

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

City Council Meeting, October 22, 2018

**To:** Mayor and Council

**From:** John M. McCarthy

**Date:** October 19, 2018

### **Consent Agenda**

**US Bank:** This is the first principal and interest payment for the GO Sewer Revenue Bonds, Series 2016A which funded the reconstruction of Lift Station #1 and the related river crossing force main. The bonds will mature in 2037.

### **Old Business**

**Call for Public Hearing for 2019 Fee schedule:** The City of Dundas includes a fee schedule as part of the City Code. As such, an amendment including a public hearing is normally held. This for fees paid in 2019, it is proposed several fees related to equipment rental be added. These fees will establish a rate if the City supplies equipment to another government during an emergency and will facilitate collection of expenses if the City uses the equipment during an emergency. (Motion)

### **Ordinances and Resolutions**

**Ordinance 2018 - 06 An Ordinance Amending the Planned Unit Development for Dundas Dome:** The developers of the Dundas Dome have submitted an enhanced landscaping plan which meets the requirements of the ordinance and has been approved. The Amended Development Agreement including the amount of the Irrevocable Letter of Credit has been signed. Recommend approval of Ordinance 2018 – 06 and authorize the Mayor and City Administrator/Clerk to sign Amended Development Agreement. (Motion)

**Resolution 2018 – 50 Calling for a Public Hearing for 2018 Stafford Road Improvement Project Assessment:** A public hearing is required in order to finalize the assessment. Staff anticipates most of the Stafford Road assessments will be paid this year. (Motion)

**Resolution 2018 – 51 Calling for a Public Hearing for 2018 Cannon Road Improvement Project Assessment:** A public hearing is also required for the assessments against the properties benefiting from the Cannon Road improvements. (Motion)

**Resolution 2018 – 52 Approving Prepayment to Purchase a NAFRS Fire Truck:** Recommend approval. (Motion)

### **Administrator's Report**

**Financial and Investment Report:** As of the end of the first three quarters, the City's General Fund revenues are \$778,750 or \$36,172 more than last year. Revenue from taxes, local government aid and interest accounts for most of the increase. A reduction in excess TIF, building permits and police aid coming in later the prior year, offset the revenue gains. General Fund operating expenditures are \$739,542 or \$245,067 less than the same period last year. Departments under budget are Planning & Zoning, Fire Protection, Highways Streets & Roads, and Parks. Building Inspection expenditures are over budget, but the costs are offset by revenue for permit fees being over budget.

Year-to-date Water Fund revenue is \$298,558 or \$50,522 more than the same period last year. Revenue from water sales is up by \$12,065 with connection fees being \$33,879 higher. Water fund operating expenditures are \$134,858 or \$11,868 less than last year. At 68% of the 2018 Budget, expenses for the year-to-date period are less than budgeted.

For the first three quarters of 2018, Sanitary Sewer Fund operating revenue is \$328,357 or \$23,370 less than last year. Revenue from sewer use is \$12,541 less than last year due to a reduction in the user charge. Sewer fund operating expenditures are \$196,754 or \$23,282 less than last year.

Refuse Fund revenue is \$100,612 or \$2,611 less than the prior fiscal year, with expenses being \$80,034 or \$1,337 more than last year.

Storm Sewer Fund revenue is \$52,863 or \$4,979 less than last year. Expenditures are \$14,254 or \$505 less than last year.

The City had \$4,228,803 in certificates of deposit, money market, checking and imprest funds as of the end of September. The total includes \$796,575 of Restricted Funds with the remainder being either Assigned or Unassigned. Restricted funds include debt service and capital projects.

**Part Time Police Officer:** As one of the persons selected to background withdrew their application, staff will begin interviewing more candidates on Friday, October 26.

**Quarterly Intergovernmental Meeting:** Northfield Township hosted the quarterly meeting at Bridgewater Town Hall due to damage at their hall. Rice County Engineer Dennis Luebbe reviewed the proposed 2019 road and bridge project list, the proposed 10-year plan and the progress of the CSAH #1 project. Luebbe indicated there is slight possibility the road east of the roundabout will not be open until spring as the weather has not permitted paving in a manner which is required to insure the life of the road. Emergency Manage Director Jennifer Hauer-Schmitz presented an overview of the damage in Rice County due to the recent wind storms. She reported there were seven (7) confirmed tornados in Rice County.

**NAFRS:** The NAFRS Board met on October 18.

**Northfield Sanitary Sewer Rates for 2019:** The City of Northfield notified Dundas that a sanitary sewer rate increase of about 1.75% will apply as of January 1, 2019. The rate will increase from \$3.88 per hundred cubic feet to \$3.95.

**Storm Cleanup Costs:** Rice County and governmental units in Rice County with storm damage will be having a Preliminary Damage Assessment meeting with the State of Minnesota on October 24, 2018.

### Work Session

**Review 2019 Levy and Budget:** Any proposed changes in the next year's budget should be considered at this time.

**Review Community Survey for Comprehensive Plan:** Nate Sparks has prepared a draft of a community survey to be used to provide citizen input for the Comprehensive Plan update.

### Future Meeting Items

Items listed may be moved.

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

1. Certify City Election Results
2. Public Hearing Regarding 2019 Fee Schedule
3. Consider Adopting Fee Schedule for 2019
4. Certify Assessments for 2018 Road Projects
5. Certify Unpaid Utility Charges

**November 26, 2018**

1. Public Hearing Regarding Easement Vacation

**December 10, 2018**

1. Public Comment for 2019 Levy (TNT)
2. Approve Final 2019 Levy
3. Adopt 2019 General Fund Budget
4. Adopt 2019 Enterprise Fund Budgets

## 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