

## Administrator/Clerk's Report

City Council Meeting, May 13, 2019

**To:** Mayor and Council  
**From:** John M. McCarthy  
**Date:** May 10, 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. Recommend approval of the Consent Agenda.

**DeMann Properties Abatement:** As the budget for the nest is being prepared, a review of the last 2 to three years is performed. As part of the review, it was discovered the tax abatement payment due the DeMann Properties building (Gordon Simonson development) for the first half of 2018 was never paid.

### Old Business

**Consider TSP Contract for City Hall Design and Construction Administration:** Staff has reviewed the *Standard Form Agreement Between Owner and Architect* (AIA Document B101-2017), the *Building Information Modeling and Digital Data Exhibit*, (AIA Document E203 – 2013), the *Project Digital Data Protocol Form* (AIA Document G201 -2013) and *Project building Information Modeling Protocol Form* (AIA Document G202-2013). Recommend approving the contract and authorizing the Mayor and City Administrator to execute the agreement with TSP. (Motion)

### Ordinances and Resolutions

**Consider Resolution 2019 – 16: Employment Contract with Jenelle Teppen:** The City Council met on May 1, 2019 to interview finalists for the position of City Administrator. After conducting interviews, the Council unanimously voted to offer the position to Jenelle Teppen and to authorize Liza Donabauer, DDA Human Resources, in consultation with Mayor Switzer to negotiate the terms of an employment contract between the City and Teppen. According to the proposed contract Teppen will begin employment as an exempt employee with the City on June 3, 2019, at a rate equivalent to Grade 13, Step 6. (Motion)

**Consider Resolution 2019 – 17 Phased Retirement Option Agreement:** It is requested the City approve a Phased Retirement Option to allow the retiring administrator time to assist with the integration of the new administrator. There are several important projects which are ongoing such as monitoring and advising the proposed township incorporation, the new City Hall project, the continuation of the Bridgewater Heights development, and NAFRS. (Motion)

### New Business

**Liquor Licenses –** The City reviewed all licenses for renewal and staff has performed all of the required background checks. Recommend approving renewals of business for required liquor licenses. (Motions)

**Consider Special Meeting:** Scott Hanson of Minnesota Rural Water has contacted the City regarding a scoping meeting for the Wellhead Protection Plan, Part II. Hanson explained the meeting is normally held in conjunction with a public informational session conducted by a representative of the Minnesota Department of Health. Hanson suggested May 28<sup>th</sup> as a possible date as they like to have the city council attend the scoping meeting and informational session. (Motion)

### Administrator's Report.

**Bridgewater Township:** Although the Township has represented they will be making their decision regarding proceeding with the proposed incorporation by the end of April, it appears no action has been taken. At any of the meetings attended by Dundas representatives, the supervisors have given no indication they are not intending to

proceed. Planner Nate Sparks and myself will be meeting with the supervisors on May 20 to receive information regarding the incorporation proposal.

The Bridgewater Township Planning Commission met on May 2 to consider a request to renew a Conditional Use Permit for a Gravel Pit. As part of the request, Township staff, specifically the planner and zoning official, proposed a plan which would include a property split of about 3 acres of a 49 acre parcel which lies entirely within the Annexation Reserve District. At the staff presentation, the zoning official stated "I had been told the other day by John McCarthy that it is in the Annexation Reserve District. It is not. It is in the Urban Reserve District. I checked with Rice County. We have the zoning authority in the Urban Reserve. OK. So, we could address the three acres tonight and if Dundas doesn't agree they could always take action against the Township, so whatever the Planning Commission wants to do it's up to you.....the whole thing has been advertised.". During the ensuing discussion, the Planning Commission Chair stated that the line between the two properties, as shown on Beacon, does not appear to conform with the section lines. In response to the presentation and at the public hearing, I explained as part of the Orderly Annexation Agreement, the Township had ceded zoning authority to the Dundas Planning Commission acting as the Planning and Zoning Authority in the Annexation Reserve District (PCARD). I was able to display Exhibit B from the Orderly Annexation Agreement which identified the parcel in question as being in the ARD. I also explained the PCARD has usually deferred to the Township in zoning issues, but if the property was to be split, it would still have to go through the public process. The township planner requested a copy of Exhibit B as she indicated they have been looking for the information. At that time, Township Planning Commission member Frances Boehning, sitting next to the planner, handed her a copy of Exhibit B. Boehning also serves as the elected Township Clerk and sits on the Dundas Planning Commission. I have contacted PCARD zoning official Nate Sparks and he will be communicating with the Township to more clearly explain their planning responsibilities in the ARD.

**Planning Commission:** The Dundas Planning Commission will meet on Thursday, May 16 to consider a request to amend the Bridgewater Heights Planned Unit Development to permit a slight reconfiguration of Bridgewater Parkway from a divided parkway to a regular city street with wide boulevards and to eliminate a proposed traffic circle at the intersection of Tower Ave and Bridgewater Parkway. If approved, the developer intends to install the required infrastructure and begin construction of single-family homes on the 49 platted lots in this phase of the development. The Commission will also be asked to review a concept plan to develop 32 apartments at 80 West Ave.

**2020 Capital Improvement Projects:** Consideration of the 2020 CIP is being delayed until the next Council meeting as staff wishes to have a draft review of the budget impact of the CIP and employment costs related to the recently completed Classification and Compensation Study.

**Completion of Training for Police Officers:** Police Chief Eric Kline has reported that part time officers John Van Alstine and Robert Wilkins have completed their training and are able to conduct patrols and all other assigned duties. Both of the officers will complete their probationary period in June.

**City Hall Project:** The project team met with the architect and designer on May 8 to review the schematic design and space requirements. This was the third meeting and the proposed design is developing into what appears to be an impressive representation of the City's requirement to provide a modern, efficient space to conduct city business yet recognize the historic qualities of downtown Dundas.

### Work Session

**Review Request to Adjust Unpaid Development Fees:** Staff continues to review options for the City and will review with the Council during this work session. We are waiting from some information from the City's Financial Advisor.

### Future Meeting Items

Items listed may be moved.

### May 28, 2019

1. Consider Kwik Trip Final PUD
2. Consider Liquor License Applications
3. Consider 2020 CIP
4. Work Session
  - a. 2020 P&RAB Budget

### Continuing Projects

**Administration:**

1. City Hall Project
2. Comprehensive Plan
4. 2020 Budget

**Public Works:**

1. 2019 Capital Projects