

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

City Council Meeting, July 23, 2018

**To:** Mayor and Council  
**From:** John M. McCarthy  
**Date:** July 20, 2018

### **Consent Agenda**

**Swenke Ims:** The payment is the final payment, including the retainage, for the 2016 Lift Station and Force Main Project. City Engineer Powell has reviewed the payment request and completion of the work and approved payment.

**Healy Construction:** This is the second payment on the 2017 Sidewalk project. The work completed has been reviewed and payment approved by the City Engineer.

### **Ordinances and Resolutions**

**Resolution 2018–36 Approving Acquisition of Tax Forfeit Parcels by MnDNR for Mill Towns State Trail:** The wooded two parcels adjacent to the Cannon River through which the Mill Towns State Trail runs are tax forfeit conservation land. State statute places the responsibility of managing tax forfeit properties in the hands of local counties and requires certain actions if the county wishes to dispose of the properties. MnDNR needs to acquire title to the properties to complete the currently funded section of the Trail. It is recommended the Council approve Resolution 2018 – 36. (Motion)

**Resolution 2018–37 Designating a Community Festival and Approving the Dispensation of Intoxicating Liquor** Representing Dawn's Corner Bar, Dawn Kruse is requesting the City designate Sunday, September 2, 2018 as Dundas Detour Day, a City Celebration. As part of the request, the City is asked to approve the closing of Mill Street from the intersection with Railway Street westward to the intersection of the railroad tracks and approval for service and consumption of alcoholic beverages in the closed street between the hours of 10:00 am Sunday, September 2<sup>nd</sup> to 12:00 am Monday September 3, 2018. Dawn's has been sponsoring the reprise of the community event for several years and has created a high quality event. Recommend approving the request by Dawn Kruse. (Motion)

**Resolution 2018 –38 Appointing Election Judges for the 2018 Primary and General Elections** Two more citizens have stepped forward to serve as election judges. The appointments will be extremely beneficial as the city will now be able to field the recommended number of judges at the upcoming elections. (Motion)

### **New Business**

**Application for On-Sale Wine License:** CJB II has applied for an on sale wine license for Cannon Valley Cinema 10. The cinema has received the required food service licenses from the State and met all of the requirements of the City and State. The service area for the license is the entire theater. Recommend approval of an on sale wine license for CJB II / Cannon Valley Cinema 10. (Motion)

**Application for On-Sale 3.2 Beer License:** CJB II has applied for a license to sell on-sale 3.2 Malt Beverages. In conjunction with a wine license, the 3.2 beer license will permit the sale of malt beverages in excess of 3.2% by weight. Recommend approval of an on sale 3.2 malt liquor license for CJB II / Cannon Valley Cinema 10 (Motion)

**Completion of Probationary Period for Part Time Officer:** Chief Mincke has conducted an Evaluation of Performance for Probationary Part Time Officer Tyler Johnson as required by Dundas City Policy 305.10.03. Mincke indicated Johnson has successfully completed his 6 month probationary period and recommends the Dundas City Council approve the completion. (Motion)

## Administrator's Report

**Financial:** General Fund Revenue for the first one-half of the year is \$462,947 or \$3,102 more than last year.. Building permit fees continue to be good although not as good as last year. As of the end of June 2016, the City's General Fund operating expenditures are \$480,755 or \$25,150.

An estimate of revenue and expenditures prepared by doubling first half actual and comparing to the budget was reviewed. Projected operating revenue of \$925,984 is less than the budget amount by is less than the amount budgeted, but it is due to the receipt of certain funds such as LGA, police aid and the 2<sup>nd</sup> portion of the 1<sup>st</sup> half thxes not being paid by June 30.

On the expenditure side, General Government is currently estimated to be under budget by about \$49,692. Some items including codification and certain planning expenses could be paid in the second half and this will bring down the projected surplus. No departments have expended more than 50% of the budgeted amounts.

Water Fund revenue for the first one-half is \$180,661 or \$41,169 more than last year with \$122,249 in revenue from water sales being slightly up. Water trunk and WAC charges are the primary contributors to the increase in revenue. Expenditures, not including debt service, are \$83,482 which is \$11,488 less than last year.

Sewer Fund revenue for the first one-half is \$223,142 or \$8,168 more than last year. The figures revenue figures from 2017 are a little misleading as some of the revenue is due to overbilling caused by a software error. The overbilling was corrected by the end of August 2017. Expenditures, not including debt service, are \$135,195 or \$21,968 less than last year. .

Refuse (garbage) Fund revenue for the first one-half is \$46,523 or \$4,128 less than last year. Expenditures are \$36,724 or \$2,319 less than last year

Storm Water Fund revenue for the first one-half is \$31,939 or \$4,433 less than last year. .

**GO Bonds, Series 2018A** Funds from the bond sale are scheduled to be delivered on August 9<sup>th</sup>.

**Titan / Zander Compliance Inspection:** The City has received a compliance report from Ron Wasmund, Inspectron Inc., the special building inspector for the Titan property. This annual inspection is in accordance with the settlement agreement between the City and the Zanders.

**Dundas Messenger:** On July 18 in response to an inquiry, Terry Campbell informed the City the *Dundas Messenger* has been discontinued.

**Advertise for Second Part Time Officer:** At the recommendation of Chief Mincke, the city has begun advertising for a second part time officer. The position along with the necessary hours has been included in the 2018 budget.

**NAFRS:** Board members of the JPA and others have received the Annual Report required by the JPA. There is no record of the board reviewing or approving the report. At the regular meeting of the board held on July 19, the board approved a capital budget of \$630,000. This includes a replacement pumper and an infrared video camera. The Parties may be asked to prepay the truck as discount would then be available. The Parties must approve the budgets by the end of August each year. The board also approved an increase in the retirement benefits for the paid on-call firefighters. The annual benefit will be \$10,000 for each year of service, an increase from \$8,500.

**Building Permit Report:** As of the end of June this year the City has issued 11 building permits for new single family homes, three more than last year. The total value of residential permits is \$2,056,560. Permits for commercial construction totaling \$911,911 have also been issued.

**Rice County Economic Development:** Economic development staff from Dundas, Faribault, Morristown, Northfield and Rice County met to review activity in their respective jurisdictions and discuss joint efforts to facilitate economic development in Rice County.

**Northfield/Dundas Area Intergovernmental Meeting:** Representatives from Northfield, Dundas and surrounding townships met in Greenvale on August 19<sup>th</sup> for a quarterly intergovernmental meeting A representative of Dakota County Solid Waste Department reviewed rural waste recycling programs.

**Planning Commission:** The Planning Commission met on Thursday, July 19, 2018. The Commission held two public hearings, one to consider amending a site plan and one to amend an ordinance regarding solar energy systems.

## Work Session

**Review Space Needs for City Hall:** Staff will be preparing a Request for Proposals to provide architectural services for a new city hall. The facility needs used for the downtown development are being considered as a basis for discussion.

**Review Draft 2019 Operating Budget, General Government:** This includes Administration and City Hall, Council & Elections and Planning & Zoning. A review of the Administration and City Hall portion of the General Government operation budget anticipates an increase of \$6,693 or 3.1% from the 2018 Budget. It is also \$8,343 higher than estimated last year. The budget for Council and Elections is \$5,599 higher than what was estimated last year due to a carryover of a unspent line item for the purchase of laptops for the council. Planning and Zoning is anticipated to cost \$8,616 more than this year primarily due to budgeting for increased professional fees. Overall, the 2019 General Government budget is anticipated to be \$22,558 or 8.0% higher than anticipated last year.

**2019 Fire Protection Budget:** The City has received a recommended 2019 Operating Budget from NAFRS of \$807,000. This is an increase of \$282,000 from the 2018 Budget. The increase is entirely due to the lease payment to Northfield which will pay for the debt service necessary to pay the bonds issued to finance the reconstruction of the facility. The total operating cost to the City of Dundas will be \$44,788 with the 2018 estimate of \$50,090 for the 2019 budget. An increase in the 2019 Budget will not be recommended. NAFRS also is requesting a 2019 Capital Budget of \$630,000. The budget includes \$620,000 for a replacement pumper and \$10,000 to replace an infrared video. Dundas's share of the capital budget will be \$34,965. In order to get a discount, NAFRS will ask the Parties to prepay their share. The total expenditures for Dundas, with the prepayment in 2017 will be \$65,546 with a budget of \$49,594. This will leave a shortfall of \$15,952. Over the last few years, in anticipation of annual swings in the fire protection costs, the Council has placed in reserve about \$54,000 for costs related to fire. It will be recommended the City use the portion of reserves, approximately \$16,000 necessary to prepay the purchase.

## Closed Meeting

The Council will hold a closed meeting as permitted by state statute to consider an offer to purchase a portion of the "Old School" property in order to construct a mixed use commercial / residential complex.

## Future Meeting Items

Items listed may be moved.

### August 13, 2018

1. Consider Planning Commission recommendation related to ground mounted solar energy equipment.
2. Consider Planning Commission recommendation related to amending a PUD.
3. Consider 2019 NAFRS Operating and Capital Budget.
4. Consider RFP for Architectural Services
  1. Work session
    - a. Review Draft 2018 Budget and Levy

### August 27, 2018

1. Consider 2018 Preliminary Levy

## Continuing Projects

### Administration:

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

### Public Safety:

1. Part-time Police Officer

### Public Works:

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