

Administrator/Clerk's Report

City Council Meeting, June 11, 2018

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

Old Business

Consider Approving 2019 Capital Improvement Plan (CIP): The CIP has been updated to include the most current information regarding projected costs for the street and water projects. Staff uses the CIP as the basis to budget for upcoming capital expenses. The document is updated each year and planned projects may be added, deleted or delayed. (Motion)

Consider Approving Impound Contract with Countryside Animal Hospital: City Attorney Callies has prepared a new impound contract with Countryside Animal Hospital. The major change will be that all charges including citations will be paid at City Hall before an impounded animal is released. The contract includes the charges imposed by Countryside and the City will charge an additional "animal release fee" based on the current fee schedule. Recommend approving the contract and authorizing the Mayor and Administrator to sign on behalf of the City of Dundas. (Motion)

Ordinances and Resolutions

Resolution 2018 – 31 - Approving Election Judges for 2018 Primary and General Elections: Federal, state and county primary and general elections will be conducted in August 14 and November 6 of this year. Even though the City does not hold a primary election, it is required to hold both elections. Only three people have applied to be election judges. The City will need more judges to meet the requirement of elections. Council can approve additional judges if someone applies. To be competitive with other area communities, it is recommended the hourly wage for head judge be increased to \$13.00, currently \$11.00, and for judges to \$11.00, currently \$10.00. It is recommended the City Council approve Resolution 2018 – 31. (Motion)

Resolution 2018 – 32 - Request to Serve Wine at Pavilion. Edward Jones Investments has reserved the Pavilion at Memorial Park for a customer appreciation event on June 27. They are requesting the City permit the service and consumption of wine in the pavilion. The City already permits beer in aluminum can to be consumed in a designated area when a party rents the Pavilion. A licensed caterer will be used and consumption will be limited to the physical structure. The group is also requesting the use of an area to install and operate "bouncy houses". Recommend approval of the Resolution including conditions. (Motion)

New Business

Klockeman Resignation: John Klockeman has submitted his resignation from the Dundas Planning Commission. Klockeman has served since 2011 and his current term ends in 2020. Recommend accepting the resignation and sending a letter thanking him for his service. (Motion)

Engineer's Report

City Engineer Powell was out of the office and was not able to prepare a written report. He will review items pertinent to his report at the meeting.

Administrator's Report

East Cannon River Trail Grand Opening: The ECRT Grand Opening was held on Saturday, June 2. Acting Mayor Chad Pribyl represented the City of Dundas.

East Cannon River Trail Final Payment: Northfield has approved the final payment of \$129,440.45 for the ECRT. The payment includes a cost overrun of \$152,320.05. Dundas will be responsible for a portion of the costs in accordance with the agreement between the two cities.

Consumer Confidence Report: The annual CCR for the City of Dundas has been prepared. The report indicated that potable water supplied by the City of Dundas meets all of the requirements for safe drinking water.

State Demographer's Report: The State Demographer has prepared an annual estimate of population as of April 2017. The report is always a year behind and indicated a population growth of 32 people, about 2% from 2016. Internal estimates indicate the 2018 population will be about 55 people to 1,577.

City Hall / Downtown Development: Staff and consultants met with representatives of the Brennan Companies to review their response to the City's 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.

Fire at Northfield Wastewater Treatment Facility: A fire at the biosolids section of the facility has caused extensive damage. The City of Northfield has declared an emergency to permit the use of non-budgeted funds and the ability to enter into contracts outside of the competitive bidding process to begin the cleanup and repair. The area which was damaged is where solids in the waste stream are processed into a product which can be used as a soil additive, a biosolid. Northfield uses the more enhanced method to process into what is called a Class A Biosolid. The raw product, sludge, is being hauled to other treatment plants. It is estimated repairs may cost up to \$6 million dollars, but much of the amount should be covered by insurance. The Northfield CIP had scheduled the facility for an upgrade in 2021.

Proposed Civic Center Including 2 Sheets of Ice and Improvements to Parks, Trails and Open Space. At their regular meeting on June 5, Northfield began a discussion of the proposed 2 sheet ice arena. Conceptually the proposal is to rename to include more ability to manage as a multi-use facility "The Cannon River Civic Center" and include an excise tax of up to \$20.00 per vehicle for auto sales. Preliminary estimates indicate the sales tax collection will run about \$730,000 per year with about 14% being generated in Dundas. The estimates also indicate Dundas would receive about \$31,000 / year for park and trail improvements. Northfield staff has indicated Dundas will be receiving more information after the Northfield Council conducts the scheduled work session on June 12.

Work Session

Review Draft 2019 Operating Budget Parks: A review of the operating budget for the Parks and Recreation Department indicates a very slight annual increase in budget needs for the next few years. Grounds maintenance has become a significant portion of the budget and a capital expenditure of around \$50,000 is anticipated to repair or replace the play structure at memorial park in 2020. The budget for capital expensed has been increased for to accumulate a reserve for the play structure.

Future Meeting Items

Items listed may be moved.

June 25, 2018

1. Receive 2017 Financial Statement
2. Worksession
 - a. 2019 Operating Budget Public Safety (Police, Fire Protection, Building Inspection & Permits.
 - b. Discussion regarding Cannon River Civic Center and Resolution

July 9, 2018

1. Approve Sale of 2018A Bonds
2. Consider Resolution Regarding ½ Cent Sales Tax
3. Worksession
 - a. 2019 Operating Budget Highways, Streets & Roads.

July 23, 2018

1. Worksession
 - a. 2019 Operating Budget General Government (Administration, Council / Elections, Planning & Zoning)

Continuing Projects

Administration:

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

Public Safety:

1. Electronic Speed Signs

Public Works:

1. PUD Compliance for Dundas Dome
2. CSAH #1 Rebuild
3. Water Supply Plan