in the CRV program, update of the housing study and working on the economic review for the motor sports project. Joel Erickson reviewed the Lonsdale business park. Kim Ann reviewed the downtown forgivable loan program in Faribault. Chris Heineman talked about the Xcel certified site program and planned housing development.

Planning Commission: The Planning Commission met on January 18. Grant Modory was chosen as chair with Bruce Morlan being vice-chair. The commissioners reviewed the recently enacted interim ordinance establishing a moratorium on the installation of free standing ground mounted solar collectors. City Planner Nate Sparks will prepare a more detailed review based on information shared at the meeting.

NAFRS: The JPA board met on January 18, 2018. Most of the meeting was devoted to a discussion of a proposed amendment to the allocation formula as described in the joint powers agreement. Although the formula had been recently amended in accordance with the Agreement, one of the Parties, Northfield Rural Fire Service requested a more extensive amendment which appears to favor Rural Fire. To insure fairness the Board is carefully reviewing the proposal and clarifying some of the language. Information received after the meeting indicates the financial committee may be asked to further review and recommend final wording.

NAFRS provided the Parties an unaudited revenue and expenditure report for 2017 (similar to a P&L and reported by the financial software as such). The JPA requires the report to be prepared on a quarterly basis and submitted to the Parties within 30 days of the end of a quarter. Some items, which I believe to be normally reported as revenue, are used to offset expenditures. I have requested a clarification regarding the reporting.

On a related issue the City of Northfield approved the plans and specifications and called for bids to be submitted for the reconstruction and addition to the existing Fire Hall.

Special Assessment Roll: The City has certified \$36,002.26 in delinquent utility payments for collection with 2018 taxes. This is about the same as was certified last year.

Snow Complaints: The City received several complaints regarding snow plowing. Most were related to having to clear driveways several times during the storm. It was explained that the Council approved method of snow removal in an extreme event to attempt to insure all streets are accessible, if only by a single cleared route, and then to complete by plowing curb-to-curb. Snow removal began before noon on Monday, January 22 and continued until about 7:00 pm. Plowing resumed at 2:00 a.m. on Tuesday and continued until all of the streets were plowed curb-to-curb. Plowing was hampered by property owners depositing snow on the streets which resulted in a significant loss of efficiency to the City plows. It is illegal, both by state statute and city ordinance, to deposit snow on a street or highway. One complaint was received regarding a person blowing snow into the street and the police have been asked to check on the location during a snowfall.

A property owner along the designated snowmobile route complained about snowmobiles running on the sidewalk. The City has been working with the Waterford Warriors who have been very responsive to helping educate their members, but not all snowmobiler's respect the laws. The police department will also be increasing their presence along the routes used by snowmobiler's.

PRV Kickoff Meeting: City staff held a kickoff meeting with WSB staff to begin the design process. Due to the additional cost of the above grade installation, funding options are being explored.

Stafford Road Project: A neighborhood meeting involving all property owners served by Stafford Road will be scheduled for early February. The meeting will be to explain the purpose and scope of the project, review the proposed assessment and receive information from the property owners.

Report on Single Family Home Construction: Staff at the City of Lonsdale has been tracking single family construction for 13 communities in the area. They provide a summary report to all of the cities providing a record of single family building permits. In addition, they are providing information regarding multi-family units.

Work Session

CSAH #1: Cost Share Agreement. Rice County has proposed a cost sharing agreement for certain work related to the underpass, trail and roundabout which are part of the CSAH#1 project.

Funding for USGS Streamgauges: In 2013 the Cities of Dundas entered into a five-year agreement with the U.S. Geological Survey (USGS) to install and operate five river gauges along the Cannon River watershed. Apparently, Dakota County is looking at reducing funding for the project, and the other local governments are being asked to increase their commitment to keep at least three of the gauges up and running. Only one of the gauges, located at County Road 29, is upstream of Dundas. The proposed distribution to fund the gauge for 5 years is \$19,146 each for Northfield & Rice County, \$5,579 for Dundas with USGS paying about \$26,689. Dundas paid a total of \$2,435 to participate in the previous agreement. A meeting should be held within the next few weeks to review feedback from the new proposal.

Future Meeting Items

Items listed may be moved.

February 12, 2018

1. Consider PRV replacement cost.
2. Consider CSAH #1 Cost Share Agreement
3. Consider RFQ for Redevelopment of the "Old School" Property (City Hall)
4. Work Session

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.