

Administrator/Clerk's Report

City Council Meeting, September 10, 2018

To: Mayor and Council

From: John M. McCarthy

Date: September 7, 2018

Consent Agenda

Resolution 2018 – 45 Adopting Findings of Facts Related Ordinance 2018 – 03: The Resolution describes the facts developed in accordance with the Comprehensive Plan and uses of urban land. Staff recommends adoption of Ordinance 2018 – 03.

Ordinance 2018 - 03 Amending Title 15, Sections 2, 4 and 6 Regarding Solar Energy Systems: City staff, the Planning Commission and the City Council have been reviewing a proposed Ordinance which will clarify how the Zoning Code addresses solar energy generation system.

League of Minnesota Cities Annual Membership: The League of Minnesota Cities has informed its members there will be no increase in the dues formula for the fiscal year. Dundas will pay slightly more dues based on an increase in population.

Winona Mechanical PRV Station Change Order #1: The Change order is required due to the different electrical requirements of the relocated PRV and the existing booster station. Approval is recommended.

Winona Mechanical PRV Station Change Order #2: This change order is required due to need to relocate the structure for the PRV due to a conflict with an existing utility installation. Approval is recommended.

Swenke Ims Cannon Road Project Pay Request #2: The pay request has been reviewed and is recommended for approval.

Swenke Ims Stafford Road Project Pay Request #2: The pay request has been reviewed and is recommended for approval.

Ordinances and Resolutions

Resolution 2018 – 46 Designate Constitution Week in Dundas: The City has been asked to join other governmental entities in recognizing September 17 through 23 as Constitution Week. Recommend approval of Resolution 2018 – 46. (Motion)

New Business

Consider Use of Memorial Park for Trunk or Treat Event: Members of the Park and Recreation Advisory Board have volunteered to organize and conduct a "Trunk or Treat" event at Memorial Park on Friday, October 26. The event will involve local families who decorate their cars and pass out candy in a safe and controlled area. The participating vehicles will be parked along the drive at Memorial Park in the evening. Recommend approving the use of Memorial Park for the Trunk or Treat event. (Motion)

Consider Approving Attendance at LMC Regional Meeting: Requesting normal and customary expenses for attendance for the City Administrator/Clerk and any council members to attend a LMC Regional Meeting this fall. There are two meetings about equal distant from Dundas. The Mankato meeting is scheduled for closest meeting to Dundas is in Pine Island on Thursday, November 2, 2017. Registration is \$45.00 (Motion)

Consider Amending General Fund Reserve Policy: The City's Fund Balance Policy currently targets maintaining an unassigned general fund balance of 55% of the subsequent years operating budget. The 2017 Independent Auditors Report indicates the unassigned general fund balance is \$980,088. Fifty-five percent of the \$1,099,846 2018 general fund budget will be \$659,908. The policy requires a report to be prepared which recommends how the City should use the unreserved fund balance. In order to prepare the report, the reserve balance should be reviewed as there may be some significant unbudgeted expenses related to employee transitions. It is recommended the Council increase the reserve to 60%. (Motion)

Consider Approving Additional Portable Restrooms at CRRP Shelter: The organizers of the annual CROP Hunger Walk have requested the City assist with permitting delivery of water and providing additional portable restrooms to the pavilion in the Cannon River Regional Park. The walk is a community-based fund raiser to support local and international anti-hunger work. Recommend approving the request for the portable restrooms: and permission for an approved vehicle to supply potable water to the area. (Motion)

Administrator's Report

Part-Time Police Officer: The City will begin interviewing candidates for the part-time position on Thursday, Sept 13.

Work Session

Consider Amending Employment Policy: Staff has been reviewing the Personnel Policy and determined there are several inconsistencies. To resolve the identified conflicts, some editing is recommended. There are also portions of the policy which could be updated to reflect changes since the policy was originally adopted or amended. Recommended changes are:

1. 305.01 – Add Public Works Director to Definition of Department Head
2. 305.01 and throughout manual – remove the word “permanent” employees as a condition of full-time employment.
3. 305.03.02 – should be consistent with 305.27.03
4. 305.06.02 /07.04 /16.03 – add “or designee” after “City Administrator”
5. 305.12.05
 - a. delete “and regular part-time exempt”
 - b. 1. Insert “full-time”
 - c. 2. Insert “full-time”Consider adjusting the percentage and “not to exceed amount”. For example, the highest paid employee of the City would receive about 153 hours of sick leave payout when the policy was adopted. Current the highest paid employee would max out at 102 hours. It is suggested this section be amended to consider a tiered method which would recognize longevity. A possibility would be to consider the following.
 1. Doubling the maximum to \$7,000
 2. Payout of 33% with less than 5 years of service
 3. Payout of 67% with 5 to 10 years of service
 5. Payout of 100% up to the maximum with more than 10 years of service.
6. 305.13.01- add “Retention Benefit”
7. 305.14.02 – consider reducing the hours for FT employment
8. 305.16.04 – add language regarding submitting the Employee Incident Report.
9. 305.19 – delete any reference to compensatory time, renumber as necessary
10. 305.25 – add “Employee Incident Report”
11. 305.26.
 - a. 02 – clarify eligibility to be consistent
 - b. 04 – eliminate the entire section and renumber sections 05 and 06.
12. 305.27- (01) delete “eligible”, add “full-time” / (02 – 2) add “seasonal”
12. 305.28 – clarify full time eligibility – delete reference to “part-time” employees
- 13 305.29.
 - a. 02 – clarify eligibility
 - b. 03 – delete reference to part-time
14. 305.31.02 - delete “eligible”, add “full-time”

Reviews Options to Reimburse for Share of ECRT: The City of Northfield has submitted a summary of the closeout costs for the East Cannon River Trail project. As part of the negotiations, Northfield agreed that Dundas could repay its portion over a period of 5 years. Northfield is proposing charging 2% interest if paid over 5 years.

Future Meeting Items
Items listed may be moved.

September 24, 2018

1. Consider RFP for City Hall Architectural Services
2. Work Session
 - a. Review 2019 Water Enterprise Fund Budget
 - b. Review 2019 Sanitary Sewer Enterprise Budget
 - c. Review Community Survey for Comprehensive Plan

October 8, 2018

1. Consider Planning Commission recommendation related to amending a PUD
2. Work Session
 - a. Review Refuse and Stormwater Enterprise Budgets
 - b. Review Fee Schedule for 2019

October 22, 2018

1. Call for Public Hearing regarding 2019 Fees
2. Work Session
 1. Review 2019 Budget.

November 12, 2018

1. Public Hearing Regarding 2019 Fee Schedule
2. Consider Adopting Fee Schedule for 2019

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. Water Supply Plan