

Administrator/Clerk's Report

City Council Meeting, March 8, 2019

To: Mayor and Council
From: John M. McCarthy
Date: March 11, 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 Salary Range for City Administrator/Clerk/Treasurer: David Drown Associates (DDA) is preparing a Classification and Compensation Study for the City. The Human Resource Committee was scheduled to meet to review a draft, but Council Member Pribyl was not able to attend. Council Member Modory and Administrator McCarthy reviewed the draft which recommends 13 Classes with a 35% range with 10 Steps. The draft is consistent with a range developed by comparing the job responsibilities of the City of Dundas with those of Council approved benchmark cities. DDA is also conducting a search for a new City Administrator. Applications close tomorrow, March 12 and DDA has requested Council approve the pay range for the City Administrator position prior to receiving the final study. Recommend the salary range for the City Administrator Position be set at \$65,333 to \$88,213. (Motion)

Consider Intent to Submit a Small Towns/Rural Area Grant Proposal. Linda Ripka has been working to coordinate the landscape improvement for the Mac Gimse sculpture "Between Earth and Sky". She has determined the City could be eligible for a Southeastern Minneapolis Arts Council (SEMAC) Small Towns/Rural Areas Grant. The grant can match up to \$3,000 with other funds for an art project. Recommend approving Letter of Intent to SEMAC for a Small Towns/Rural Areas grant. (Motion)

Ordinances and Resolutions

Resolution 2019 - 10 A Resolution Approving a PUD Preliminary Plan and Plat for Kwik Trip, Inc: On February 21, 2019, the Dundas Planning Commission held a properly noticed public hearing to consider an application by the owner, RRV, LLC, of Outlot D, Dundas Commercial Park 2nd Addition and applicant, Kwik Trip Inc., to consider an application to approve a PUD Preliminary Plan and Preliminary Plat. The Planning Commission received a staff report and public comments. No one spoke in opposition to the proposal. After a full consideration and establishing conditions for approval, the Planning Commission recommends the City Council approve the application. (Motion)

Ordinance 2019 – 03 An Ordinance Establishing a PUD Overlay District: Resolution 2019 – 10 formalizes and describes the conditions to amend the Zoning Code to permit a Planned Unit Development Overlay District for the Kwik Trip development. Staff has reviewed and prepared an ordinance which will permit the project to proceed under conditions established in the Ordinance and Resolution. Recommend approval of Ordinance 2019 – 03. (Motion)

Resolution 2019 – 11 Denying a Rezoning of Lots 5 and 6 of Dundas Commercial Park: On February 21, 2019, the Dundas Planning Commission held a properly noticed public hearing to consider an application to rezone the property from B2, Highway Commercial to LI, Light Industrial. The application was submitted by the owner, RRV, LLC, of a property described as Lot 5, Block 1, Dundas Commercial Park. The owner, Streitz Family, of an adjoining property, located at 708 Schilling Drive, which would be included in the rezoning, indicated there was no opposition as long as it did not affect the current use of their property. After reviewing the information received at the Public Hearing, the Planning Commission forwarded the request to the City Council without a recommendation. The Council has some options available including:

- Approving the rezoning request
- Denying the rezoning request.
- Tabling the request to receive more information. Tabling is time limited by state statute.

After further reviewing the information, staff has determined the request is not consistent with the Comprehensive Plan and recommends the Council deny the request. (Motion)

Resolution 2019 - 12 Requesting NAFRS Review Possible Costs of Providing Additional Fire Protection Services to Developments in Rural Area. At the meetings held by Bridgewater Township to provide information regarding incorporation as a city, Township Supervisor Glen Castore explained after incorporation the City of Bridgewater will remain a member of the Northfield Rural Fire Joint Powers Agreement (NRF) and will receive fire protection from the Northfield Area Fire and Rescue Service (NAFRS). When the City of Dundas was receiving fire protection by contracting with NRF, it was represented by the administrator of NRF that only townships could be a member but other governmental agencies could contract with the JPA for fire protection. It is unclear if this is still, or ever was, a condition of the JPA which established the rural association. It is also unclear if NAFRS has considered the implications of providing fire protection, including additional equipment, to areas proposed for urban developments which are not served by a municipal water supply. The cities of Dundas and Northfield have an extensive and well-developed municipal water supply, which is interconnected and provides redundant emergency water supply in case of a major fire in either an industrial, commercial or residential zoned area of either community. The tanker trucks, which provide water for fire protection to areas not served by the existing municipal water source, are normally filled and refilled by connecting to the established hydrants of either Northfield or Dundas at no cost to the rural areas not served by the City's water supplies. The area proposed to be zoned as industrial in the City of Bridgewater, the southwest corner of the Township, is about 8 miles from the NAFRS fire station and appears to be closer to the Faribault fire station than to the NAFRS station. It may be reasonable to ask if NAFRS is interested or capable of providing fire protection to a \$40 to \$50 million-dollar industrial development located a distance from the fire station and not served by a municipal system with multiple water storage facilities and pumping stations. In addition, a major commercial and residential development on the west side of Interstate 35 and in the NRF/NAFRS service area is apparently moving forward without any communication regarding the implications of providing fire protection with the NAFRS board. How these two substantially urban developments in rural areas will receive adequate fire protection service has not come before the board of NAFRS, the body developed to provide fire protection to both urban and rural areas of a delineated protection district. In addition it is unclear what type of on-site fire protection such as sprinkler systems will be mandated for larger structures such as those needed to create a tax base. This includes, but is not limited to, industrial buildings, commercial buildings, event centers, larger residential structures and machinery storage and maintenance facilities. Mayor Switzer has requested staff prepare a resolution which explains the concerns of Dundas regarding the possibility of an additional burden on the citizens of Dundas to provide fire protection in a rural area. Recommend approval of Resolution 2019 - 12. (Motion)

New Business

Consider Approving Request for Proposals for Street Cleaning: Staff has reviewed and amended the RFP. It is recommended Council approve: (Motion)

Administrator's Report.

Bridgewater Township Incorporation: Bridgewater Township has held several meetings at which incorporation was a topic in the last two weeks. The Ad Hoc Incorporation Committee to review the legal, financial and planning implications of the proposed incorporation of Bridgewater Township met with Soren Mattick and Amy Schutte of Campbell Knutson to begin reviewing what impact the proposal might have on the City. Mattick will be joining the Committee as it develops information which will assist the Council in making sound and reasoned decisions regarding incorporation.

Meeting Regarding Discussion of Bridgewater Township Incorporation: The City has received an email from the City of Northfield regarding a meeting with representatives of the City of Northfield, the City of Dundas, Bridgewater Township and Rice County. The suggested meetings dates and times are: March 20th at 2:00 PM, 25th at 5:00 PM, 26th at 10:00 PM, 27th at 3:30 PM and 28th at 3:00 PM about the informational meetings held by the Township. Northfield staff and less than a Council quorum will be attending; it is unclear who will be attending from Rice County and Bridgewater Township.

City Hall: A preliminary meeting with the selected architect was held this week. The architect has requested a kickoff meeting with the City's project team for Thursday afternoon.

Electronic Deposit of Checks: An agreement with Frandsen Bank will permit the City to electronically deposit checks. This will result in quicker processing, a second check on deposit totals and fewer trips to the bank. The time saving should be able to be measured in hours.

Future Meeting Items
Items listed may be moved.

March 25, 2019

1. Consider Classification and Compensation Study

April 8, 2019

1. Select Finalists for City Administrator
2. Worksession
 - a. 2020 CIP

May 1 and/or 2

1. Special Meeting to Interview Finalists.

Continuing Projects

Administration:

1. City Hall Project
2. Comprehensive Plan
3. Compensation Study
4. 2020 Budget

Public Works:

1. Water Supply Plan
2. 2019 Capital Projects
3. 2020 Capital Improvement Plan