

Administrator/Clerk's Report

City Council Meeting, April 8, 2019

To: Mayor and Council
From: John M. McCarthy
Date: April 5, 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.

US Bank; This payment is for interest only for the GO Sewer Revenue Bonds, Series 2016A. These bonds were used to reconstruct an aging and undersized lift station and to construct a new force main to connect to the metering station.

Not to Waive LMCIT Liability Coverage: Cities with liability insurance from the League of Minnesota Cities must decide whether or not to waive the statutory tort liability limits on an annual basis. If the limits are not waived, an individual claimant is limited to \$500,000 and the occurrence limit is \$1,500,000. The City has chosen to not waive the limits in past years. If the City waived the limits, there would be an additional cost for liability insurance. It is recommended council not waive the limits.

Presentation

2018 Auditors Report, Hawkins Ash CPAs Monica Hauser and Chuck Krueger, will review the 2018 Financial Statements with Independent Auditors' Report.

Old Business

Selection of Finalists for City Administrator Interviews: Liza Donabauer of DDA Human Resources, Inc will be reviewing the semi-finalists for the City Administrator position. Donabauer will work with the Council to select about 5 finalists from a list of semi-finalists. (Motion)

Consider Travel Reimbursement for City Administrator Candidates: Donabauer may ask the Council to consider a reimbursement allowance for travel. (Motion)

Consider Accepting Classification and Compensation Study: The Human Resource Committee met on April 3rd to consider the classification and compensation study. Based on the review, at this time the Committee recommends accepting the Classification and Compensation Study dated March 25, 2019 as prepared by DDA Human Resources, Inc and adopting the Job Points and Pay Grades (Exhibit 2) and Recommended Pay Structure (Exhibit 3) The Committee anticipates a further review of the proposed maintenance plan.. (Motion)

Consider 2019 / 2020 Street Sweeping Contract: As requested by the City, Sanford Services, LLC prepared a proposal to provide street sweeping for 2019 and 2020. The Lump Sum portion of their proposal for 2019 is a 3.1% increase over 2018 and an additional 2.0% increase for 2020. Alternatives have a greater increase due to mobilization but the City rarely uses the boulevard sweeping or additional sweeping alternative. Staff recommends accepting the proposal for 2019 and 2020 street sweeping as submitted by Sanford Services, LLC

Ordinances and Resolutions

Ordinance 2019 – 04, Right of Way Ordinance: Staff has been reviewing the existing Right of Way Ordinance (ROW) due to the increased amount of private utilities locating services in government ROWs. The approval of the ordinance has become more important due to the expansion of small cell transmission towers in ROWs. Governments must adopt and publish Small Cell Facility Aesthetic Standards by April 15, 2019. Recommend approving the amendment to Dundas City Code Chapter §152. (Motion)

New Business

Consider Recommendation of Human Resource Committee Regarding Assigning Pay Rate Steps: The Human Resource Committee met to review the implementation of the new pay plan. The Classification and Compensation Study recommends assigning the current employees to the next step above their current wage or salary. As only full-time employees were considered in the study, there are no recommended adjustments for part-time employees. Only employees not covered by a bargaining agreement are being considered. The committee requested a review of the costs of implementation for the adjustment being retroactive to January 1, 2019 and April 1, 2019. If the 5 full-time employee's wage was adjusted retroactively to January 1, the cost to the City would be \$6,115 and if to April 1 the cost would be \$4,633. Based on a review of the 2019 Budget and, it is recommended the wage for the 5 full time employees be set at the following effective January 1, 2019 and paid with the next payroll for the pay period ending April 20, 2019.

The committee recommends 2019 wages for the following positions be approved.

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|-----------------------------|------------------|
| 1. Financial Assistant | Grade 4, Step 2 |
| 2. Public Works Assistant | Grade 4, Step 8 |
| 3. Administrative Assistant | Grade 4, Step 7 |
| 4. Public Works Supervisor | Grade 8, Step 8 |
| 5. Chief of Police | Grade 11, Step 7 |

(Motion)

Consider Recommendation of Human Resource Committee Regarding Administrator's Salary and Pay Rate: In reviewing the administrator's pay and steps, the committee considered 2018 wages in addition to the classifications and steps for 2019. The committee recommends an adjustment of 3.0% for 2018. This is the same as most full time non-covered employees received in 2018. The committee also reviewed the cost of increasing the 2019 rate by the 2.5% applied to all non-covered full-time employees for January 1, 2019. Based on the increase from the adjusted 2018 wage the next step for 2019 is Grade 13, Step 4. A review of the costs of implementation for the adjustment being retroactive to January 1, 2019 or April 1, 2019 was completed. An adjustment to January 1, would cost the City \$2,371 for a total of \$8,486 and to April 1 the cost would be \$1,797 for a total cost of \$6,430. Based on the discussion at the Human Resource Committee, it is recommended the City Administrators salary for 2018 be increased by 3.00% to \$33.96 / hr and the amount for 2019 set at Grade 13, Step 4, both adjustments being retroactive to January 1 of the respective year. (Motion)

Approve Expenses for LMC Annual Conference: The League of Minnesota Cities is holding its annual conference in Duluth on June 26 – 28. Recommend approval of normal and customary expenses for the councilors and administrator to attend. (Motion)

Administrator's Report.

Bridgewater Township Incorporation: The City continues to monitor the township's public meetings. According to their posted schedule, they will be deciding regarding moving on in April. There is a regular meeting scheduled for April 10. The township will also be meeting with the City of Northfield on April 9 to consider the expiring annexation agreement. Depending on how you count the meeting, the township has about 7 (6 board of supervisors and 1 planning commission) meetings scheduled for Tuesday through Saturday of this week. Agenda's for all of the meeting include a discussion of incorporation.

Insurance: The LMCIT insurance will renew in may and has been reviewed with the representative. The cost of Property and Causality insurance is still being reviewed to include all of the property including all of the new equipment and not include anything the City no longer possesses. Workers Compensation Insurance will increase about 5.6%. This appears to be consistent with wage adjustments and inflation.

Bridgewater Township Tax Rebate Payment: The tax rebate payment has been pulled from the agenda as staff was not able to verify the number of properties on which this 2008 taxes payable in 2009 are aging out (10 years for 2018 pay 2019). The township indicates there are 25 properties dropping off the list for the 2019 tax year and the date submitted by the township for 2008 indicates payments for 29 properties were made in 2008. Due to updating tax information for this year assessed values, the information was not available last week so staff was unable to complete the audit. Bridgewater Township has increased their tax rate by 43% since 2009.

Mill Towns State Trail JPA Meeting: The JPA met on Wednesday, April 3. Rice County presented the 2018 financial report which indicates the JPA's assets, about \$17,000, did not increase or decrease. As the JPA is essentially breaking even, the Board moved to set the 2019 dues at the same level as last year. As it is in the middle of a legislative session,

there was quite a bit of interest in what is happening in the legislature. Although 2019 is not a usual bonding year, the board discussed attempts to fund trail improvements in both Northfield and Faribault. Scott Haugen, MnDNR, reviewed the current status of several projects. At his request, the board discussed the addition of Dakota County to the JPA. There is a lot of activity related to the trail in Dakota County. A kiosk based on the design of the trailhead kiosk in Dundas will be installed in Cannon Falls. The DNR is working with Dakota County as the County prepares to improve over three miles of road along the northern side of Lake Byllesby. Haugen also reported the DNR has completed negotiations to acquire about 2.5 acres of property which will help complete the section between Dundas and Faribault. He also reported on trying to find the best route into Faribault and the status of the bridge being installed in Faribault.

Future Meeting Items

Items listed may be moved.

April 22, 2019

1. Consider Approval of Water Supply Plan
2. Consider Accepting 2018 Audit Report
3. Consider Kwik Trip Final PUD.
4. 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
4. 2020 Budget

Public Works:

1. 2019 Capital Projects
2. 2020 Capital Improvement Plan