

Administrator/Clerk's Report

City Council Meeting, March 25, 2019

To: Mayor and Council
From: John M. McCarthy
Date: March 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.

Ordinances and Resolutions

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 request was considered by the City Council on March 11, 2019 and referred back to staff for further review. Sparks again reviewed the request and has prepared a memo which describes courses of action which the City and/or the proposer could take regarding the issue. The Planner could not find support for the proposal in the Comprehensive Plan. Sparks prepared a Proposed Ordinance, which would rezone the properties, and a Proposed Resolution denying the request. City Attorney Callies has reviewed the memo and concurs with the analysis prepared by Sparks. It is recommended the City Council adopt the Proposed Resolution as Resolution 2019 -11 denying the rezoning request. (Motion)

Resolution 2019 – 13 A Resolution Requesting Comprehensive Road and Transit Funding: The State of Minnesota provides Municipal State Aid funds to counties and cities with a population greater than 5,000. These funds can be used to improve local roads, but are not available to small cities, those with populations less than 5,000. For the last few years, the state has been distributing a small amount of aid to the Cities. In the case of Dundas, last year's amount was \$14,230. This is equivalent to about 1.5% of the City's budget. (Motion)

New Business

Consider Request to Purchase Items for Egg Hunt: The Dundas Park and Recreation board is working with a group of volunteers to conduct an annual Easter Egg Hunt. They are requesting a budget of up to \$500 to purchase candy and 1,000 additional eggs. Some of the eggs get broken each year and the additional eggs should bring the total up to over 4,000. Donations from the egg hunt usually exceed expenditures but because of weather related low turnout and corresponding lower donations, the account is short of funds. Local donors have already contributed almost enough cover half of the costs with additional funds expected to be coming from donations on the day. The City uses the "Programming" account to facilitate the hunt. Recommend approval of the request to spend up to \$500.00 for the annual Easter Egg Hunt. (Motion)

Administrator's Report.

Major Fund Financial Report: The City's General Fund operating expenditures for the first two months of the year are \$170,209 or \$20,622 more than last year. The year-to-date GF expenditures are 15.9% of the budget. A large part of the increase is related to wage costs due to an additional pay period (5) this year. Funds expended to cover building permit fees are high, but they are related to closing out projects from 2018. In addition to the higher than normal expenditures in the police department, fire protection costs have increased because of the adjustment to rent driven by debt service payment for the bond for the fire facility rebuild.

Water Fund revenue for the first two months of the year is \$90,735 or \$12,125 more than the same period last year. Receipt of the annual rental from ATT/Cingular Wireless in the year it is due instead of the prior year more than made up for the decrease in water trunk charges related to a new development in 2018. Water fund expenditures are \$40,995 an increase of \$12,315 from last year.

Sanitary Sewer Fund revenue is \$62,149 or \$32,149 less than last year. The decrease is entirely related to trunk charges paid in 2018 for a new development. Revenue from sewer use is up by \$1,642. Sewer fund expenditures are \$44,671 or \$4,868 more than last year.

Total fund balances as of the end of February are \$3,209,876.40.

SEMAC Grant: The City has been informed the landscape project for the Mac Gimse sculpture "Between Earth and Sky" is not eligible for the arts grant.

Water Concerns: Warm weather and snow melt continue to contribute to concerns regarding flooding in the area. As of 3:00 PM on Friday, the Cannon River appears to be stabilizing after rising for the past 24 hours. The river is at the stage where Memorial Park can flood but it is unclear if the water in the park is from flood waters or snow melt. This morning water began to enter the Cannon River Regional Park from the upstream end. Prior to that water in the park appeared to be from snow melt and from river water entering at a culvert further downstream and backing up in the park.

Bridgewater Township Incorporation: The City has received a memorandum from Bridgewater Township regarding the Orderly Annexation Agreement. The memo, apparently prepared by Supervisor Castore, was reviewed at the March 13, 2019 regular Township meeting but to the best of my knowledge, no action was taken.

Memorial Park Ball Park Improvements: Staff met with Mike Ludwig of the Dundas Baseball Association to review planned improvements. The Dukes will be hosting the 2022 State Amateur Baseball Class B Tournament and are working with the City to improve on the quality and reputation of the park as it is considered one of the best in the state. Although several options for improving the physical facilities are being considered, it is the consciences of staff that improvements in stormwater management and grounds are the first step.

NAFRS: At the NAFRS meeting questions raised about board consideration regarding possible increased costs due to proposed development and the incorporation of Bridgewater Township were considered. Fire Chief Franek appeared to indicate that there should be little or no additional costs as the developments would be required to provide for water and other fire suppression needs. He did not indicate any additional equipment, equipment maintenance or training might be required. The fire facility project is nearing completion with a temporary occupancy permit having been issued.

City Hall: A "Kickoff" meeting with the architect was held on March 14. The scope, budget and timeline of the project was discussed.

Annexation Tax Rebate: The City has received an invoice from Bridgewater for the annexation tax rebate for annexed property which has been fully developed. The invoice is for the tax year 2018 and includes expenditures of \$52,100 for funds spent on road maintenance.

LGA: The legislature is considering several bills which will deal with LGA. Dundas is at the low end of the per capita local aid received by Minnesota Cities.

Local Boards of Appeal and Equalization: Rice County has distributed the required Notice of Valuation and Classification for Taxes Payable for 2020. As part of the process, "Open Book" meetings must be held to permit property owners to ask for consideration of any disagreement with the value or class assigned to an individual property. The City of Dundas has assigned its valuation authority to Rice County and the County is required to consider taxpayer's concerns. Open Book meetings will be held in Lonsdale, Northfield and Faribault.

Complaints: The City has received complaints regarding problems with snow and other melting problems. One of the complaints is regarding a property owner discharging water from their sump pump directly to a neighboring property. The property owner receiving the discharge is concerned about damage to his home due to the saturation of the ground between the two structures. City Engineer Powell has written two letters to the owners of the property discharging, one in January and one earlier in March, but no action has been taken to remediate the problem. It would not be difficult to redirect the flow to a storm water catch basin located a short distance to the rear of the properties. I have talked to the property owner initiating the concern and explained there is no violation of City Code.

Worksession

Discuss Comprehensive Plan Survey: Northwest Area Consultants have prepared a report based on the survey of Dundas Residents conducted as part of the Comprehensive Plan review.

Future Meeting Items
Items listed may be moved.

April 8, 2019

1. Select Finalists for City Administrator
2. Consider Classification and Compensation Study

April 22, 2019

1. Consider Approval of Water Supply Plan
2. Consider Kwik Trip Final PUD.
3. Work Session
 - 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. 2019 Capital Projects
2. 2020 Capital Improvement Plan