

Administrator/Clerk's Report

City Council Meeting, November 13, 2018

To: Mayor and Council
From: John M. McCarthy
Date: November 9, 2018

Old Business

Consider Request for Proposal for Architectural Services: A RFP to design and provide construction management services to a new City Hall has been prepared based on facility needs developed as part of the proposed redevelopment of the "Old School" property. Recommend approval of the Request for Proposal. (Motion)

Consider Approving Benchmark Cities for Compensation Study: David Drown Associates has submitted a list of cities which they recommend be reviewed as part of the compensation study. I have reviewed a preliminary list, referenced the location of the communities in relationship to a larger community or metropolitan area and examined population growth for the cities. I have discussed the list and DDA has clarified the criteria for selections. At my recommendation, three communities were added to the benchmarks. Recommend approval of the benchmark cities. (Motion)

Public Hearings

Consider Amending Chapter 101.02 Fees and Charges: The public hearing is required in order to amend the ordinance. Notice has been published and posted in accordance with state statute. As of the date of this report, no comments have been received.

Consider Assessments for 2018 Road Improvement Project for Stafford Road North. The public hearing is required in order to assess the benefiting properties. It is anticipated most of the property owners will chose to pay the entire amount, \$1,500.00, this year instead of spreading the assessment over a 5-year period. Notice has been published and posted in accordance with state statute. As of the date of this report, no comments have been received.

Consider Assessments for 2018 Road Improvement Project for Cannon Road. The public hearing is required in order to assess the benefiting properties. Notice has been published and posted in accordance with state statute. As of the date of this report, no comments have been received.

Ordinances and Resolutions

Ordinance 2018 – An Ordinance Amending Dundas City Code Section 101.02 Adopting Fees and Charges. It is recommended Council act on the amendment based on information received in the public hearing. (Motion)

Resolution 2018 – 53 Consider Approval of a Resolution Declaring General Election Results: The Council of a City in Minnesota is required to meet as the Canvassing Board to canvass the results of a general election in the municipality. The Board must meet between the third and tenth days after the election. Once the results are canvassed, candidates have seven days to dispute the results and if there are no disputes, the names of the winning candidates will be issued a certificate of election. The Rice County Auditor's Office has examined the votes cast at the polling place and those submitted as absentee ballots. Based on the examination the Auditor has prepared an Abstract of Votes Cast in the Precinct of the City of Dundas. The Abstract indicates a total of 781 votes were cast in the municipal general election. (Motion)

Resolution 2018 – 55 Consider Certifying Assessments for the Stafford Road North 2018 Road Improvement Project. It is recommended Council act on the assessments based on information received in the public hearing. (Motion)

Resolution 2018 – 56 Consider Certifying Assessments for the Cannon Road 2018 Road Improvement Project: It is recommended Council act on the amendment based on information received in the public hearing. (Motion)

Resolution 2018 – 57 Consider Request to Move a Public Waterline. The owner of two parcels located in Dundas Commercial Park is requesting permission to move a public waterline. The waterline is currently located in an easement which runs along the western edge of the properties and the property owner wants to move the water main to an adjoining parcel owned by the City in order to improve the developable area of the properties. The width of the current drainage and utility easement is 60 feet with the watermain located about 50 feet into the easement. Staff has reviewed the request and recommends approval of the resolution permitting relocation in compliance with City regulations and standards and at no expense to the City. (Motion)

Resolution 2018 – 58 Consider Requesting Clarification of NAFRS Coordinator Duties: At the October 23 meeting of the City Council, Mayor Switzer indicate there appears to be a difference in the described duties of the newly hired NAFRS Coordinator and what has been represented in the news media as an administrative task. The Council requested staff prepare a resolution asking for a clarification. (Motion)

Administrator's Report

Codification: The City has received ten copies of the final code from American Legal Publishing.

Storm Cleanup Costs / PDA Meeting: The State of Minnesota Homeland Security and Emergency Management conducted a Preliminary Damage Assessment for damage related to the September 20 tornados on October 24, 2018. The City of Dundas submitted a total of \$8,786. The preliminary total for Rice County is \$2,755,999.

CASH #1: The County road has been reopened to thru traffic. The work is not complete, but the road has been completed to the point where it can be used safely and without damage to the surface of base. The final paving course and other work will be completed in 2019.

Work Session

Review Snow Removal Policy: Staff has prepared amendments to the snow removal policy. After review, the amended policy will be presented for approval at the next meeting of the City Council.

Future Meeting Items

Items listed may be moved.

November 26, 2018

1. Public Hearing Regarding Easement Vacation
2. Work Session
 - a. Review Codification

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
4. Compensation Study

Public Safety:

1. Part-time Police Officer

Public Works:

1. Water Supply Plan