

Administrator/Clerk's Report

City Council Meeting, May 29, 2018

To: Mayor and Council
From: John M. McCarthy
Date: May 25, 2018

Consent Agenda

LMCIT Worker's Compensation: The bill for Worker's Compensation is \$516 or 3.4% less than 2017. Cost for General Maintenance, primarily public works, were reduced significantly after a sharp increase last year. They are now less than two years ago. On the flip side Police, water and sewer all increased.

LMCIT Property and Liability: This is an increase of \$562 or 1.3% from 2017. General Property increased primarily due to additional item being listed and liability decreased.

Public Hearings

Vacation of a Drainage and Utility Easement: The vacation is a requirement of the City as part of the PUD. It is for an easement along a property line which has been relocated as part of the PUD and is no longer in existence.

Adoption of Street Plan and Issuance of Bonds. Minnesota Statutes, Section 475.58 requires cities issuing bonds for street improvements to produce and approve a five-year Street Reconstruction Plan A public hearing is required if the City chooses not to hold a referendum, but a reverse referendum is still permitted. The five-year plan includes bonding for up to \$900,000 for Cannon Road Improvements, Stafford Road Improvements and the Pedestrian Underpass on CSAH #1.

Old Business

Consider Approving Draft of Codification as Prepared by American Legal Publishing: Staff has been reviewing and editing the draft codification of the City Code as prepared by American Legal. It is recommended Council accept staffs report and forward to American Legal Publishing along with Ordinances passed since and including 2017-03 for preparation of the final codification. (Motion)

Appoint Comprehensive Plan Steering Committee: The contract to update the comprehensive plan establishes a Steering Committee. Recommend appointing the Mayor, Planning Commission Chair, City Engineer, City Planner and City Administrator as the Steering Committee. (Motion)

Ordinances and Resolutions

Resolution 2018 – 26 Approving Vacation of Drainage and Utility Easement: This Resolution vacates the drainage and utility easement as required by the PUD. (Motion)

Resolution 2018 – 27 Adopting a Street Reconstruction Plan and Authorizing the Issuance of Bonds: This Resolution adopts the Street Plan and authorizes the issuance of bonds for street reconstruction in an amount up to \$900,000. Springsted has prepared a recommendation for issuance of the Series 2018A Bonds. They indicate a perceived need to increase fees for the PRV reconstruction but their analysis does not include the substantial reserves the City has set aside in preparation for the capital expense. Recommend approval of Resolution 2018 - 27. (Motion)

Resolution 2018 – 28 Authorizing the Sale of Bonds: This Resolution authorizes the sale of the bonds. Recommend approval of Resolution 2018 – 28. (Motion)

Resolution 2018 – 29 Amending NAFRS Joint Powers Agreement Section 17a and Exhibit “D”: The NAFRS Board is requesting the Parties approve an amendment to the joint powers agreement. The amendment would adjust the formula which determines the allocation of costs to the Parties. The proposal amends the method of determining taxable value and adds recent fires calls to the allocation formula. The board member voting against the amendment indicated his vote was in protest to the process, not against the formula. (Motion)

Resolution 2018 – 30 Requesting No Parking on Section of CSAH #1: Rice County has requested the City submit a resolution and comments from the Police Chief regarding the request to limit parking on a certain section of CSAH #1 / Hester Street East. (Motion)

New Business

Approve Outside Music at Event: Licensee Pauline Thibodeau, L&M Bar and Grill, is requesting outside live music be permitted for a private event which will be held on Friday evening, June 8th. (Motion)

Approve Outside Service and Music at Event: Chapel Brewing is hosting a 5K run/walk in association with the Minnesota Brewery Running Series on July 7, 2018. They are requesting a temporary expansion of the service area for the event and a period until one-half hour prior to closing. Recommend approving the request and forwarding to Minnesota Department of Alcohol and Gambling Enforcement. (Motion)

Administrator’s Report

Financial: As of the end of April the City’s General Fund operating revenues are \$63,806 or \$7,044 less than last year. The decrease is due to lower revenue from building permits. For the same period expenditures are \$292,293 or about \$27,950 more than last year. All departments except Building Inspection are operating within the budget and that is due to inspections on recently completed projects.

Year-to-date revenue in the Water Fund is \$125,363 or \$69,301 more than last year. Fees for connections and trunk charges result in the increase. Water sales are \$77,243 or \$3,826 greater than 2017. Water fund expenditures are \$48,376 which is up \$12,479 down from the same period last year.

Sanitary Sewer fund revenue is \$157,614 or \$38,897 more than last year. Expenditures are \$78,231 or \$13,918 less than last year.

ECRT Grand Opening: The East Cannon River Trail Grand opening is scheduled for Saturday, June 2, which is National Trails Day. It will begin at 10:00 am in Northfield, includes a ribbon cutting, ride to the shelter, snacks and a band with return to Babcock park along the west side trail.

City Hall / Downtown Development: Staff and consultants met with the developer who responded to the Request for Qualifications.

Status of Bonding for MTSTJPB: The bonding bill includes \$500,000 for the design and land acquisition of a segment of the Mill Towns State Trail including part in Dundas. It is uncertain if Governor Dayton will sign or veto the bill.

Impound Contract with Countryside Animal Hospital: The impound contract with Countryside Animal Hospital has expired. Staff is working with the facility to develop a new policy.

Facebook: Officer Tyler Johnson has created a Facebook page for the Dundas Police Department. The department will be using the page to communicate items of interest.

Complaint Regarding Food Truck Parking: The City has received a complaint regarding food truck parking along Hester Street East. The officer on duty at the time the complaint references indicated the truck was legally parked.

Transition Planning: I have been meeting with members of the Human Resource Committee and the Finance and Legislation Committee regarding possible changes in job descriptions and budget implication due to the workload of the growing City.

Future Meeting Items
Items listed may be moved.

June 11, 2018

1. Approve 2018 CIP
2. Consider Resolution for ½ cent sales tax for recreation.
3. Work Session
 - a. 2019 Operating Budget General Government (Administration, Council / Elections, Planning & Zoning)

June 25, 2018

1. Worksession
 - a. 2019 Operating Budget Public Safety (Police, Fire Protection, Building Inspection & Permits.

July 9, 2018

1. Worksession
 - a. 2019 Operating Budget Highways, Streets & Roads. .

July 9, 2018

1. Approve Sale of 2018A Bonds
2. Worksession
 - a. 2019 Operating Budget Parks.

Continuing Projects

Administration:

1. Codification
2. City Hall Project
3. 2019 Budget
4. Comprehensive Plan

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
5. Water Supply Plan