

Administrator/Clerk's Report

City Council Meeting, February 25, 2019

To: Mayor and Council
From: John M. McCarthy
Date: February 22, 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.

Old Business

Consider Approving Contract Negotiations for City Hall Architect: The City received 10 responses to the Request for Proposals for Architectural Services. A committee consisting of Mayor Switzer, City Planner Sparks, City Engineer Powell and City Administrator McCarthy reviewed the proposals. The Committee rated the firms based on several factors including completeness of the proposal, apparent understanding of the project and completed work which was deemed to be applicable to the project. Four firms were selected for further consideration and interviews were scheduled for February 12. Two of the firms were not able to attend in person but were interviewed by conference call. A second interview to determine which firm appeared most able to meet the criteria described in the RFP was scheduled for Friday, February 15, but I was not able to attend due to a previous commitment. I talked to all of the members and all felt that both firms would produce an excellent building. There was minimal difference in the estimated costs and no discernable difference in the quality and reputation of the lead firm and their consultants. TSP of Rochester represented a better understanding of the desire to incorporate a design based on the history of structures in the City of Dundas to the project. From my attendance at the first interview, I agree that they would be the best selection. Recommend staff be authorized to begin negotiations with TSP, Inc., Rochester, MN. (Motion)

Consider Approving Amended Snow and Ice Removal Policy: After several meetings with City staff, preparation & review of priority maps, discussion with the City Council and approval of the maps, City Engineer Powell has prepared an amended policy. Recommend approval of the amended Snow and Ice Control Policy. (Motion)

Ordinances and Resolutions

Resolution 2019 - 06 Authorizing Use of the Pavilion in Memorial Park by ISD 659 SUPER Kids Program: Northfield School District Community Services is again requesting the use of the pavilion at Memorial Park for their summer SUPER Kids program. The District has provided this service to residents of Dundas and the surrounding area for 9 years. Recommend approval of Resolution 2019 - 06. (Motion)

Resolution 2019 – 07 Authorizing Use of Pavilion by YCMA: Northfield YMCA is again requesting the use of the pavilion at Memorial Park to conduct their Preschoolers in the Park and Wee Camp programs. The “Y” has been partnering with the City to provide this service to the families of the area since 2013. Beginning last year, the “Y” partnered with the Dundas Dukes to offer Gradeschoolers in the Grass, an organized sports segment to their programs. Recommend approval of Resolution 2019 - 07. (Motion)

Resolution 2019 – 08 Accepting Bids and Awarding Contract for the 2019 Pond Maintenance: City Engineer Powell is reporting three bids were received for the pond maintenance project. The City has been anticipating and budgeting for these continuing expenses since the inception of the establishing fees for storm water mitigation. The Capital Improvement Plan (CIP) includes an annual reoccurring cost of \$25,000 for storm water pond remediation. As of the end of 2018, the Storm Water Reserve Fund totaled over \$236,000. (Motion)

Resolution 2019 – 09 Authorize Retaining Additional Consultants: The discussion at the February 11th Work Session portion of the City Council indicated it will be helpful to engage additional expertise in reviewing the impact of the proposed incorporation of Bridgewater Township on the City's long-term plans. As the need for advice may change based on the timing of decisions by the township, it is recommended the Council authorize the Administrator, with the concurrence of the City Attorney and the Mayor to engage appropriate professionals with a limit of \$15,000. This will give the City's staff more resources by which to develop timely and accurate information regarding this issue. (Motion)

Administrator's Report

Audit: Staff from Hawkins Ash spend two days on May 12 and 13 reviewing the City's financing in preparation to develop the 2018 Financial Report.

Planning Commission: The Planning Commission held two public hearings on Thursday, February 21. Both the proposed Kwik Trip Planned Unit Development and the Zoning Map Amendment requested by RRV, LLC and Norman Oberto will be considered at the March 11th regular City Council meeting.

NAFRS: The JPB held a regular meeting on February 21. At the prior meeting, the board established a position of Treasurer and at this meeting, Rural Fire Representative Glen Castore was named to the position.

Snow Removal: The City has received some additional complaints regarding snow removal, especially the removal of snow from sidewalks in a timely manner. That being said, more compliments have been received than complaints. One of the problems which has been identified by the operators is that citizens are plowing snow into the streets which is against the ordinance. Another problem is snowmobiles on sidewalks. The police department has begun issuing citations for driving a snowmobile on sidewalks. I did discuss plowing snow on public streets with a resident on Sunday morning and explained to him that he can be cited for putting snow on streets. A reminder regarding snow on streets, snow removal from sidewalks, snowmobiles on sidewalks and parking on sidewalks & in the public right-of-way. On February 25, the City purchased a snow bucket for the skid-steer. The equipment should permit some additional management of areas at which snow has accumulated either to plowing or drifting. Depot Street has been extremely hard hit during the recent snow event.

Work Session

Bridgewater Township Incorporation: I attended the regular Township board meeting on February 13th. The supervisors announced the Township had received the Northland Securities report that day and accepted the report without discussion.

In August of 2018 the Supervisors met with members of the Bridgewater Planning Commission and identified about 11 square miles of the Township for consideration as Commercial, Industrial or Residential Zoning. The identified areas include 7 full sections and 7 partial sections. Areas to be considered for Residential development include Heath Creek and the Cannon River south of Dundas and north of Wilderness Park. Areas considered for Commercial Zoning include the environmentally sensitive Spring Brook / Rice Creek and the south side of Highway 19 west of Northfield. Staff has prepared a map which will identify the specific areas being considered in relationship to the City of Dundas. At more than one meeting the Township has indicated they apparently have no interest in providing municipal utility services to the new developments but instead will rely on onsite systems which are developer installed. It was indicated in the minutes of the August 25, 2018 meeting that there may be a need to monitor the aquifer related to the industrial development in the south west corner of the township.

On Tuesday, February 19, the City received an electronic copy of the report titled "Implications of Incorporation for Bridgewater Township" as prepared by Northland Securities.

Staff has been discussing possible implications to the City's long-term planning process which may be created by the proposed incorporation of Bridgewater Township. The City has made considerable investments dependent on the understanding that the annexation agreement would continue to provide the opportunity for orderly growth until its expiration in 2033. The investment of time and public money includes but is not limited to:

1. The City's Comprehensive Plan.
2. A joint study with the City of Northfield which describes how sanitary sewer service can be accomplished to address the urbanization of growth areas around both cities.
3. The oversizing of water and sewer service in the first phase of new developments to incorporate planned future development involving annexation. The City will owe the developer of Bridgewater Heights \$190,000 when the next phase of the development is built out.
4. Planning for wide and controlled access collector streets in the first phase of residential developments in order permit safe traffic flow in areas to be annexed.

5. The payment of over \$400,000 to Bridgewater Township to assist the township with improvement of roads which may be affected by current and future annexation.

The Town has been scheduling quite a few meetings regarding the potential incorporation. A Project Meeting was held on February 25, a strategy Work Session is scheduled to be held on Tuesday at the offices of Schmitz, Ophaug on Tuesday and an informational Incorporation and Land Use meeting will be held on Wednesday, February 27. The second meeting to present a public review of the proposed incorporation will be held on Saturday. Several other meetings are scheduled, although at least 3 of the meetings have been canceled. I attended the February 25, 2019 Township meeting and received a lot of information regarding what the town intends to do. A draft of a report which describes the Township's intention and reasons for incorporation was reviewed.

Future Meeting Items

Items listed may be moved.

March 11, 2019

1. Consider Preliminary and Final PUD for Kwik Trip.
2. Consider Zoning Map Amendment.

Continuing Projects

Administration:

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

Public Works:

1. Water Supply Plan