

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

City Council Meeting, February 12, 2018

**To:** Mayor and Council

**From:** John M. McCarthy

**Date:** February 9, 2018

### **Consent Agenda**

**Mill Towns State Trail:** This is the City's annual obligation to the Joint Powers Board.

**MN DNR Water Permit:** The annual water permit consists of a minimum annual fee (\$140.00) for water use and a surcharge (\$188.76) for heavy use during the summer. The total permit fee for 2017 is \$21.75 more than 2016.

### **Old Business**

**Approve PRV Replacement Cost:** WSB has updated the cost estimate for the pressure relief valve reconstruction. The most current estimate including construction, engineering and contingency is \$347,215. The prior estimate with the same three components ranged from about \$340,000 to \$450,000. Council reviewed the estimated costs of construction and engineering at a work session held on October 9, 2018 which included preliminary pricing comparing three alternatives. The SCADA system is not included in the price but is estimated to cost about \$20,000 due to the similarity with the recent work done at the pump station. The city intends to pay for the project as part of the bond to be issued in conjunction with other capital projects. Repayment will be the responsibility of the water fund. Although the water fund has a sufficient reserve for replacement to fund part of the project, the reserve is currently intended to assist with the cost of the environmental protection which may be required when the water towers are rehabilitated. Recommend approving continuing work on the PRV replacement project. (Motion)

**Approve RFQ for Redevelopment of the Old School Property (City Hall):** City Planner Nate Sparks has prepared a Request for Qualifications to redevelop the property across along Railway Street North between Bridge Street and Mill Street. The City intends to use the construction of a new city hall to encourage redevelopment of the rest of the block. Staff is still working on some editing and intends to present the final request at the Council meeting. Recommend approval of the RFQ with recommended changes and technical corrections. (Motion)

### **Ordinances and Resolutions**

**Resolution 2018-05 Approve CSAH #1 Cost Share Agreement:** Rice County intends to reconstruct a portion of CSAH #1 between TH #3 and TH #246. The reconstruction will include a new roundabout at a significant intersection serving a major residential area of the City. A non-motorized trail and safety underpass which connect to an existing trail system are also part of the project. The county has prepared a cost sharing agreement related to the maintenance of certain items included in the project. The agreement requires the City to pay the entire cost upon award of the contract. Prior discussions with the county indicated delayed repayment would be considered. Staff is also suggesting It is also recommended the following sentence be added at the end of Section V.A. (page 4): "Such work shall be performed by the City in its discretion according to ordinary City standards and policies." Staff has reviewed the agreement and recommends approval. (Motion)

## New Business

**Approve Service Contract:** The City contracts with Epic Enterprise Service to provide janitorial services at City Hall, the Police / Public Works building and Memorial Park. This year, Epic is proposing a single contract instead of separate contracts for each location. Recommend approval of the one year contract with Epic Enterprise Services. (Motion)

**Approve Disposition of Forfeited Vehicle:** In a forfeiture proceeding, the City has acquired a 2010 Chevrolet Impala LS. The vehicle is in good condition and appears to require only thorough cleaning. The vehicle was financed and as of the end of January, \$3,284.96 is remaining on the loan. Adam Dowd, former City Criminal Attorney had negotiated a buyback with the owner by which the City would receive \$2,500 and release the car back to the owner. The prior owner was unable to obtain the additional financing. Chief Mincke has indicated the City now has 3 options and is requesting guidance on how to proceed. The options are:

1. Return the car to the previous owner. Depending on negotiation with the person, the City may incur some costs such as towing and storage. Mincke does not recommend this option as the person forfeiting the vehicle does not incur the responsibility for their actions.
2. Pay off the loan balance and sell the vehicle to a dealer. Mincke has contacted the finance company and they have indicated they will work with the City. The loan is current. After expenses, Mincke estimates this would net the City about \$200.
3. Pay off the loan and negotiate with a dealer to sell the vehicle for the City. A preliminary discussion with one dealer indicates the City could net between \$1,000 and \$1,500 using this process. The sale could be handled in a manner similar to the process used to dispose of the 2005 Crown Victoria. Mincke prefers this option as representing the best value for the City.

After reviewing the options with Chief Mincke, I agree and recommend a motion to acquire full title to the 2010 Chevrolet Impala by satisfying the outstanding loan balance of \$3,284.96 with Homestead Credit Union plus any accrued interest and applicable fees and authorize the Police Chief and Administrator/Clerk to dispose of the vehicle. (Motion)

## Administrator's Report

**NAFRS:** The NAFRS Financial Committee met on Thursday, February 8. McCarthy was confirmed as chair. Scherer reported the financial statements and audit for 2017 are complete and will be presented to the full board next week. Castore reviewed the proposed amendment to the cost allocation formula. The committee discussed defining fire calls, how to determine what a significant cost related to the Rescue Squad would be and the timing of the amendment. After what appears to be a consensus of the committee, Castore will edit the proposal to incorporate the recommendations. Martig updated the committee on the building project. Bid opening will be February 27. Estrem reported that Northfield Rural Fire adopted their FY 2019 budget in order to permit the member townships to plan appropriately at their annual meetings in March.

**Stafford Road Project:** Staff held a neighborhood meeting with property owners who are served by the Stafford Road reconstruction / Gleason Road improvement project. All properties served were represented at the meeting. City Engineer Powell reviewed the project and answered questions, mostly related to being able to operate their business in an uninterrupted manner.

**Codification:** Staff continues to work on the codification project. Due to a time shortage, the City was able to delay the response to March 31, 2018.

**Funding for USGS Streamgauges:** At a meeting with Northfield Police Chief Monte Nelson and Rice County Emergency Management Director Jennifer Hauer-Schmitz, it was agreed the three entities would propose a reduction in the amount allocated to Dundas. The revised allocation will save the City of Dundas about \$2,000 over the 5-year period. Hauer-Schmitz has contacted USGS regarding the proposal and if accepted an agreement should be forthcoming. If approved, the City will assign the expense to the Storm Water Enterprise Fund.

**Mill Towns State Trail JPB:** The board was not able to meet due to lack of a quorum. Scott Haugen reviewed the status of bonding and possible timeline to improve the Northfield / Dundas / Faribault corridor if the funds become available. Peggy Prowe indicated the Friends of the Mill Towns State Trail intend to hold a dedication for Mac Gimsie's "Between Earth and Sky" along with a bike ride on June 2<sup>nd</sup>, "National Trails Day". The next meeting of the board will be hosted by Rice County on Wednesday, April 4, 2018.

**Future Meeting Items**  
Items listed may be moved.

**February 20, 2018 (6:30 PM)**

1. Consider Stafford Road Feasibility Study
2. Consider Cannon Road Feasibility Study

**March 12, 2018**

1. Consider Wage Adjustment
2. Consider NAFRS Recommended Amendment to JPA
2. Work Session
  - a. Codification
3. Closed Meeting for Labor Negotiations

**March 26, 2018**

1. Approve response to Codifier
2. Closed Meeting for Employee Evaluation

**Continuing Projects**

**Administration:**

1. Codification
2. City Hall Project
3. 2019 Budget

**Public Safety:**

1. Electronic Speed Signs

**Public Works:**

1. PUD Compliance for Dundas Dome
2. CSAH #1 Rebuild
3. 2018 Capital Projects.
4. 2019 Capital Improvement Plan