

Administrator/Clerk's Report

City Council Meeting, July 10, 2017

To: Mayor and Council
From: John M. McCarthy
Date: July 7, 2017

Consent Agenda

Second Half NAFRS Payment: This payment is the 5.37% share of the operating budget for NAFRS. The payments are due on the 1st of January and July of each year.

Pay Application #6, 2016 Lift Station and Force Main: City Engineer Powel has reviewed the pay application and recommends approval.

US Bank: This payment is an interest only payment for the 2013A Series Bonds. The bonds included a refinancing of bonds issued in 2005, the Depot Street Project and the Public Safety/Public Works building.

Administrator's Report

First half taxes and assessments: The City has received the final first ½ tax and assessment payment of \$235,560.23. The payment brings the total received to \$746,052.28 which includes \$10,146.42 in prior year charges. Of the total, the levy accounts for \$391,933.49, excess TIF \$43,218.84, TIF \$248,028.08 and special assessments, fees & interest of \$26,147.10.

Local Government Aid and Small Cities Assistance Distributions: The League of Minnesota Cities has prepared their annual summary of the 2017 legislative session. The report includes a city by city listing of 2017 certified and 2018 estimated LGA and Small Cities Assistance (SCA) distributions. The SCA is a payment to cities with population under 5,000 to assist in road maintenance and construction. The legislature approved a one-time distribution as those communities do not receive any municipal state aid for roads. The 2017 certified LGA for Dundas is \$155,931 and SCAD is \$14,497. For 2018 the estimated amounts are \$175,038 and \$14,497.

Bridgewater Heights: Bridgewater Development and Land Holdings, LLC, has executed the amended PUD / Subdivision agreement as approved by the Dundas City Council on June 26 and the Letter of Credit in favor of the City has been extended with the terms negotiated by City Attorney Callies. As part of the amendment to the agreement, BDLH will complete the Bluff Street extension by September 15, 2017. This clears the way for the development of the approximately 148 single family homes in the platted Phase II of the Bridgewater Heights addition.

Refund for Sewer Utility Overcharge: A utility customer recently inquired regarding the calculation of charges for sanitary sewer in the monthly sewer bill. When the input data was examined in the system, it was discovered one of three entries was not changed when the fees were adjusted downwards by \$1.75 / 1,000 gallons at the time the 2017 values were entered. The entry, which was not changed, was the rate used to compute sewer charges for customers who used more than 1,000 gallons in a billing cycle. Since the rate went down, this caused any customer using more than 1,000 gallons per cycle to be overcharged. A review of individual accounts indicates the total overcharge will be about \$18,120 with an average refund of about 34.00. The refund will be show as a credit on those accounts over a 1,000 gal usage/month in the July and August billings.

Property Inspections: The collapse of the crane during the removal of the concrete panels from the John Zander property appears to have brought progress to a halt. It appears about 20% of the panels have been removed, but there does not seem to be any effort to continue while the company crane is inoperable.

Lift Station Startup: The new lift station and force main began full operation at about noon on Thursday, July 6. Superintendent Meliza reports some minor bugs in the software, but they seem to be associated with the graph used to track the operations and not the actual operation of the pumps. The contractor has begun the restoration and clean-up of the site.

Public Hearing: The Dundas Planning Commission will be holding a public hearing on July 20, 2017, to consider a Preliminary Plat and Planned Unit Development proposal for DeMann Riverside Properties, LLC. The developer is proposing to subdivide an 11.085 acre parcel into a PUD which will consist of 19 single family lots. DeMann is in the process of removing the old barn and has indicated the other buildings will be removed shortly.

Budget Work Session:

General Government / Administration: The Administrative / Government Services budget should stay fairly stable with slight increases for the next several years.

General Government / Council and Election Budget: There are no significant changes proposed for this part of the budget. It runs on a two year cycle with costs increasing in election years and decreasing in off years.

Future Meeting Items

Items listed may be moved to future meetings.

July 24, 2017

1. Worksession
 - a. Review 2018 General Gov. / Planning and Zoning Budget
 - b. Review 2018 Public Safety / Police Budget

August 14, 2017

1. Consider Planning Commission Recommendation for DeMann Riverside Preliminary PUD and Plat.
2. Worksession
 - a. Review 2018 Public Safety / Building Inspections Budget
 - a. Review 2018 Public Safety / Fire Protection Budget

August 28, 2017

1. Worksession
 - a. Review Draft 2018 Budget and Levy

September 11, 2017

1. Adopt preliminary levy for 2017 taxes paid in 2018.



MEMORANDUM

To: *Honorable Mayor and City Council*

From: *John M. Powell, P.E.
City Engineer*

Date: *July 10, 2017*

Re: *Pay Application No. 6
2016 Lift Station and Forcemain*

The Contractor for the 2016 Lift Station and Forcemain, Swenke Ims Contracting, LLC, has completed additional work as documented on the attached Application for Payment. The amount due for Payment No. 6 is calculated as follows:

Work Completed to Date	\$ 786,795.00
Less Retainage	-\$ 39,339.75
Less Amount Paid Previously	<u>-\$ 742,705.25</u>
 Amount Due Payment No. 5	 \$ 4,750.00

The current contract amount is \$880,045.00; there will remain a balance of \$93,250 after Payment No. 5.

Staff recommends approval of Payment No. 6 in the amount of \$4,750.00 as presented.

CITY OF DUNDAS
Expenditure Report July 10, 2017

DATE	PAYABLE	AMOUNT	
6.26.17	PEIP	\$1,572.38	
6.26.17	Aflac	\$364.70	
6.26.17	Sprint	\$79.98	
6.26.17	Nextel	\$203.61	
6.28.17	IRS for PP # 13	\$4,103.61	
6.28.17	MN Dept of Revenue For PP # 13	\$891.15	
6.28.17	Empower for PP # 13	\$125.00	
6.30.17	Frandsen Bank & Trust	\$5.00	
7.06.17	Payroll expense for Bi-Weekly PP # 14	\$13,441.88	
7.06.17	Payroll expense for Monthly PP # 7	\$1,892.02	
7.06.17	Direct deposit fee	\$8.26	
7.07.17	Empower	\$125.00	
	Total Paid by Blanket Authority	\$22,812.59	
		+	
	BILLS TO BE PAID (Claims)	\$55,600.34	
		+	
	U.S.Bank Bond Payment	\$35,966.25	
	Total Expenditures July 10, 2017		\$114,379.18

City of Dundas

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*Claim Register©

071017Pay

July 2017

Claim Type	Direct				
Claim#	10479	UTILITY SERVICE CO., INC			
Cash Payment	E 601-49400-400 Repairs and Maintenance	East Water Tower Qtr PMT per contract			\$4,749.13
	Invoice 425064				
Cash Payment	E 601-49400-400 Repairs and Maintenance	West Water Tower Qtr PMT per contract			\$5,582.03
	Invoice 425065				
Transaction Date	6/28/2017	Frandsen Bank	10100	Total	\$10,331.16
Claim#	10481	MELIZA, DUANE			
Cash Payment	E 601-49400-330 Travel	Water			\$181.10
	Invoice 06.30.2017				
Cash Payment	E 602-49450-330 Travel	Sewer			\$78.87
	Invoice 06.30.2017				
Cash Payment	E 225-43150-330 Travel	Storm Sewer			\$5.40
	Invoice 06.30.2017				
Cash Payment	E 101-45200-330 Travel	Parks			\$19.80
	Invoice 06.30.2017				
Cash Payment	E 101-43100-330 Travel	Streets			\$34.77
	Invoice 06.30.2017				
Cash Payment	E 101-41000-330 Travel	General			\$44.40
	Invoice 06.30.2017				
Transaction Date	7/3/2017	Frandsen Bank	10100	Total	\$364.34
Claim#	10483	WSB & ASSOC INC			
Cash Payment	E 101-41000-303 Engineering Fees	May 2017 Engineering Fees			\$800.00
	Invoice 2				
Cash Payment	E 101-41000-303 Engineering Fees	1st Street S Right of Way Vacation			\$1,830.50
	Invoice 1				
Transaction Date	7/3/2017	Frandsen Bank	10100	Total	\$2,630.50
Claim#	10484	HAWKINS INC.			
Cash Payment	E 601-49400-200 Supplies	Chemicals			\$4,034.03
	Invoice 4097333				
Transaction Date	7/3/2017	Frandsen Bank	10100	Total	\$4,034.03
Claim#	10485	NORTHFIELD, CITY OF			
Cash Payment	E 602-49450-385 Sewer Utilities	Sewer			\$14,637.36
	Invoice 6.20.2017				
Transaction Date	7/3/2017	Frandsen Bank	10100	Total	\$14,637.36
Claim#	10486	CHARTER COMMUNICATIONS			
Cash Payment	E 101-41000-321 Telephone & Communicat	City Hall			\$116.99
	Invoice 453062217				
Transaction Date	7/3/2017	Frandsen Bank	10100	Total	\$116.99
Claim#	10487	ENDRES WINDOW CLEANING			
Cash Payment	E 101-41000-440 Cleaning Service	Window Wash - City Hall			\$12.00
	Invoice 06.19.2017				
Transaction Date	7/3/2017	Frandsen Bank	10100	Total	\$12.00
Claim#	10488	ECO GARDENS			
Cash Payment	E 101-45200-200 Supplies	Parks			\$66.75
	Invoice 06.01.2017				
Transaction Date	7/3/2017	Frandsen Bank	10100	Total	\$66.75
Claim#	10489	MARCO NW 7128			

***Claim Register©**

071017Pay

July 2017

Cash Payment	E 101-41000-413 Rental	Copier Fee			\$465.68
	Invoice 20879918				
Transaction Date	7/3/2017	Frandsen Bank	10100	Total	\$465.68
Claim#	10490 SVIEN, BENNY H.				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit S - 2017-2: 611 Stafford Road N			\$11.91
	Invoice 06.26.2017				
Cash Payment	E 101-42400-312 Plan Review Expense	Building Permit S - 2017-2; 611 Stafford Road N			\$335.57
	Invoice 06.26.2017				
Transaction Date	7/5/2017	Frandsen Bank	10100	Total	\$347.48
Claim#	10491 CALLIES LAW, PLLC				
Cash Payment	E 101-41000-304 Legal Fees	General			\$450.00
	Invoice 2109				
Cash Payment	E 101-41000-304 Legal Fees	General			\$450.00
	Invoice 2112				
Cash Payment	E 101-41000-304 Legal Fees	Bridgewater Heights Project BWHTS			\$1,217.50
	Invoice 2113				
Cash Payment	E 101-41000-304 Legal Fees	Titan/Zanders			\$42.00
	Invoice 2114				
Transaction Date	7/5/2017	Frandsen Bank	10100	Total	\$2,159.50
Claim#	10492 NAFRS				
Cash Payment	E 101-42200-300 Professional Services	Fire Protection			\$14,096.25
	Invoice 06.01.2017				
Transaction Date	7/5/2017	Frandsen Bank	10100	Total	\$14,096.25
Claim#	10493 GUTH ELECTRIC, INC				
Cash Payment	E 101-43100-400 Repairs and Maintenance	Streets			\$155.00
	Invoice 15102				
Transaction Date	7/5/2017	Frandsen Bank	10100	Total	\$155.00
Claim#	10494 OFFICE DEPOT				
Cash Payment	E 101-41000-200 Supplies	Admin			\$23.55
	Invoice 935686573001				
Cash Payment	E 101-41000-200 Supplies	Admin			\$14.49
	Invoice 935686572001				
Cash Payment	E 101-42100-200 Supplies	PD			\$7.50
	Invoice 935686573001				
Cash Payment	E 101-42400-200 Supplies	Building			\$11.09
	Invoice 935686571001				
Cash Payment	E 101-41000-200 Supplies	Admin			\$3.29
	Invoice 935686573001				
Cash Payment	E 601-49400-200 Supplies	Water			\$6.58
	Invoice 935686571001				
Cash Payment	E 602-49450-200 Supplies	Sewer			\$6.58
	Invoice 935686573001				
Transaction Date	7/5/2017	Frandsen Bank	10100	Total	\$73.08
Claim#	10495 MENARD, INC				
Cash Payment	E 101-43100-200 Supplies	Streets			\$75.49
	Invoice 25739				
Cash Payment	E 101-43100-200 Supplies	Streets			\$39.45
	Invoice 25762				
Cash Payment	E 101-43100-200 Supplies	Streets			\$61.95
	Invoice 25784				

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*Claim Register©

071017Pay

July 2017

Cash Payment	E 101-43100-200 Supplies	Streets			\$30.12
	Invoice 25853				
Transaction Date	7/5/2017	Frandsen Bank	10100	Total	\$207.01
Claim#	10496 XCEL ENERGY				
Cash Payment	E 101-45200-381 Electricity	Parks			\$94.37
	Invoice 06.26.2017				
Cash Payment	E 801-45130-381 Electricity	Dundas Baseball Association			\$795.64
	Invoice 06.26.2017				
Transaction Date	7/5/2017	Frandsen Bank	10100	Total	\$890.01
Claim#	10497 GOPHER STATE ONE CALL				
Cash Payment	E 601-49400-310 Professional Services	Water locate fees			\$21.60
	Invoice 7060324				
Cash Payment	E 602-49450-310 Professional Services	Sewer locate fees			\$21.60
	Invoice 7060324				
Transaction Date	7/5/2017	Frandsen Bank	10100	Total	\$43.20
Claim#	10498 LAW ENFORCEMENT LABOR SVCS,				
Cash Payment	G 101-21707 LELSI Union Dues	June 2017 Union dues paid			\$98.00
	Invoice 6.8.2017				
Transaction Date	7/6/2017	Frandsen Bank	10100	Total	\$98.00
Claim#	10499 PETTY CASH				
Cash Payment	E 101-42100-441 Investigation Expense	PD			\$30.00
	Invoice 07.06.2017				
Transaction Date	7/6/2017	Frandsen Bank	10100	Total	\$30.00
Claim#	10500 RICE COUNTY RECORDER				
Cash Payment	E 101-41000-310 Professional Services	Lot Line Split; 401 Stafford Lane			\$46.00
	Invoice 07.05.2017				
Transaction Date	7/6/2017	Frandsen Bank	10100	Total	\$46.00
Claim#	10501 SWENKE IMS CONTRACTING INC.				
Cash Payment	E 401-49450-500 Capital Outlay	Pay request # 6 for Dundas Lift Station & Force Main			\$4,750.00
	Invoice 07102017	Project 16SEPR			
Transaction Date	7/6/2017	Frandsen Bank	10100	Total	\$4,750.00
Claim#	10503 RICE COUNTY RECORDER				
Cash Payment	E 101-41000-310 Professional Services	Record Bridgewater PUD			\$46.00
	Invoice 07.07.2017				
Transaction Date	7/7/2017	Frandsen Bank	10100	Total	\$46.00
				Tota	\$55,600.34

Pre-Written Check	\$0.00
Checks to be Generated by the Compute	\$55,600.34
Total	\$55,600.34



MEMORANDUM

To: *Honorable Mayor and City Council*

From: *John M. Powell, P.E.
City Engineer*

Date: *July 10, 2017*

Re: *City Engineer Update*

Following is an update on activities and tasks of the City Engineer:

1st Street South Right-of-way Vacation

The vacation of apportion of 1st Street, adjacent to Memorial Park, was approved. We are assisting with the consolidation of the Memorial Park parcels. Staff is also reviewing Mill Park and Millstone Park to determine if other park parcels could be consolidated.

2016 Lift Station and Forcemain

The substantial completion date for this project is 7/14/17. Payment No. 6 is under consideration as a separate City Council action on 7/10/17. A partial start-up of the new lift station occurred on 7/5/17; with the completion of additional pipe work, it is expected to be under full flow conditions on 7/6/17.

2017 Sidewalk Improvements

Sidewalk improvements for 2017 include three areas; Hester Street from Grindstone Lane to Railway Street; Hester Street from Schilling Drive to Hwy. 3; and on CSAH 1 from Cannon Road to Hwy. 3. Topographic surveys were completed and design is underway.

Between Earth and Sky

At the 6/26/17 City Council meeting, the trailhead at Mill Park was selected as the location of the Between Earth and Sky sculpture. We can ow finalize costs related to foundation design, surveying, and geotechnical exploration (soil boring).

Capital Improvement Program (CIP)

The City Council approved the CIP on 6/12/17; scheduling, feasibility, and design development work for 2018 projects has been initiated.

City Code and Policy Review

Working with City staff to review and identify updates to the City Code sections pertaining to sanitary sewer, water, storm sewer, and special assessments.

Comprehensive Plan Update

The City last finished a complete update of the Comprehensive Land Use Plan about ten years ago. The next update will likely begin in late summer of this year. We are working with City staff to identify the City's needs, process, and timeline.

CSAH 1 Reconstruction

The County received 50% plans for review on or about 5/19/17. We have contacted the County again as the City has not yet received any updated plans. Staff has had discussions with the County regarding construction staging and traffic routing during construction; this is an ongoing design consideration for the County.

East Cannon River Trail

On January 3, 2017, the Northfield City Council approved Change Order No. 2 which increased the construction cost by \$136,322.60 and also extended the contract by 365 days; so October 27, 2017 is the new completion date. The current schedule calls for paving of the trail toward the end of August with final site clean-up by mid-September.

Hester Street/Highway 3 Traffic Signal

We have made initial contact with MnDOT regarding the temporary traffic signal at the intersection of Highway 3/Hester Street. They have indicated that they will be discussing the timing of any upgrades for this signal in the coming weeks and months; no new information at this time.

PRV Relocation

Due to the CSAH 1 Reconstruction, the City will move the Pressure Reducing Valve (PRV) to a new location adjacent to the booster station on the east side of Highway 3. MnDOT's Roadway Regulations Supervisor has responded indicating that a Miscellaneous Work Permit will be required.

School/City Hall Site

A boundary and topographic survey has been prepared for this site to aid in the planning for development. A meeting was held with the City Planner and staff on 6/13/17 to begin assembling technical and zoning context for the site, another meeting has been scheduled for 7/19/17.

Wastewater Treatment Agreement

The Wastewater Treatment agreement with Northfield is being reviewed to develop a framework for discussions with the City of Northfield. Wastewater sampling and testing processes were recently discussed among Dundas staff.

Wellhead Protection Plan (WHP)

The City of Dundas is required to complete a Wellhead Protection Plan by 8/27/19. The Minnesota Department of Health will be developing the Part 1 plan over the next six months or so. The City will need to send out a notice to other local units of government of Dundas' intent to develop the Wellhead Protection Plan.

Development related

Aldi's

Construction is underway at this site.

Bridgewater Heights

Staff prepared a detailed list of items to be corrected on Bluff Street and met with the developer on 6/26/17. Corrective work on Bluff Street, development related agreements and securities were discussed. On 6/26/17 the City Council approved a resolution for a revised PUD/Subdivision Agreement.

DeMann Site

On 6/12/17 the developer's engineer forwarded a link to Preliminary plat/PUD application documents; the documents are under review and draft comments are expected to be ready by 7/11/17. Planning Commission consideration is planned for 7/20/17.

Dundas Dome Site

The owner has been contacted for a copy of the MPCA Construction Stormwater Permit for the site. Clarifying information on the storm water design has also been requested. A field inspection will be completed to determine the current level of compliance with the City-approved plans.

K-Mart site

It is our understanding the owner may also request minor alterations of the exterior, this would likely be reviewed via a site plan review by staff.

Mechanical Systems

Changes have been made to the original site design; staff is in the process of obtaining the revised plans for review.

Ruth's on Stafford

We have received more detailed site information from the applicant's engineer, but are still awaiting detail on the storm water management before we may complete the engineering review.

**City of Dundas
General Fund Budget Worksheets**

	Estimate from 2017 Budget						
	Actual <u>2015</u>	Actual <u>2016</u>	Budget <u>2017</u>	2 Year Average	Estimate <u>2018</u>	Estimate <u>2019</u>	Estimate <u>2020</u>
Administration & City Hall							
Salaries and wages	83,369	\$ 88,629	\$ 81,458	85,999	\$83,902	\$86,419	\$89,011
PERA contributions	5,979	6,785	6,169	6,382	5,873	6,049	6,231
Payroll taxes	6,335	5,952	5,952	6,144	6,357	6,547	6,744
Insurance benefits	13,822	9,696	13,943	11,759	14,640	15,372	16,140
Workers compensation insurance	833	1,021	-	927	-	-	-
Supplies	8,129	7,982	3,750	8,056	4,125	4,538	4,991
Building Heat	0	-	-	0	-	-	-
Auditing and accounting	6,060	8,193	6,840	7,127	7,182	7,541	7,918
Engineering Fees	17,876	3,633	15,400	10,755	15,862	16,338	16,828
Legal fees	19,528	19,548	22,843	19,538	23,528	24,234	24,961
EDP / Software	0	-	1,000	0	1,000	1,000	1,000
Professional services	994	1,318	3,000	1,156	3,000	3,000	3,000
Telephone and communications	3,478	4,205	4,470	3,842	4,673	4,885	5,108
Postage	702	769	880	736	880	924	924
Travel reimbursement	2,301	2,084	2,750	2,193	2,799	2,849	2,849
Training and instruction	1,375	950	1,496	1,163	1,646	1,646	1,810
Advertising	0	-	-	0	-	-	-
Newsletter	3,080	-	-	1,540	-	-	-
Legal notices published	927	870	563	899	563	563	563
General Notices	0	-	-	0	-	-	-
Insurance Liability	7,832	3,807	6,361	5,820	6,679	7,013	7,364
Insurance Property	0	-	793	0	833	874	918
Utilities	2,141	1,945	2,029	2,043	2,130	2,237	2,348
Repairs and maintenance	6,985	3,667	2,250	5,326	2,250	2,250	2,250
R&M Building	0	-	1,500	0	1,500	1,500	1,500
Equipment rentals	3,850	1,202	3,440	2,526	3,440	3,440	3,440

	Actual	Actual	Budget	2 Year	Estimate	Estimate	Estimate
	<u>2015</u>	<u>2016</u>	<u>2017</u>	Average	<u>2018</u>	<u>2019</u>	<u>2020</u>
Miscellaneous	2,212	3,586	8,000	2,899	-	-	-
Bank Fees	0	-	-	0	-	-	-
Dues and subscriptions	1,895	2,290	2,113	2,093	2,113	2,113	2,113
Cleaning Service	0	-	656	0	689	723	759
Capital outlay	4,354	1,641	-	2,998	-	-	-
Equipment	0	-	5,490	0	5,765	6,053	6,100
Total Administration	204,057	\$ 179,773	\$ 203,146	191,915	\$ 201,429	\$ 208,108	\$ 214,870

	Actual <u>2014</u>	Actual <u>2015</u>	Actual <u>2016</u>	3 Year <u>Average</u>	Budget <u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Mayor, Council & Elections									
Salaries and wages	\$ 17,915	\$ 27,415	\$ 25,490	23,607	25,200	27,100	25,200	\$ 27,100	\$ 25,200
Payroll taxes	1,243	2,072	1,783	1,699	1,928	1,928	1,928	\$ 1,928	1,928
Insurance & Benefits	54	78	64	65	60	63	66	69	73
Supplies	1,012		195	402		400	-	-	-
Training and instruction	315	-	540	285	1,050	1,050	1,103	1,158	1,158
Telephone	420	315	420	385	420	420	420	420	420
Travel and meeting	115	640	79	278	724	874	760	836	752
Dues and subscriptions	73	-	30	34	20	20	20	20	20
Equipment	-			0	5,600	500	600	630	630
Total Mayor and Council	\$ 21,147	\$ 30,520	\$ 28,601	\$ 26,756	\$ 35,002	\$ 32,355	\$ 30,097	\$ 32,162	\$ 30,181