

Administrator/Clerk's Report

City Council Meeting, May 28, 2019

To: Mayor and Council
From: John M. McCarthy
Date: May 24, 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.

LMCIT Worker's Compensation Insurance: The City has received the invoice for workers compensation insurance renewal. The deposit premium for the renewal is \$15,601 which is \$832 or 5.6% more than last year. The Experience Modification went from 0.97 to 0.87 but increases in the classification rate for police officers and an almost doubling of costs attributed to the highest rated classification, General Maintenance (Public Works, primarily streets) drove the Manual Premium up 18%.

Old Business

Consider 2020 Capital Improvement Program: The Capital Improvement Plan (CIP) has been reviewed at a work session and recommendations from the meeting have been incorporated. The plan is just a guide line for the budgeting process and is intending to provide for longer term planning for items which have a high one time cost but will last years into the future. The plan includes projects planned for 2019. The inclusion is to identify any costs resulting from long term financing which may years down the road. The largest item in the plan is the design and construction of a new City Hall. The intent is to construct a new building and expanded parking at 100 Railway St. N. The building is intended to be financed by issuing a bond for 20 years, using reserve funds and cash flow. Debt service of about \$104,000 per year for the \$1.5 million bond will begin in 2021. Recommend approving the 2020 CIP. (Motion)

Ordinances and Resolutions

Consider Proposed Ordinance 2019-05: Establishing a PUD District for Bridgewater Heights and Amending the Official Zoning Map: The Dundas Planning Commission held a public hearing on May 23, 2019, to consider a request submitted by Fenway Land Company to modify the Planned Unit Development for the Bridgewater Heights Development. The Planning Commission recommended approving the requested modifications and requested staff draft the necessary documents and conditions to permit construction to proceed. (Motion)

Consider Resolution 2019 – 19: Approving a PUD Amendment for Bridgewater Heights: The resolution provides certain conditions in order to permit Ordinance 2016–05 to become effective. (Motion)

New Business

Consider Approving Liquor Licenses for Martha's Eats and Treats– The City has received and reviewed the license applications and staff has performed all of the required background checks. Recommend approving the licenses for Martha's Eats & Treats, LLC. (Motions)

Consider Designating Jenelle Teppen as an Authorized Signatory for 4M Fund: Approval of Teppen will permit her to purchase and redeem securities in the Fund's Portfolios. The City currently has about \$1.2 million invested with 4M. Recommend approving the Addendum to Master Account Application Update of Authorized Personnel and Government Portfolio System Access Request Form to remove John McCarthy and add Jenelle Teppen. (Motion)

Administrator's Report.

Financial: As of the end of April the City's General Fund operating revenues are \$45,273 or \$18,533 less than last year. The decrease is due to lower revenue from building permits. For the same period operating expenditures are \$344,207 or about \$57,284 more than last year. General government, fire protection and highways, streets and roads have the largest increases on a year to date basis.

Year-to-date revenue in the Water Fund is \$87,550 or \$37,813 less than last year. Fees for connections and trunk charges are the driver of the decrease in revenue. Water sales are \$79,434 or \$2,191 greater than 2018. Water fund expenditures are \$75,368 which is up \$26,992 from the same period last year.

Sanitary Sewer fund revenue is \$120,296 or \$37,318 less than last year. Expenditures are \$84,674 or \$6,443 less than last year.

Total fund balances as of the end of April are \$3,152,357.04. This is \$43,158 more than last year's amount. The cash balance includes both dedicated and undedicated funds

Bridgewater Township: Planner Sparks and Administrator McCarthy attended a meeting with Bridgewater Township's Supervisors on Monday, May 20. The purpose of the meeting was to receive information regarding the Township's proposed incorporation. In response to a question regarding how the process is progressing in accordance with the published timeline, Supervisor Castore indicated the Board will be deciding to proceed at the first meeting in June. The Supervisors were asked to more clearly describe the specific areas they have identified as suited to being "transferred" to Dundas. The City was given two booklets which were identified as a printed copy of PowerPoint presentations used at meetings to explain incorporation. I attended both of the meetings and do not remember seeing the page titled "City of Bridgewater 2019 Possible Transfer Reserve Map" at either of meetings. The Supervisors continue to represent that "transfer" agreements can be made between a township and a city prior to incorporation of the township. Another page is identified as "Potential Receiving Area's for Future Urban Subdivisions". The documents and supervisors continue to represent that any development in the township can be serviced by on-site sewer systems. The areas identified as being urbanized without services normally considered urban, such as central water and sewer, are either close to the Wild and Scenic Cannon River or will drain to the Cannon via the Spring Creek waterway. Much of the two booklets are financial statistics which reportedly were prepared by one of the Supervisors.

City Hall Project: Staff and Mayor Switzer met with the architects to review the status of the city hall project. The plans are moving out of the schematic design phase and into design development. The plan and proposed massing appear to genuinely meet the program established by the RFP to provide a modern functional, expandable building but still honor the small downtown history of the City of Dundas. On May, 28th staff had a telephone conference with the Architect and they are working to incorporate some small suggestions in the plans which should increase efficiency and possibly slightly reduce costs.

Work Session

2020 Parks Budget: The Park and Recreation Advisory Board has reviewed a draft 2020 budget. The minimal changes indicate a less than 1 % increase in 2020 with a slight increase the following years.

Future Meeting Items

Items listed may be moved.

June 10, 2019

1. Consider Kwik Trip Final PUD
2. Consider Motion to Increase Approved Funds for Professional Consulting related to Incorporation
3. Review Architectural Plans and Cost Estimate for Dundas City Hall
4. Work Session
 - a. Draft 2020 Public Works Budget

June 24, 2019

1. Work Session
 - a. Draft 2020 General Government Budget

July 8, 2019

1. Approve Construction Documents and Call for Bids for City Hall Project
2. Work Session
 - a. Draft 2020 Public Safety Budget

Continuing Projects

Administration:

1. City Hall Project
2. Comprehensive Plan
3. 2020 Budget
4. Review Township Incorporation

Public Works:

1. 2019 Capital Projects