

## Administrator/Clerk's Report

City Council Meeting, January 28, 2019

**To:** Mayor and Council  
**From:** John M. McCarthy  
**Date:** January 25, 2019

### 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 Swenke Ims is Payment #4 for the Cannon Road Project.
- The payment to Swenke Ims is Payment #4 for the Stafford Road North Project
- The payments to the Rice County Sherriff are the share for Dundas to support the ERU (SWAT) unit and K-9 patrol.

### Public Hearing

**A Public Hearing to Consider Amending Dundas City Code Chapter 154:** This public hearing has been postponed from the canceled Dundas Planning Commission meeting which was scheduled to be held on January 17. The meeting was properly noticed and when the meeting was canceled due to the lack of a quorum, notice was posted regarding the postponement. As requested by the City Council, the Dundas Planning Commission has reviewed the existing code as it relates to self-storage facilities and recommended they be permitted in industrial zones only and as a conditional use.

**A Public Hearing to Consider Vacation of a Drainage and Utility Easement.** The owner of two properties located in the Dundas Commercial Park is asking to reduce the size of a drainage and utility easement to permit a more efficient future development of the properties. The request would reduce an oversized easement to one which is still larger than normally required but consistent with the building setback required in the zoning district, B-2, in which the property is located.

### Ordinances and Resolutions

**Ordinance 2019-01 Amending the Zoning Ordinance of the City of Dundas Regarding Self-Storage Facilities:** The intent of the proposed ordinance is to remove self-storage facilities as a permitted use in the Highway Commercial (B-2) District and permit self-storage as a Conditional Use in industrial zones (LI and GI). (Motion)

**Consider Resolution 2019 - 03 Approve Vacating a Drainage and Utility Easement:** The vacation request has been considered at a public hearing. As vacating the drainage and utility easement prior to the relocation of public utilities would result in the City losing effective control of the property on which the utilities are located, it is recommended the Council postpone final action on Resolution 2019 – 03 until the utilities have been relocated and all construction is accepted as being in accordance with the City's standards and requirements. (Motion)

**Consider Resolution 2019 - 04 Approve Robert Wilkins for PERA Police and Fire Plan:** A governmental entity must approve participation in Police Fire PERA for part time police officers. Dundas has a policy of providing the employee with the benefit. Recommend approval. (Motion)

### Administrator's Report

**2018 Audit:** Auditors from Hawkins Ash will be in Dundas from January 30 to February 1.

**Bridgewater Township Incorporation:** At the January 8th Supervisors' meeting it was explained the Supervisors will be holding a three hour meeting with their financial advisor, Northland Securities, and two attorneys to review strategy regarding the proposed incorporation. It was indicated the status of financial review commissioned to be performed by Northland will be reviewed. Since the meeting, the City has been informed the Township will be holding four meetings to present information regarding incorporation. The meetings will begin February 2nd and end on March 2nd. The first meeting will be Saturday morning, February 2, 2019. The Township has also posted the strategy session with Northland and attorneys Tiede and Reppe for January 31, 2019, beginning at 9:00 a.m. The posting includes a review of the proposed timeline, a discussion of annexation agreements with Dundas and Northfield, "land transfer" agreements with other cities, status of land use planning and the roles each will assume for the next 12 months.

**NAFRS:** The NAFRS Board held an organizational meeting on Thursday, January 10 at Northfield City Hall. The chair for 2019 will be Bron Scherer. A regular meeting was held on January 17. A 5-member ad hoc committee was created to advise the part time Program Coordinator in order to develop recommendations to the Board. The Board also voted to send their attorney's response to Dundas. The City has not received any communication regarding the Board's action. On January 18 a financial statement for the third quarter of 2018 was e-mailed to the Parties.

**RFP:** Ten firms have submitted responses to the City's request for proposals. Staff has reviewed the proposals and is considering three to four firms to be interviewed for further consideration.

**Intergovernmental Meeting:** Representatives of governmental units in the Dundas/ Northfield area met on January 16.

**Water Supply Plan:** The City has issued a notice to neighboring and overlying units of government of the intent to develop a wellhead protection plan.

**Mn Department of Health Sanitary Survey Report for Dundas Public Water System.** The City has received the annual Public Water System Report from Minnesota Department of Health.

**Residential Building Permit Report:** Staff at Lonsdale has been conducting a survey of residential building permits for several area cities. Every year after gathering information regarding the number of permits issued, a summary is sent to the cities providing information.

**Cannon River One Watershed, One Plan:** The City has received a notice from Dakota SWCD and BWSR regarding the 60 Review period for the Comprehensive Watershed Management Plan. An open house will be conducted on February 20 with the Public Hearing scheduled for April 24, 2019.

### **Worksession**

**Snow and Ice Removal Policy:** In consultation with staff the City Engineer has revised the maps for prioritizing snow and ice removal.

### **Future Meeting Items** Items listed may be moved.

#### **February 11, 2019**

1. Consider Classification and Compensation Study
2. Consider profile, job description, salary range and hiring process for City Administrator.

### **Continuing Projects**

#### **Administration:**

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

#### **Public Works:**

1. Water Supply Plan