

Administrator/Clerk's Report

City Council Meeting, March 26, 2018

To: Mayor and Council
From: John M. McCarthy
Date: March 23, 2018

Old Business

Approve Labor Agreement With LELSI Local #327: Law Enforcement Labor Services, Inc. business agent Renee Zachman has indicated acceptance of the latest proposal from the City. Zachman has requested the City accept an additional text amendment clarifying how an employee with previous law enforcement experience who has been hired at a step which reflects their experience will qualify for a step increase. The language requested complies with the understanding of the City. The contract will continue to run for three years, include an increase in the number of steps from 5 to 7, increase the starting wage for 2018 from \$19.77 (84% of top rate) to \$21.25 (85% of top rate), increase the top rate for 2018 by 6.25% from \$23.53 to \$25.00, provide for a 4.0% general increase in 2019 and a 3.50% increase in 2020, add language for a higher starting rate for new hires with experience in law enforcement and additionally compensate officers acting as Field Training Officers. Recommend Council authorize the Mayor and City Administrator to sign the three year labor agreement upon receipt of a signed agreement from LELSI Local #327. (Motion)

Consider Response to RFQ for Downtown Development: The City has received one response to the Request for Qualifications for Architectural and Construction Services to redevelop the "Old School" property. The proposal submitted by Brennan Companies of Mankato is to develop a mixed use project with a City Hall, retail and up to 40 units of market rate housing. Brennan intends to partner with the Rochester office of Widseth Smith Nolting and has obtained letters of interest from US Bank and First National Bank Minnesota. The proposal indicates it will take slightly over 1 year to complete the project. It is recommended Council authorize staff to proceed with a review of the proposal submitted by Brennan Companies and prepare options for Council review (Motion)

Consider Rescheduling Joint Meeting with Bridgewater Township: Bridgewater Township requested the joint meeting be rescheduled to April 25, 2018. (Motion)

Ordinances and Resolutions

Resolution 2018 – 12 Extending Time to File Plat The Cannon River Valley Estates project has encountered a minor technical problems prior them being able to record the approved plat. When preparing the documents including the plat to be recorded, the title company found several errors in the text. The errors included identifying the developer as a corporation instead of a limited liability company and spelling DeMann with a lower case "m" (Demann). The resolution approving the Final Plat required the survey to be recorded within 100 days of passage or February 21, 2018. The developer's surveyor has corrected the text errors and resubmitted the documents to the City for signatures. Recommend approval of Resolution 2018 – 12 which will extend the date to record the survey for an additional 50 days from February 21 to April 12, 2018. (Motion)

Resolution 2018 - 13 Authorizing Use of the Pavilion in Memorial Park by ISD 659 SUPER Kids Program: Northfield School District Community Services is again requesting the use of the pavilion at Memorial Park for their summer SUPER Kids program. The District has provided this service to residents of Dundas and the surrounding area for 8 years. Recommend approval of Resolution 2018 – 13. (Motion)

New Business

Accept Proposal to Lease Copier: The City currently leases the large copier used as the default printer by staff in the administrative office. The current lease with Marco expires on May 9, 2018. The company is proposing a new lease including a maintenance agreement for a new copier. The proposed five year lease for a new Sharp model MX-M3050 will cost \$132.29 per month. Marco has provided excellent response for any problems. Recommend accepting the proposal dated March 23, 2018, and authorizing the City Administrator/Clerk to sign on behalf of the City of Dundas. (Motion)

Approve Expenses for LMC Annual Conference: The League of Minnesota Cities is holding its annual conference in St. Cloud on June 20 – 22. Recommend approval of normal and customary expenses for the councilors and administrator to attend. (Motion)

Administrator's Report

Major Fund Financial Report: The City's General Fund operating expenditures for the first two months of the year are \$156,601 or \$25,997 more than last year. The year-to-date GF expenditures are 16.7% of the budget. Departments over budget are Fire Protection which is driven by the semi-annual payment to NAFRS and costs related to building inspections.

Water Fund revenue for the first two months of the year is \$78,570 or \$40,482 more than the same period last year. Trunk charges related to a new development and the sale of water meters are the major drivers of the increase. Water fund expenditures are \$28,680 a decline of \$2,805 from last year.

Sanitary Sewer Fund revenue is \$95,059 or \$28,858 more than last year. The increase is entirely related to trunk charges for a new development. Revenue from sewer use is down by \$8,696 but is tracking closely to the budget. Sewer fund expenditures are \$39,737 or \$65 more than last year.

Total fund balances as of the end of February are \$3,209,876.40.

Park and Recreation Advisory Board: The P&RAB met on March 13. The Board reviewed the process and schedule for the annual Easter egg hunt, discussed responses to a survey to gauge interest in youth programs prepared by the Northfield Area YMCA, discussed the spring park clean-up and reviewed the Capital Improvement Plan for parks including funding for the rebuilding or replacement of the play structure at Memorial Park.

NAFRS: The Northfield Area Fire and Rescue Service Board met on March 15. Board member Bron Sherer, one of the trustees of the Relief Association, reviewed the Association's financial position and indicated an intent to increase the distribution to qualified fire fighters when they retire. Information regarding a "360 degree" evaluation of the fire chief was reviewed by Leah Davis of AEM Workforce Solution. AEM provides HR services to the Board. Board member and Facility Committed Chair Jessica Peterson-White and ex-officio board member Ben Martig reported on the facility and process being used to re-bid the project.

Planning Commission: The Dundas Planning Commission met on March 15. Planner Nate Sparks reviewed several alternatives to allow ground mounted solar generating equipment in the City. After a significant amount of discussion, Sparks will prepare a proposal to permit the ground mounted equipment as a primary use in the Rural Service Zone.

PUD Compliance for Dundas Dome: Staff and owners of the Dome met to discuss how the project can be brought into compliance with building and zoning issues. The meeting reviewed all of the 20 items identified in the October 11, 2017 memo prepared by City Engineer Powell.

Open Book Meetings: Rice County will be holding Open Book Meetings to review property valuation and classifications on Monday April 9th in Lonsdale, Northfield and Faribault. Information on the time and place has been included in all of the property tax notices which should have been received.

Public Works: Director Meliza has reported the annual pump performance inspection has been completed and the pumps on both wells are classified as good, the highest rating, on all of the items checked.

Livability Minnesota Marketing: Dundas will participate, along with Rice County and other communities, in a full page advertisement in the Minnesota Department of Employment and Economic Development (DEED).

Ballot Boxes: Rice County will be replacing the ballot scanner/tabulators with new equipment this year. All local governments need to return the ballot boxes this year.

Public Facilities Authority Infrastructure Loan: The City has received a notice from the PFA that the Water Infrastructure loan is paid in full and will not have to continue to fund a capital replacement fund as required by the terms of the 1997 loan. The City has used the replacement reserve to assist in the reconstruction and replacement of Lift Station #1 and the associated sanitary sewer force main.

Future Meeting Items

Items listed may be moved.

April 9, 2018

1. Approve plans, specifications and advertise for bids for 2018 Street Projects
2. Consider Amendment to NAFRS JPA Section 17.a.
3. Work Session
 - a. 2019 CIP Review
4. Closed Meeting for Employee Evaluation

April 23, 2018

1. Approve response to Codifier
2. Summarize Conclusions Regarding 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