

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

City Council Meeting, September 24, 2018

**To:** Mayor and Council  
**From:** John M. McCarthy  
**Date:** September 21, 2018

### **Consent Agenda**

**Approve Attendance at Collections System Training:** Minnesota Pollution Control is conducting a collections system training on November 13 through 15. The training is \$390.00 per person. This training will provide required credits for both of the licensed collections systems operators. As the training is in Vadnais Heights, Public Works Director Meliza has indicated there will be no hotel costs.

**Bridgewater Township Tax Rebate:** The Township has submitted an invoice for the Annexation Tax Rebate applicable to developed properties. Staff has reviewed the invoice including supporting tax data and the calculations appear to be consistent with the agreement. This will be the 10<sup>th</sup> year of properties in newly annexed / developed areas being included in the tax rebate calculations. For the first year (invoice in 2009 for 2007 taxes paid in 2008), 100 properties were included in the calculations. The current invoice only lists 96 properties as fully developed for 10 years. This discrepancy will be communicated to Bridgewater Township so that they can better prepare the invoice next year.

### **Old Business**

**Amend Policy Manual:** Recommend approval of the amendments. (Motion)

**Part Time Police Officer:** After conducting interviews, Chief Gordon Mincke, with the concurrence of officers Murray and Kline, recommends hiring two part-time officers contingent on completion of the background investigation. The persons recommend are Kevin McCabe and John VanAlstine. McCabe has a Law Enforcement Associate Degree and is a CSO with the City of Edina. VanAlstine is a National Guard Veteran with a Bachelor's in Criminal Justice, is POST certified and works for the Department of Veterans Affairs as a Police Officer. I have reviewed the applications and interview results with Chief Mincke and agree with the recommendation that the positions should be offered contingent on completion of the required background checks. (Motion)

~~**Approve RFP for City Hall:** Recommend approval of the RFP. (Motion)~~

**Appoint Interim Police Chief:** Recommend approving Eric Kline as Interim Police Chief. I am recommending the appointment should be for a period of 90 days, at an hourly rate of \$28.25 contingent on a MOU with LELSI Local 327 and effective upon Chief Gordon Mincke's retirement.

### **Ordinances and Resolutions**

**Ordinance 2018 - 04 Terminating Interim Ordinance:** This ordinance terminates the Interim Ordinance #2017 – 05 (Motion)

**Resolution 2018 – 41 Approving NAFRS Operating Expense Budget Request for 2019:** Section 6 of the Joint Powers Agreement requires the NAFRS Board to “develop and approve a budget of operating expenses and capital expenditures for the ensuing calendar year”. At the August 13, 2018, meeting of the Dundas City Council approval of the Resolution was postponed to receive more information regarding what appeared to be expenditures which were not considered in the budget. The NAFRS Board began a consideration of these issues at the meeting held on September 20, 2018. Recommend approval of the Resolution. (Motion)

**Resolution 2018 – 47 Approving Election Judges:** The Resolution appoints needed additional election judges. (Motion)

### **New Business**

**Mincke Recognition:** Approve the use of the pavilion at Memorial Park on Friday, October 5, 2018 to acknowledge the service of Police Chief Gordon Mincke. Recommend approving the use of the pavilion. (Motion)

**Consider Approving Additional Expenses for Storm Cleanup:** City crews and volunteers have been working since Thursday's storm to clear the streets and protect property. As of Monday afternoon, final blockage on 3<sup>rd</sup> Street was cleared. Some property owners are depositing branches, brush, logs and other storm debris on the boulevard. Many other property owners are taking the responsibility to remove the downed trees. The City does not have staff or equipment to clean up all of the items that is being dumped on the curb and in some cases, it can be causing a safety problem by blocking visibility. (Motion)

### **Administrator's Report**

**Financial:** Revenue for the first 8 months of 2018 is \$755,229 which is \$36,917 above last the same period last year. Major factors affecting the increase in revenue include a levy increase, a decrease due to the end of the excess TIF payments, a decrease in permit fees, an increase in LGA and an increase in interest. As of the end of August the City's General Fund operating expenditures are \$663,017 or \$34,033 more than 2017. Most departments are at or below the prorated budgeted amount with Building Inspection being over budget.

Water Enterprise Fund Revenue of \$260,294 is up \$47,811 from last year. The increase is due both to an increase in the base charge and trunk charges paid by a new development. Water Fund Expenses of \$125,500 are down by \$10,208 from 2017.

Sanitary Sewer Enterprise Fund Revenue to the end of August is \$298,116 or \$23,144 more than last year. Trunk charges related to a development offset the decrease in revenue due to a rate reduction. Expenditures of \$177,834 are down \$22,749 for the same period.

**Replace Squad Computers:** The Department is having problems with one of the approximately 5 year old ruggedized laptops used in the squad cars. The operating system in the current computers is Windows 7 Pro which will not be supported after 2019. In researching options Chief Mincke is recommending having the existing computers rebuilt/refurnished which will save about \$2,500 or more per unit. The rebuilt units will be identical in configuration to new and have a 3 year warranty which is the same as a new unit. I agree with Mincke and have told him to go ahead and order the rebuilt computers.

**Codification:** American Legal Publishing has informed the City the Codification will be completed by the end of the month.

**Hardware and Software Upgrades:** I am working with a local vender to upgrade the City Hall computers and appropriate software. The work will include; migrating the e-mail to a Microsoft enterprise system which will permit simpler use; upgrading the internet access: moving data to a mirrored storage device instead of the current peer to peer system: replacing and configuring two administrative computers and upgrading the remaining computer to W10 as support for W7 is ending at the end of 2019; and providing and configuring functional laptop for use at meetings and in a mobile environment. The project Architect reviewed the progress of the Fire Facility rebuild and addition. He indicated the project is about 2 weeks behind schedule, but work seems to be progressing smoothly.

**Park & Recreation Advisory Board:** The P&RAB met on September 11, 2018.

**NAFRS:** The Northfield Area Fire and Rescue Service met on September 20, 2018. The Board discussed the process for approving consultants and contracts. The Board approved the purchase of a replacement pumper for \$622,038.00. The Parties will be asked to contribute their share of a \$400,000.00 down payment on December 1, 2018. The prepayment will reduce the total cost by \$14,200 to \$607,638.00. The City has approved their portion of \$620,000 for the truck purchase. The Board also passed a resolution requesting support for special legislation to permit local governments to join together to create fire Protection Special Taxing Districts.

**Planning Commission:** The Planning Commission regular meeting and public hearing scheduled for September 20 was canceled due to severe weather. The hearing and meeting has been rescheduled for Thursday, October 4, 2018.

**Storm Damage:** Outside of trees and limbs being all over the place, the City of Dundas seems to have been spared the full effect of the storm. A few homes received minor damage, but nothing major has been reported. Both the police and public works department had extra personnel on duty Thursday night with public works continuing their clean-up into today. Several roads were partially blocked. Thanks to the actions of the public works department, most streets in Dundas were passable before the power came back on.

### **Work Session**

**Review 2018 Water Enterprise Fund:** The annual review and 10-year projection is conducted to establish rates consistent with best practices and insure a financially stable fund.

**Review 2018 Sanitary Sewer Enterprise Fund:** The Sanitary Sewer Fund is reviewed at the in the same manner as the Water Fund.

**Review 2019 PEIP Rates:** The City has received rates for next year from the Public Employees Insurance Program.

### **Future Meeting Items**

Items listed may be moved.

#### **October 8, 2018**

1. Consider Planning Commission recommendation related to amending a PUD
2. Consider RFP for Architectural Services
- 3.. Work Session
  - a. Review Refuse and Stormwater Enterprise Budgets
  - b. Review Fee Schedule for 2019
  - c. Review Community Survey for Comprehensive Plan

#### **October 22, 2018**

1. Call for Public Hearing regarding 2019 Fees
2. Worksession
  1. Review 2019 Budget.
  2. Review proposed RFP for Audit Services

#### **November 13, 2018** (Tuesday due to Veteran's Day Holiday on Monday)

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