

## Administrator/Clerk's Report

City Council Meeting, February 11, 2019

**To:** Mayor and Council  
**From:** John M. McCarthy  
**Date:** February 8, 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.

**Resolution 2019 - 05 Accepting Lawful Gambling Donations:** The Northfield Fire Relief Association has submitted their 2018 10% Lawful Gambling Contribution of \$6,983.54. This is \$1,047.47 more than last year. The Waterford Warriors Snowmobile Club has submitted their Lawful Gambling Contribution of \$2,390.84. The amount is \$383.77 more than received in 2018 for 2017. According to state statutes, the funds need to be used for specific purposes such as parks or public safety.

### Old Business

**Consider Profile, Job Description, Salary Range and Hiring Process for City Administrator:** Liza Donabauer of David Drown Associates has prepared a recommended profile, job description and process for hiring a new City Administrator. As the classification and compensation study is not yet complete, the recommended salary range has not been established. It is anticipated the study will be ready for review and acceptance at the February 25 Council meeting. (Motion)

**Consider Snow and Ice Removal Maps:** Based on comments and information received at the January 28 City Council Worksession, the maps have been revised. The policy will be amended to reflect changes in the maps. (Motion)

### Ordinances and Resolutions

**Ordinance 2019- 02** This ordinance terminates the interim moratorium, Ordinance 2018 – 05 which temporarily prohibited the construction and development of self-storage facilities in the City of Dundas. After a thorough study and review, the City enacted Ordinance 2019 – 01 which removes self-storage facilities as a permitted use in the Highway Commercial zoning district and permits the facilities as a conditional use in Limited Industrial zones. (Motion)

### Administrator's Report

**Snow Plowing:** The City has received several concerns regarding snow removal, but the work the public works crew has done has also been recognized by some positive comments. Most of the concerns have been related to the need Of the person complaining to get to work and difficult driving on snowy and icy streets which resulted from the warm weather over the weekend and the subsequent snowfall. Superintendent Meliza has explained the streets have to be plowed before sanding to insure the sand is not removed by the plow. Staff has also explained plowing is routed to provide safe travel for the majority of the users first.

**City Hall:** The interviews to select an architectural firm scheduled for February 7<sup>th</sup> were canceled due to weather. Interviews have been rescheduled for Tuesday, February 12.

### Work Session

**Bridgewater Township Incorporation:** Mayor Glenn Switzer, City Attorney Paula Callies and I attended the Special Work Session of the Township to discuss incorporation strategy held on January 31, 2019. The meeting originally

scheduled to last for 3 hours was shortened due to furnace problems in the town hall. In addition to the strategy session, the township held an informational meeting on Saturday, February 2, which I attended. The informational meeting, scheduled for Thursday, February 7 was canceled due to the weather. The next informational meeting will be on Wednesday, February 27.

At the February 2 meeting which was moderated by Larry Alderks and attended by what I estimate to be about 60 people, the supervisors presented information regarding the process and accepted questions and comments from the audience. Supervisor Castore explained there are several reasons to consider incorporation including more flexibility to develop rules regarding zoning and an anticipated increase in property tax revenue due to increased development. The township currently is limited by Rice County zoning regulations which limit industrial development and restrict housing clusters to 11 properties. He explained developers need at least 30 to 40 homes in a cluster to make a development economically viable. He explained the incorporation process including a township's ability to petition and the risk that adjacent communities could appeal. A decision regarding incorporation would be made by an administrative law judge who has the ability to approve the petition, deny the petition or modify the boundaries of the proposed city. The judge could permit Northfield and Dundas to annex part of the township when determining the boundaries. Castore spoke about the annexation agreements with Northfield & Dundas and mentioned a possible legal question raised by a provision of the agreement with the City of Dundas. In response to questions regarding where development is to occur the supervisors indicated they believe the area around Comus Junction would be attractive to the development of a rail yard to serve the gravel mining operations in the vicinity of State Highway #3 & 140<sup>th</sup> Street. These anticipated industries would not require public utilities or additional infrastructure. It was also indicated there is forested land which would not be conducive to agricultural uses along the river which could be attractive to developers of homes. Infrastructure and utilities would be paid for by the developer. An anticipated expansion of Faribault to the County Rd. #9 & Interstate 35 area along with suggested interest by Faribault in the Comus Junction area were mentioned in the presentation. Castore reviewed anticipated increases in revenue including Local Government Aid (LGA) and the ability to get grants along with expenses relating to police protection and administrative staff. In response to a question regarding discussions with neighboring governmental entities, Castore indicated that the two county commissioners who have attended a meeting appear supportive, the City of Northfield appeared to be curious but neutral and Dundas was not friendly.

#### **Future Meeting Items**

Items listed may be moved.

#### **February 25, 2019**

1. Consider Classification and Compensation Study

#### **Continuing Projects**

##### **Administration:**

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

##### **Public Works:**

1. Water Supply Plan