

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

City Council Meeting, August 13, 2018

**To:** Mayor and Council  
**From:** John M. McCarthy  
**Date:** August 10, 2018

### **Consent Agenda**

**Deposit Refund:** This is a partial refund for a pavilion deposit. Staff time was needed to clean up after the rental.

#### **Special Action:**

**Swenke Ims:** 2018 Cannon Road Improvements Pay Request #1 The City Engineer has reviewed and approved the Pay Request.

**Swenke Ims:** 2018 Stafford Road North Improvements Pay Request #1. The City Engineer has reviewed and approved the Pay Request.

**Winona Mechanical:** 2018 Pressure Relief Valve Replacement Pay Request #1 and #2. The City Engineer has reviewed and approved the Pay Requests.

### **Ordinances and Resolutions**

**Ordinance 2018 - 03 Amending Title 15, Sections 2, 4 and 6 Regarding Solar Energy Systems:** In November of 2017 the Dundas City Council enacted an interim moratorium to determine how to regulate the construction and installation of ground mounted solar energy Systems. Since then the Planning Commission held several meetings to review possible regulations. A properly noticed Public Hearing was held on July 19, 2018. After reviewing the information received, City staff was instructed to clarify some issues regarding the Rural Service District and present an ordinance to the City Council for action. An Ordinance has been prepared which reflects what was reviewed at the Planning Commission level and permit solar energy in the RS overlay zone. After reviewing issues related to the RS zone, staff continues to recommend permitting ground mounted solar energy systems as an accessory use in appropriate zones but not permit as a primary use except as an interim use in the General Industrial (GI) District. It is recommended council return Ordinance 2018-03 to staff to make the appropriate adjustments. (Motion)

**Resolution 2018 - 39 Amending A & J Storage LLC Site Plan:** The Dundas Planning Commission held a Public Hearing on July 19, 2018, to consider a requested amendment to a site plan approved by Resolution 2013-25. At the time of the application in 2013, A&J Storage intended to leave an existing small barn on the site. The developer has indicated the barn is structurally unsound and desires to remove it along with expanding one of the storage units. At the hearing it was reported the removal would eliminate an encroachment on the setbacks, and the new construction would not create any concerns regarding site or stormwater management. The Dundas Planning Commission recommends the site plan amendment requested by A&J Storage LLC. (Motion).

**Resolution 2018 - 40 Approving a Lot Split and Consolidation:** Jerry Anderson and the representatives of the John Chester Estate have requested a parcel of about 1 acre in size be split from an undeveloped property and consolidated with a parcel located at 399 Stafford Road North to form a new parcel of approximately 1.68 acres in size. The Dundas Planning Commission held a properly noticed Public Hearing on April 23, 2018, to consider the request. The Planning Commission found that the request is consistent with the comprehensive plan and recommends approval of the split/consolidation. (Motion)

**Resolution 2018 - 41 Approving NAFRS 2019 Organizational Budget:** The City has received a recommended 2019 NAFRS Operating Budget request in the amount of \$809,000. This is an increase of \$284,000 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 City's 2018 estimate of \$50,090 for the 2019 budget. An increase in the City's 2019 Budget will not be recommended.

NAFRS is also 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 camera. Dundas's share of the capital budget will be \$34,965. A revised purchase schedule indicates bids will not be received until September with the first payment not due until after the first of the year. At this time it has not been made clear if the fund to receive a discount will be required prior to 2019. Over the last few years, in anticipation of annual swings in the fire protection costs, the Council has placed funds in reserve for costs related to fire protection. Staff will recommend a portion of reserves, approximately \$30,000, be used in 2019 to offset the shortfall in the total department budget created by the purchase of the pumper. NAFRS has also provided the Parties with a 10-year capital equipment plan, but it is for information only. The CEP was revised this year and is required to be reviewed annually. The Joint Powers Agreement requires approval of the Annual Organizational Budget by September 30 of each year. It is recommended the Council approve the Northfield Fire and Rescue Squad Organizational Budget for 2019 as requested. (Motion)

**Resolution 2018 – 42 Approve NFRA Increase in Benefits:** The Northfield Fire Rescue Association (NFRA) intends to increase the annual pension benefit from \$8,500 to \$10,000 / year. If the benefit program is underfunded due to any reason, the Northfield Fire and Rescue Service (NAFRS) and the parties in their appropriate share would be liable to make up the shortfall. The process of determining the ability to absorb an increase indicates the reserves are more than adequate to address the added cost so no increase in the City' liability is anticipated. (Motion)

### **New Business**

**Approve Temporary License for Chapel Brewing:** Chapel Brewing is requesting a temporary one-day license to serve in a secure area of their parking lot. The Brewery's one-year anniversary will be celebrated on Saturday, September 22, 2018, from 10:00 AM until closing. The area requested is the same as was permitted earlier this summer for the fun run. Recommend approval of the event for a temporary license. (Motion)

**Consider an Employee Classification and Compensation Study:** As part of planning for the proposed employee transitions, a review of job descriptions and compensation should occur. The review can be conducted internally by staff or contracted to a company which specializes in the data necessary to prepare a complete study. After discussions with staff from communities which have conducted a study, the City has received a quote from DDA Human Resources, Inc. (Motion)

### **Administrator's Report**

**Filing for City Offices:** The following residents of Dundas have filed to serve on the City Council:

**Council Member:** Grant Modory, Kelly Ludvigson

Filing for office will close at the end of the business day on Tuesday, August 14, 2018.

**Annual TIF Report:** The TIF Annual Disclosure Report for 2017 has been filed with the State of Minnesota and will be published in the *Faribault Daily News* as required.

**GO Bonds, Series 2018A:** On August 9 the City received the proceeds from the Series 2018A Bonds \$1,132,668.40.

**Dundas Park and Recreation Board:** The Board met on August 7, 2018.

**Second Part Time Officer:** The City has received several applications for the part-time officer position. Staff has begun the process of selecting applicants for interviews.

### **Work Session**

**Review Draft 2019 Operating Budget:** The draft budget will have some increased expenses due to costs related to upcoming retirements and other staffing issues. After reviewing the combined operating budget and making adjustments for anticipated costs related to transitions and possible reorganization of job responsibilities. The Total General Fund Expenditures are budgeted to be \$1,063,851. This is an increase of about \$62,000 from the 2018 budget and about \$31,000 from last year's estimate for 2019. A breakdown by major department indicates General Government is proposed to be budgeted for \$308,451, up about \$26,000 from the estimate. Public Safety is budgeted for \$450,236 or about \$9,000 more than last year. Public Works is projected to be about \$8,000 less and Parks about \$4,000 more.

To fund the increase at in a comparable manner as was anticipated, the current projection indicates total operating revenue of \$1,326,386 will be needed. An 8.2% increase in the levy is projected. Last year, the levy increase for 2019 was anticipated to be 5%. For a home valued at \$175,000 the increase should be about \$8.00 per year. Most homeowners will see a greater increase due to the estimated market value increase.

**Review Status of Transition Planning:** The Human Resource Committee met on August 9 to review information regarding transition planning. In addition to a general discussion of transition planning, the Councilors present received information regarding the retirement of Dundas Police Chief Gordon Mincke. Mincke will retire as of October 5, 2018. Mincke has been with the department since 1995 and Chief since 2006.

#### **Future Meeting Items**

Items listed may be moved.

#### **August 27, 2018**

1. Consider 2018 Preliminary Levy
2. Consider RFP for Architectural Services
3. Work Session
  - a. Review Refuse and Stormwater Enterprise Budgets

#### **September 10, 2018**

1. Consider Planning Commission recommendation related to amending a PUD
2. Work Session
  - a. Review 2019 Water Enterprise Fund Budget

#### **September 24, 2018**

1. Work Session
  - a. Review 2019 Sanitary Sewer Enterprise Fund Budget

#### **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