

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, October 8, 2018
7:00 p.m. Dundas City Hall**

- 1. Call to Order/Pledge Allegiance**
- 2. Roll Call:** Mayor Glenn Switzer; Councilors John Cruz, Larry Fowler, Grant Modory, Chad Pribyl
- 3. Presentation/Public Forum**
- 4. Approval of Agenda***
- 5. Consent Agenda**
 - a. Regular Meeting Minutes of September 24, 2018*
 - b. Disbursements* - \$71,289.76**Motion by____, second by____**
- 6. Old Business**
 - a. Approve Memorandum of Understanding Regarding Chief of Police*
Motion by____, second by____
 - b. Consider Changes in Personnel Policy Section 305.14
Motion by____, second by____
- 7. Ordinances and Resolutions**
 - a. Ordinance 2018-05* – An Interim Ordinance Establishing a Moratorium on Self-Storage Facilities within the City of Dundas
Motion by____, second by____
 - b. Resolution 2018-48* A Resolution Approving Amendment of Planned Unit Development (PUD) Ordinance
Motion by____, second by____
- 8. New Business**
- 9. Reports of Officers, Boards and Committees**
 - a. City Attorney
 - b. City Engineer*
 - c. City Administrator/Clerk/Treasurer*
 - d. Mayor, Councilors and Committees
- 10. Announcements**
 - a. Park and Recreation Advisory Board – Tuesday, October 9 at 7:00 PM at City Hall
 - b. Planning Commission Regular Meeting – Thursday, October 18 at 7:00 PM City Hall
 - c. City Council Meeting – Monday, October 22 at 7:00 PM at City Hall
 - d. General Election – Tuesday, November 6 from 7:00 AM to 8 PM at Rejoice! Church
- 11. Work Session**
 - a. Review 2019 Refuse Enterprise Fund*
 - b. Review 2019 Stormwater Enterprise Fund*
- 12. Adjourn**

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES
Monday, September 24, 2018
7:00 p.m. Dundas City Hall**

UNOFFICIAL MINUTES

Present: Mayor Glenn Switzer; Councilors John Cruz, Larry Fowler, Grant Modory, Chad Pribyl
Staff Present: City Attorney Paula Callies, City Engineer John Powell, Administrator John McCarthy,
Deputy Clerk Linda Ripka

CALL TO ORDER/PLEDGE ALLEGIANCE

Acting Mayor Pribyl called the Council meeting to order at 7:01 p.m. (*Mayor Switzer arrived*) A quorum was present.

PUBLIC FORUM/PRESENTATION - No public comment or presentation.

APPROVAL OF AGENDA

Motion by Modory, second by Cruz, to approve agenda with the removal under Old Business of RFP for City Hall and addition under New Business of Considering Approving for Additional Expenses for Storm Cleanup. Motion Carried Unanimously (MCU)

CONSENT AGENDA

Motion by Pribyl, second by Fowler, to approve consent agenda as follows:

Regular Meeting Minutes of September 10, 2018;

Attendance at Collections System Training for (2) Public Works Staff - \$780.00;

Special Action Claims:

Worker's Compensation Audit - \$1,112.00;

Bridgewater Township Tax Rebate - \$56,791.73;

Disbursements - \$114,543.51. MCU

OLD BUSINESS

Amend Personnel Policy Manual

Motion by Cruz, second by Modory, to approve the amendments to the Personnel Policy Manual as reviewed at the September 10, 2018, City Council Work Session to include a reduction in the number of hours needed for full time employee status, change in termination payout for unused sick time, and minor changes in wording to be consistent. MCU

Hiring Part-Time Police Officers

Administrator McCarthy indicated officers Wade Murray and Eric Kline conducted interviews for part-time police officer positions. He state he and Chief Mincke concurred with their recommendation to make an offer of employment for part-time officers to two of the applicants.

Motion by Modory, second by Cruz, to approve offering a part-time police officer position to Kevin McCabe and John VanAlstine contingent on completion of the required background checks. MCU

Appoint Interim Police Chief

Motion by Pribyl, second by Fowler, to appoint officer Eric Kline as Interim Police Chief for a period of 90 days at an hourly rate of \$28.25 effective October 6, 2018, contingent on a Memorandum Of Understanding with LELSI Local 327. Administrator McCarthy explained the reason for interim position is to allow Kline to remain in a non-exempt status during a probationary period. MCU

ORDINANCES AND RESOLUTIONS

Ordinance 2018-04 – An Ordinance Terminating Moratorium on Construction of Ground Mounted Solar Energy Systems

Motion by Fowler, second by Cruz, to approve Ordinance 2018-04 with the addition of adding date Interim Ordinance 2017-05 adopted on November 27, 2017, in Section 1. Attorney Callies explained the termination is required for the moratorium due to having adopted Ordinance 2018-03. **MCU**

Resolution 2018-41 A Resolution Approving the NAFRS Operating Expense Budget Request for 2019

Motion by Switzer, second by Modory, to approve Resolution 2018-41. Mayor Switzer reviewed the discussion at the last NAFRS Board meeting regarding concerns raised by the Dundas City Council about human resource procedures and administrative duties. Switzer indicated NAFRS Chair Anne Hadad will be attending the next City Council meeting. **MCU**

Resolution 2018-47 A Resolution Appointing Additional Election Judges for 2018 General Election

Motion by Modory, second by Cruz, to approve Resolution 2018-42. **MCU**

NEW BUSINESS

Recognition for Chief Gordon Mincke

Motion by Pribyl, second by Cruz, to approve the use of the Pavilion at Memorial Park on Friday, October 5, 2018, for a community gathering to acknowledge the service of retiring Chief Gordon Mincke. **MCU**

Consider Approving Additional Expenses for Storm Cleanup

Administrator McCarthy reviewed the impact of the September 20, 2018, windstorm. City staff has been clearing streets, boulevards and other City property of trees and limbs. He stated although there seems to be a significant number of trees down, it appears there is little property damage. He reported a few residents have been dumping trees and brushes in the boulevard expecting the City to clean up. A discussion regarding available resources, cost to the City and fairness to those property owners who have accepted the responsibility to maintain their properties indicated the City would not be able to assist only a few individuals.

REPORT OF OFFICERS, BOARDS AND COMMITTEES

City Attorney – Paula Callies.

Callies asked for direction from the Council regarding recent conversations about development along the TH #3. A discussion regarding what may be an appropriate use in the zoning district and references to how some Council members understood what was allowed in the district, indicated strong interest in reviewing self-storage facilities as a permitted use.

Motion by Modory, second by Cruz, to approve staff preparing an interim ordinance to consider self-storage development units for the next Council meeting. **MCU**

City Engineer – John Powell

Powell reported on the paving status for Stafford and Cannon Roads and update on the PRV Station site.

City Administrator/Clerk/Treasurer – John McCarthy

McCarthy reviewed the YTD financials, explained the squad computers would be rebuild instead of buying new, cleanup of parks, reported on the September NAFRS meeting, and the rescheduling of Planning Commission meeting to October 4.

McCarthy reviewed the status of Old School Property and explained there has been a discussion with the developer regarding a grant. He indicated the time frame appears too short to preform due diligence. Discussion followed regarding how to proceed with the redevelopment with Callies suggesting to start with an appraisal of the property.

(Councilor Modory left at 8:37 p.m.)

WORK SESSIONS

Review 2019 Water Enterprise Fund Budget

McCarthy reviewed the draft 2019 Water Fund Budget along with a 10-year projection of revenues and expenditures. He recommended an adjustment in the base rate which would slightly increase the cost for all users. He stated the long-term projection has been adjusted downward due to the possibility of a lower growth rate.

Review 2019 Sanitary Sewer Enterprise Budget

McCarthy reviewed the Sewer Enterprise Budget draft for 2019 and 10-year projection. He indicated the projection shows not meeting the reserve policy in 2026, but the fund should recover after without a rate adjustment. He suggested the rate could be decreased to offset the recommended base rate increase in the water fund.

Upon further discussion, the Council indicated a preference for no changes in the rates for 2019.

Review 2019 PEIP Rates

McCarthy reviewed the 2019 health premium noting rate increases and indicated there was a projected amount of increase in 2019 budget.

ADJOURN

Motion by Cruz, second by Fowler, to adjourn the meeting at 9:27 p.m. MCU

Submitted by:

Attest:

John M. McCarthy, Administrator/Clerk

Glenn Switzer, Mayor

Administrator/Clerk's Report

City Council Meeting, October 8, 2018

To: Mayor and Council

From: John M. McCarthy

Date: October 5, 2018

Presentation

NAFRS Chair Anne Hadad: Chair Hadad will discuss the function of the NAFRS board.

Old Business

Approve Memorandum of Agreement Regarding Police Chief: A MOA with Law Enforcement Labor Services will permit the City and Officer Eric Kline to analyze his fit as the Chief of Police. Recommend approval of the MOA and authorizing the Mayor and City Administrator/Clerk to sign. (Motion)

Consider Changes in Personnel Policy Section 305.14: Upon review of the health insurance premium adjustments for 2019 and the 2019 preliminary budget, the following changes in Subsection 305.14.03 are recommended:

1. Increase the monthly amount from \$665.00 to \$725.00
2. Increase the HSA Option annual contribution from \$600.00 to \$1,400
3. Increase the monthly retention benefit total cost from \$600.00 to \$675.00.

The draft 2019 Budget is based on a total health insurance cost of \$79,600 with the proposed adjustment calculated to be \$71,520. The proposed adjustment will increase the City's annual obligation by about \$5,760. As an employee needs to make any changes in the plan options they want to use by November 16, 2018, the City should determine the benefit level so that all employees have adequate time to select the option which best suits them. (Motion)

Ordinances and Resolutions

Ordinance 2018 – 05 An Interim Ordinance Establishing a Moratorium on Self-Storage Facilities within the City of Dundas: At the request of the City Council, Attorney Callies has prepared an Interim Ordinance to permit the City to review the applicability of self-storage facilities within the City of Dundas. It is recommended the City Council approve the Interim Ordinance. (Motion)

Resolution 2018 – 48 Approving Amendment of PUD Ordinance: After conducting a properly noticed public hearing on October 4, 2018, the Dundas Planning Commission unanimously approved Resolution PC2018-02, which recommends to the City Council the terms and conditions to amend a PUD Ordinance for the Dundas Dome Development. (Motion)

Administrator's Report

Planning Commission: The Planning Commission met on Thursday, October 4 to hold a public hearing regarding amending the PUD for Dundas Dome LLC, and to review a concept plan for a proposed Kwik Trip facility to be located along Hester Street between TH #3 and Schilling Drive. The concept envisions the widening of Hester Street to a 4 lane road to accommodate an entrance to the property from the street. The Planning Commission requested Kwik Trip provide additional information regarding access from Hester, a complete traffic study, the inclusion of pedestrian access from the intersection of Hester Street and Schilling Drive and improvement of the Hester / Schilling intersection to better accommodate truck and other vehicle use. A Concept Plan Review is not considered part of a development application but is used to help reach an understanding prior to a potential developer presenting a finished proposal. The next step in the process will be for Kwik Trip to apply for a Preliminary Planned Unit Development. Chair Modory thanked Kwik Trip for their approaching the access question with an acceptable solution.

Work Session

Review 2018 Refuse Enterprise Fund: No adjustment is recommended.

Review 2018 Stormwater Enterprise Fund: No adjustment is recommended.

Future Meeting Items

Items listed may be moved.

October 22, 2018

1. Call for Public Hearing regarding 2019 Fees
2. Worksession
 1. Review 2019 Budget.
 2. Review proposed RFP for Audit Services

November 13, 2018 (Tuesday due to Veteran's Day Holiday on Monday)

1. Public Hearing Regarding 2019 Fee Schedule
2. Consider Adopting Fee Schedule for 2019

Continuing Projects

Administration:

1. City Hall Project
2. 2019 Budget
3. Comprehensive Plan

Public Safety:

1. Part-time Police Officer

Public Works:

1. PUD Compliance for Dundas Dome
2. Water Supply Plan