

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

City Council Meeting, March 12, 2018

**To:** Mayor and Council  
**From:** John M. McCarthy  
**Date:** March 9, 2018

### **Consent Agenda**

**Resolution 2018 – 08 Accepting a Donation from Guth Electric, Inc.** This is one of several donations of time, material and expertise the City received to assist in the construction, installation and display of the "Between Earth and Sky" sculpture.

**Resolution 2018 – 09 Accepting Lawful Gambling Donations:** The Northfield Fire Relief Association has submitted their 2017 10% Lawful Gambling Contribution of \$5,938.07. This is \$643.87 more than last year. The Waterford Warriors Snowmobile Club has submitted their Lawful Gambling Contribution of \$2,007.07. The amount is \$1,051.09 more than received in 2017 for 2016. According to state statutes, the funds need to be used for specific purposes such as primarily parks and public safety.

**Not to Waive LMCIT Liability Coverage:** Cities with liability insurance from the League of Minnesota Cities must decide whether or not to waive the statutory tort liability limits on an annual basis. If the limits are not waived, an individual claimant is limited to \$500,000 and the occurrence limit is \$1,500,000. The City has chosen to not waive the limits in past years. If the City waived the limits, there would be an additional cost for liability insurance. It is recommended council not waive the limits.

#### **Special Action:**

**Approve Payment Compact Skid Steer Loader:** The City has received the Bobcat T595 Compact Track Loader. Purchase of this equipment was approved at the November 13, 2017 City Council Meeting.

### **Public Hearings**

**Stafford Road North Improvement Project:** A public hearing regarding the proposed improvements to Stafford Road North and Gleason Road was ordered by the Dundas City Council on February 20, 2018. This hearing is held in accordance with Minnesota Statute §429. The statute provides the process local governments need to follow in order to assess benefiting properties for street improvements.

**Cannon Road Improvement Project:** A public hearing regarding the proposed improvements to Cannon Road was ordered by the Dundas City Council on February 20, 2018. This hearing is held in accordance with Minnesota Statute §429.

### **Ordinances and Resolutions**

**Resolution 2018 – 10 Ordering Stafford Road Street Improvements and Authorizing the Preparation of Plans and Specifications.** Unless information received at the public hearing indicates the proposed improvements are unnecessary or not in the best interest of the public, it is recommended Council approve the resolution to proceed with the project. (Motion)

**Resolution 2018 – 11 Ordering Cannon Road Street Improvements and Authorizing the Preparation of Plans and Specifications.** Unless information received at the public hearing indicates the proposed improvements are unnecessary or not in the best interest of the public, it is recommended Council approve the resolution to proceed with the project. (Motion)

**Resolution 2018 - 12 Consider Recommended Amendment to NAFRS Joint Powers Agreement:** The Northfield Area Fire and Rescue Joint Powers Board (NAFRS) leases the fire station building and property from the City of Northfield. The terms of the lease are clearly described in the joint powers agreement. In order to remodel the existing fire station and construct additional space, the City of Northfield (lessor) will issue capital improvement bonds which are intended to be paid for by lease revenue from NAFRS. In order for this to occur the JPA must be amended. Northfield Rural Fire Association has already approved the amendment, and the City of Northfield will consider approval at their meeting of March 13. It is recommended Council approve Resolution 2018-12. (Motion)

### **New Business**

**Approve Wage and Salary adjustment.** I am recommending a 3.0 percent wage and salary increase for all employees not covered by a labor agreement. The recommendation is based on a continuing review of performance, the approved budget and compliance with pay equity. The recommendation does not include the City Administrator/Clerk. (Motion)

**LMCIT Safety and Loss Control Workshop:** The insurance trust is holding their annual workshops. The closest to Dundas is Rochester on April 19, 2018. Request approval of normal and customary expenses to attend. (Motion)

**MCMA Annual Conference:** The Minnesota City County Managers Association will be holding their annual educational conference on May 2<sup>nd</sup> through 4<sup>th</sup>. The Conference is at Grandview Lodge in Nisswa. Request approval of normal and customary expenses to attend. (Motion)

### **Administrator's Report**

**NAFRS:** A copy of the 2017 Financial Report (Audit) and the accompanying Management Letter has been sent to the City. The City of Northfield only received bids on 11 of the 23 bid packages that had been prepared for managed construction of the fire facility. The Facility Committee met on March 9 and received a report from the Construction Manager and the architect. After reviewing the options, the Committee voted to recommend the NAFRS Board request the City of Northfield reject all bids, terminate the Construction Manager Agreement, and amend the process to a general construction contract with bidding to be scheduled as soon as possible. Discussion with Northfield staff, the architect and construction manager indicated the completion date should not change with the amended process. The full NAFRS Board will hold a special meeting on Monday, March 12, with a recommendation to the City of Northfield to be considered at their meeting of Tuesday, March 13.

**Elections:** With the bi-annual general elections coming up, here are some important dates

1. Primary elections, Federal, State, County and Cities with primary elections. August 14, 2018
2. General elections, Federal, State, County and Cities. November 6, 2018.
  - a. Filing for City Council begins on July 31 and ends on August 14.

**Dundas Police:** Part-time officer, Tyler Johnson, has completed training. The City has received a check for \$1,299.41 for the sale of another forfeited vehicle, a 2005 Dodge Stratus. Costs associated with the impounding and forfeiture will need to be paid from the proceeds.

### **Work Session**

**Codification:** Staff has been reviewing the draft of the codification and working with the codifier.

### **Closed Meeting for Labor Negotiations**

#### **Future Meeting Items**

Items listed may be moved.

#### **March 26, 2018**

1. Approve response to Codifier

#### **April 9, 2018**

1. Approve plans, specifications and advertise for bids for 2018 Street Project

2. Consider Amendment to NAFRS JPA Section 17.a.
3. 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