

Administrator/Clerk's Report

City Council Meeting, February 20, 2018

To: Mayor and Council

From: John M. McCarthy

Date: February 16, 2018

Consent Agenda

Transfer \$16,428.11 from General Fund 101 to Capital Projects Fund 401: This transfer is to fund the first construction payment for the 2017 Sidewalk Project.

Special Action:

Healy Construction: City Engineer John Powell has reviewed Pay Application #1 from Healy Construction Co. for the 2017 Sidewalk Improvement Project:

Hometown Credit: This expenditure is to pay off the loan on the forfeited vehicle. Council approved the action at the February 12th meeting.

Ordinances and Resolutions

Resolution 2018 – 06 Receiving Feasibility Report and Ordering a Public Hearing for Stafford Road: Due to Stafford Road being in better condition than was originally anticipated, the current estimate of \$597,000 is lower than the 2018 Capital Improvement Plan (CIP) estimate of \$700,000. Staff recommends calling for the public hearing. It is intended that the City bond and assess properties for this project and a similar road project on Cannon Road. (Motion)

Resolution 2018 – 07 Receiving Feasibility Report and Ordering a Public Hearing for Cannon Road: As the section of Cannon Road has deteriorated more than what was anticipated, the current estimate of \$326,600 is higher than the 2018 CIP estimate of \$250,000. The City intends to finance the rehabilitation using bonding and assessments. Together, both street projects are currently estimated to be slightly less than the CIP budget. (Motion)

New Business

Approve Expenditure for Easter Egg Hunt: The Park and Recreation Advisory Board is requesting the Council approve expending up to \$400.00 for the Easter Egg Hunt, which will be conducted on Saturday, March 31, 2018. Usually donations cover much of the cost and are set aside to help with the annual expenses. Last year's candy expense was \$346.70. If there is a carry-over, financial staff tracks donations and expenditures. In addition to the candy, last year an Easter Bunny suit was purchased. The additional purchase resulted in a slight negative balance of \$20.90. (Motion)

Approve Comprehensive Plan Update Proposal: At the February 15, 2018 meeting of the Dundas Planning Commission, the Commission reviewed a proposal submitted by Northwest Associated Consultants, Inc (NAC) to update the City's Comprehensive Plan. The last full update was completed in 2005. The proposal described the project, NAC's qualifications and general work program. NAC proposes to complete the project in ten months at a cost not to exceed \$23,500. The Planning Commission unanimously voted to recommend the City Council approve the proposal and authorize the Mayor and City Administrator to sign contract documents upon review and approval of the City Attorney. (Motion)

Administrator's Report

Park & Recreation Advisory Board: The Board met on February 13. Members will work with other volunteers to conduct the 7th annual Easter Egg hunt on March 31, Easter Saturday.

NAFRS: The Board met on February 15. Tom Olinger of Abdo, Eick & Meyers reviewed the 2017 Financial Report and Management Letter. Ben Martig reviewed a schedule for the facility reconstruction project highlighting several significant events upcoming including:

Bid opening on February 27

Parties and board approving JPA amendment to permit the lease be used to reimburse Northfield for bond debt service in mid-March.

Award construction contracts on March 20.

Planning Commission: The Planning Commission met on February 15. Review of the solar ordinance continued with the Commission requesting staff to provide options for permitting ground mounted solar facilities in industrial zones.

RFQ for Architectural and Construction Services: Staff has completed the Request for Qualification for redevelopment of the "old school" property including the construction of a new City Hall.

Future Meeting Items

Items listed may be moved.

March 12, 2018

1. Public Improvement Hearing
2. Order Street Improvement
3. Authorize Plans and Specifications
4. Consider Wage Adjustment
5. Consider NAFRS Recommended Amendment to JPA
6. Work Session
 - a. Codification
7. 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