

Administrator/Clerk's Report

City Council Meeting, April 23, 2018

To: Mayor and Council

From: John M. McCarthy

Date: April 20, 2018

Presentation Regarding Proposed Ice Arena

Northfield Ice Rink: A group interested in improving the needs and demands of a new or remodeled ice arena in the City of Northfield has been working with Northfield for a couple of years to determine best way to accomplish the mission. The group reviewed the existing arena, commissioned an ice market study and commissioned an economic impact study. A study options including maintaining the existing arena, remodeling and expanding that facility, partnering with St. Olaf and construction of a new one or two-sheet arena was completed. A revenue and expenditure review of each of the 5 options was performed. The group recommended a new two-sheet community arena be constructed on donated land. Financing of the facility would depend on the City of Northfield and the City of Dundas approving a half (½) cent sales tax. The tax would need to be approved by voters at the November General Election.

Old Business

Summarize Conclusions Regarding Employee Review: Mayor Switzer will summarize the Council's conclusions regarding the annual performance review of City Administrator/Clerk/Treasurer McCarthy.

Approve Planned Equipment Maintenance Agreement: At the prior meeting, staff was instructed to revisit how planned maintenance for the emergency generators was provided. Further discussion with Public Works Supervisor Meliza indicated he considers Cummings to be the only vendor in this area capable of providing the necessary maintenance for the equipment. Kato-Lite is no longer in business and one of the generators requires specialized training as it is natural gas and not diesel fueled. The quote from Cummings for the three year agreement is \$10,744.98. A review of invoices for 2015 through 2017 indicates the cost of scheduled maintenance and batteries was \$12,595.75. Recommend approving the maintenance agreement with Cummings Power. (Motion)

Ordinances and Resolutions

Resolution 2018 – 19 Approving Cost of Improvements to Fire Station Facility: The City of Northfield received several bids for the expansion and remodeling of the fire station. The low bidder is The Joseph Company at \$3,393,000. The NAFRS Facility Committee recommended and the NAFRS Board accepted the bid. The estimated cost of the project will be \$4,215,000. The cost to the City of Dundas will be about \$17,000 per year for 20 years. The increase will be about \$16,000 a year. The cost may vary slightly from year-to-year based on the bond repayment schedule and the cost allocation formula. Recommend approval of the Resolution. (Motion)

Resolution 2018 – 20 Approving First Amendment to NAFRS JPA: Recommend approval of the resolution amending the NAFRS JPA regarding the fire station lease. (Motion)

New Business

Approve Response to RFP for 2018-2019 Lawn Mowing: The City received two responses to the Request for Proposals. After reviewing the responses including price, equipment and qualifications, staff recommends approving a two-year agreement with John's Snow & Mow LLC of Northfield. (Motion)

Approve Response to RFP for 2018-2019 Rough Cut Mowing: The City received two responses to the Request for Proposals. After reviewing the responses including price, equipment and qualifications, staff recommends approving a two-year agreement with Kolb Steel Works of Dundas. (Motion)

Approve Joint Maintenance Agreement for River Gauges: The five-year agreement is the share for Dundas. Recommend approval of the USGS Joint Maintenance Agreement. (Motion)

Administrator's Report

First Quarter Financial Report: General Fund revenues as of March 31, 2018 are \$41,287 or \$3,180 less than last year. The majority of the revenue received by the City occurs with the real estate tax settlements received in June and December. The City's General Fund expenditures for the first quarter are \$234,711 or \$22,651 more than the same period last year.

Water Fund revenue is \$101,090 or \$41,521 more than last year. The increase is almost entirely due to trunk charges related to a new development. Revenue from water sales is up by \$2,996. Expenditures in the Water Fund are \$39,974 which is \$1,699 less than 2017.

Sewer Fund operating revenue is \$126,871 or \$27,509 more than last year. Development related fees comprise the increase. Expenses are \$60,257 or \$884 more than last year.

Refuse Fund revenue is \$23,982 or \$427 less than last year. Expenses are \$18,793 or \$812 less than last year. Storm Water Fund revenue is \$5,539 or \$426 more than last year. Operating expenses are \$2,886 or \$5 less than 2017.

Total fund balances as of the end of March are \$3,117,425. This is \$77,158 more than last year's amount. The cash balance includes both dedicated and undedicated funds.

Building Permit Report: As of the end of the 1st quarter 2018, the City has issued four (4) permits for single family homes. This is two (2) more than last year.

Park & Recreation Advisory Board: The P&RAB met on April 10.

Codification: The City has received the draft of the recodify zoning code.

Planning Commission: The Planning Commission met on April 19. The commission reviewed a draft of a proposed solar ordinance and moved to forward the draft to the City Council for comment.

LUCA/Complete Count: Staff attended training in Mankato conducted by the State Demographer on the 2020 Census Report.

ECRT / CRRP: The East Cannon River Trail is underwater in the City of Northfield. Northfield has barricaded the entry. The portion in Dundas from the entry to the shelter is fine. The City has been informed the trail has been completed and accepted. Northfield is putting together a final bill.

Rice County Economic Development: Rice County has organized a tour of cities with Natalie Siderius, Southeast Regional Business Development Manager, Mn /employment and Economic Development (DEED). Siderius will be in Dundas during the morning of Tuesday, May 1, 2018 along with Rice County Economic Development Coordinator, Kathy Feldbrugge.

Future Meeting Items

Items listed may be moved.

May 14, 2018

1. Award Contract for 2018 Stafford Road Project
2. Award Contract for 2018 Cannon Road Project
3. Award Contract for 2018 PRV Relocation Project:
4. Worksession
 - a. 2019 Budget

May 29, 2018 (Tuesday)

1. Public Hearing for 2018 Street Reconstruction
2. Authorize Sale of Bonds
3. Consider Resolution Amending NAFRS Joint Powers Agreement, Section 17a

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