

Administrator/Clerk's Report

City Council Meeting, January 7, 2019

To: Mayor and Council
From: John M. McCarthy
Date: January 4, 2019

Initial Meeting

Certain actions are required by the Dundas City Code Chapter 30 § 30.01 (D)) City Council Meetings to occur at the first regular meeting in January.

Resolution 2018-01 Designating Depositories and Establishing Procedures for Depositing and Investing Funds:

The City does everyday banking at Frandsen Bank and Trust. Frandsen provides the City with excess collateral for funds above the limits of FDIC insurance. We have CD's with the other financial institutions. Castle Rock Bank also provides excess collateral; Investments in the other institutions are below the coverage limit of FDIC. All funds are invested in the manner and subject of the restrictions of M.S. § 118A.04. (Motion)

Name Official Newspaper: City Code § 30.01 (D)(2) requires the Council to designate the official newspaper It is recommended the *Faribault Daily News* again be designated as the official newspaper. (Motion)

Appoint Acting Mayor: The City Code § 30.01(D)(3) requires the Council to choose one of the Council members as Acting Mayor. Councilmember Chad Pribyl served as the Acting Mayor in 2018. Mayor Switzer recommends Chad Pribyl be appointed as Acting Mayor. (Motion)

Appoint Officers and Members of Departments, Boards, Commission: City Code § 30.01(D)(4) states the Mayor appoints the members with the approval of the Council. The following are the current appointments and the names of those whose terms have expired:

Dundas Planning Commission Council Representative: The one-year appointment of Council member Grant Modory expired at the end of 2018.

Park and Recreation Advisory Board Council Representative: The one-year appointment of Council member Larry Fowler's term expired at the end of 2018.

Dundas Planning Commission Board Member: The Council representative appointment of John Cruz has ended.

Park and Recreation Advisory Board: The three-year terms of Michael Sherman and Emily Zimmer expired at the end of 2018. Both members have indicated they are interested in continuing to serve. There are two unfilled open seats.

Mayor Switzer recommends the following action:

Appoint:

**Grant Modory to a one-year term on the Dundas Planning Commission as City Council Representative.
Larry Fowler to a one-year term on the Dundas Park and Recreation Advisory Board as City Council Representative.**

John Cruz to a four-year term on the Dundas Planning Commission.

Michael Sherman and Emily Zimmer to three-year terms on the Dundas Park and Recreation Advisory Board. (Motion)

Appoint Council Members to City Council Committees: The Mayor recommends members of the standing committees. Currently, two councilmembers plus the City Administrator/Clerk serve on each committee. The following Council members are currently serving on the 2018 standing committees:

Finance and Legislation: Cruz and Switzer

Human Resources: Pribyl and Modory

Public Safety: Fowler and Pribyl

Public Works: Modory and Fowler

Business Development: Switzer and Cruz

Mayor Switzer recommends the following action:

Continue the following committees and approve appointments for 2018:

John Cruz and Glenn Switzer to the Finance and Legislation Committee;
Chad Pribyl and Grant Modory to the Human Resource Committee;
Larry Fowler and Chad Pribyl to the Public Safety Committee;
Grant Modory and Larry Fowler to the Public Works Committee;
Glenn Switzer and John Cruz to the Business Development Committee;
City Administrator/Clerk/Treasurer to all standing committees.

(Motion)

Consent Agenda

The Consent Agenda is a housekeeping function of meetings. After staff review, routine matters are placed in the Consent Agenda for approval without discussion. Any Councilor can request an item or items be removed from the Consent Agenda for discussion and/or action.

Special Action Claims:

- The payment to Northfield Area Fire and Rescue Service is for the first half of 2019 fire protection operating budget. In accordance with the Joint Powers Agreement Dundas pays 5.55% of the costs.
- The US Bank payment is principal and interest for the 2013A Series Bonds. This includes 2005 Refunding, CIP and Street Bonds.
- The payment to DeMann Properties is the second half 2018 tax abatement payment for the former Lonsdale Paint / Gordon Simonson property which is now occupied by Paper Inc.

Old Business

Classification and Compensation Study: Greg Mangold of David Drown Associates will review the status of the study.

Ordinances and Resolutions

Consider Resolution 2019 - 02 Setting a Public Hearing Relating to an Easement Vacation: The Resolution will set a public hearing for January 28, 2019, to receive comments regarding reducing the size of a utility easement on two properties in the Dundas Commercial Park. This resolution needs the support of 4 Council members to pass. (Motion)

New Business

Consider City Administrator Search Proposal: The City has received a proposal to conduct an executive search from DDA Human Resources, Inc. The proposal anticipates having a new City Administrator the job on June 3, 2019. The process to hire an administrator was discussed at the Human Resource Committee on January 2 and the Committee recommends engaging DDA to conduct the search. (Motion)

Consider Expenses to Attend LMC Experienced Officials Training: This year there will be two conferences, one on February 1st and 2nd in Plymouth and other one in Brainerd on February 22nd and 23rd. Approval of normal and customary expenses for attendance by council members and city administrator are recommended. Communication is the theme of the conferences. Hotel rates for the Plymouth conference will be held until January 10. Sessions begin at 1:15 p.m. on Friday and end at 12:00 noon on Saturday. (Motion)

Administrator's Report

Dundas Planning Commission: The Planning Commission and the Dundas Planning Commission acting as the Planning and Zoning Authority for the Annexation Area held a joint meeting on December 20, 2018. Commission Chair Modory requested the members representing Bridgewater Township update the rest of the commissioners regarding the recent publicized review of the township incorporating. The members deferred to Town Supervisor Glen Castore who reported it was his understanding the Annexation Agreement would expire. He indicated he and Supervisor Ebling had been working on the proposal since January of 2018. The idea was supported by several requests from landowners who wish to develop their properties to a greater intensity than is permitted by Rice County zoning. Castore reported the Town intends to have a series of public meetings beginning in January with a decision about proceeding in March. He indicated the Township's planning commission were not fully informed of the process until September. Commissioner Pribyl indicated he was disappointed in the communication as the City of Dundas had permitted township representatives to fully participate in the planning process for the City of Dundas, but it appears the Town did not even inform the City

regarding a decision which could have a significant impact on the planning process for the City. Pribyl pointed out the Agreement indicates it will continue even if the town incorporates.

Bridgewater Township Incorporation: At the Northfield City Council meeting where the incorporation process was presented, the Township indicated their financial consultant, Northland Financial, will have a financial impact review completed in December. A copy of the review has been requested but as of the date of this report, the Township clerk has not responded.

Human Resource Meeting: The HR Committee met at 7:00 p.m. on January 2 and discussed the process to conduct an executive search. Engaging a search firm will be recommended to the Council. McCarthy reported a proposed timeline indicates the process should be complete by the end of May. Mayor Glenn Switzer arrived at 7:15 p.m. at which point the meeting became a Special Council Meeting as described in the posted notice.

Comprehensive Plan Kickoff Meeting: The kickoff meeting scheduled immediately after the HR Meeting became part of the special meeting with the continued attendance of Council member Pribyl. The posted notice included a description of the process.

Building Permits: Linda Ripka has reported the City issued about \$5.5 million in building permits in 2018. The permits issued include 19 new homes and commercial remodeling totaling over \$900,000.

LMCIT Dividend: The City has received a 2018 property / casualty dividend in the amount of \$733.00. This is less than the 2017 dividend of \$1,242 due to property claims being higher than anticipated.

NAFRS: The NAFRS Board will be holding an organizational meeting on Thursday, January 10 at Northfield City Hall. The agenda indicates a regular meeting will take place on Thursday, January 17. A response to requests from the City of Dundas asking for clarification from the NAFRS Board of policies and process was turned over to Attorney Maren Swanson who has submitted an opinion. There was minimal board discussion regarding process and procedure. At the December meeting, Chair Hadad indicated the coordinator duties are determined by the Fire Chief. Swanson explained this constituted an answer to the question raised by Resolution 2018–58. Swanson refers to several documents as a response to 2018–59 but does not appear to address how the process complies with the requirement of MN § 412.271 Subd. 8 which indicates it is necessary “...adopt a resolution...” if authority to disburse funds is assigned to an administrative official. Swanson’s response to the request for clarification by the board regarding cancellation of a regular meeting as described in Resolution 2018 appears to indicate that since there is no process to cancel a regularly scheduled meeting, it may not matter how it is done. In addition, the notice was sent on a legal holiday. It has been my understanding of the Open Meeting Law that even though Saturdays, Sundays and Legal Holidays can be counted as part of the three-day time period for meeting notices, a notice cannot be posted on those days.

Dundas Dome: The City has received the required Irrevocable Letter of Credit from the Dundas Dome. This will bring the Dome project into full compliance with the PUD Ordinance.

Solar Energy in Rice County: There appears to be considerable continued interest in the development of Solar Energy in Rice County. A recent hearing notice for the Rice County Planning Commissions included four requests for Conditional Use Permits in three different townships and it appears a project on 140th Street near the Comus junction area of Bridgewater Township is progressing.

Rojoice! Church: A recent article in the Northfield News indicates Hosanna Church of Lakeville has adopted Rejoice. The church will be renamed Hosanna Church Northfield.

Extend Time for Response to RFP: Due to staffing and holidays, information requesting by firms interested in responding to the Request for Proposals for the new City Hall Architectural Design were not responded to in a timely manner. I have informed all of the firms who have contacted me that the date for submission will be extended to Monday January 14, 2019

Future Meeting Items Items listed may be moved.

January 28, 2019

1. Public Hearing regarding Easement Vacation
2. Work Session
 - a. Snow and Ice Policy

February 11, 2019

1. Approve profile, job description, salary range and hiring process.

Continuing Projects

Administration:

1. City Hall Project
2. Comprehensive Plan
3. Compensation Study

Public Works:

1. Water Supply Plan