

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, November 26, 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 November 13, 2018*
 - b. Disbursements* - \$37,853.20**Motion by____, second by____**
- 6. Old Business**
 - a. Call for Public Hearing Enacting a Code of Ordinance
Motion by____, second by____
- 7. Ordinances and Resolutions**
 - a. Resolution 2018-59* Resolution Requesting Clarification of NAFRS Claims Payment Processing
Motion by____, second by____
- 8. New Business**
 - a. Consider Hiring Part-time Police Officer
Motion by____, second by____
 - b. Consider Closing City Hall on December 24
Motion by____, second by____
- 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. City Council Meeting – Monday, December 10 and 17 at 7:00 PM at City Hall
 - b. Planning Commission – Thursday, December 20 at 7:00 PM at City Hall
 - c. City Hall Closed Thursday, December 24 half day and 25; January 1 due to Holidays
- 11. Work Session**
 - a. Review 2019 Budget*
- 12. Adjourn**

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES
Tuesday, November 13, 2018
7:00 p.m. Dundas City Hall**

UNOFFICIAL MINUTES

Present: Mayor Glenn Switzer; Councilors Larry Fowler, Grant Modory, Chad Pribyl

Absent: Councilor John Cruz

Staff Present: 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 7:02 p.m. with the pledge of allegiance. A quorum was present.

PUBLIC FORUM/PRESENTATION

Joe Allison of 208 Mill St E explained he is requesting his water be turned back on. He had asked to have it turned off due to a concern about the house collapsing due to storm damage. He stated he quit paying his utility bill two years ago as a protest for City not insuring the public water supply would not freeze in the winter.

APPROVAL OF AGENDA

Motion by Modory, second by Fowler, to approve agenda. Motion Carried Unanimously (MCU)

CONSENT AGENDA

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

Regular Meeting Minutes of October 22, 2018;

Resolution 2018-54 A Resolution to Certify Unpaid Utility Charges;

Special Action Claims: Winona Mechanical, Inc - \$41,505.50;

Disbursements - \$206,359.62. MCU

OLD BUSINESS

Consider Request for Proposal for Architectural Services

Motion by Switzer, second by Modory, to approve Request for Proposal (RFP) for City Hall construction for architectural and construction management services. Administrator McCarthy reviewed the space requirements for the proposed City Hall. **MCU**

Consider Approving Benchmark Cities for Compensation Study

Motion by Pribyl, second by Modory, to approve a list of Minnesota cities as benchmarks for the compensation study being conducted by David Drown Associates. Administrator McCarthy reviewed the list of cities and the criteria. **MCU**

PUBLIC HEARINGS

Consider Amending Chapter 101.02 City Code Fee and Charges for 2019

Open Public Hearing: Mayor Switzer opened the public hearing at 7:28 p.m. to consider amending Chapter 102.02 City Code Fee and Charges for 2018.

Staff Presentation: Administrator McCarthy reviewed those fees added along with removing of the City Code references for liquor licenses.

Public Comments: No public comments received.

Closed Public Hearing: Mayor Switzer closed the public hearing at 7:32 p.m.

PUBLIC HEARINGS (con't)

Certifying Assessments for 2018 Stafford Road North Improvement Project

Open Public Hearing: Mayor Switzer opened the public hearing at 7:32 p.m. regarding certifying assessments for the 2018 Stafford Road North Improvement Project.

Staff Presentation: City Engineer Powell reviewed the project. He indicated the amount being assessed per property is \$1500, which can be paid in full prior to final certification or over a five-year period with interest rate at 5.3%.

Public Comments: No public comment.

Closed Public Hearing: Mayor Switzer closed the public hearing at 7:35 p.m.

Certifying Assessments for 2018 Cannon Road Improvement Project

Open Public Hearing: Mayor Switzer opened the public hearing at 7:36 p.m. regarding certifying assessments for the 2018 Cannon Road Improvement Project. .

Staff Presentation: City Engineer Powell reviewed the project cost and amount being assessed. He indicated the sidewalk installed as part of the project will also be assessed to the benefiting properties but the owners have waived their right to object.

Public Comments: No public comments received.

Closed Public Hearing: Mayor Switzer closed the public hearing at 7:40 p.m.

ORDINANCES AND RESOLUTIONS

Consider Ordinance 2018-07 An Ordinance Amending Section 101.02 of the Dundas City Code Adopting Fees and Charges

Motion by Modory, second by Pribyl, to approve Ordinance 2018-07. MCU

Resolution 2018-53 A Resolution to Certify Results of State General Election

Motion by Fowler, second by Pribyl, to approve Resolution 2018-53. McCarthy indicated there was a correction sent by Rice County regarding the number of person's registering on election day. **MCU**

Resolution 2018-55 A Resolution Certifying Assessments to Property Owners for the 2018 Stafford Road North Improvement Project

Motion by Fowler, second by Modory, to approve Resolution 2018-55. MCU

Resolution 2018-56 A Resolution Certifying Assessments to Property Owners for the 2018 Cannon Road Improvement Project

Motion by Pribyl, second by Fowler, to approve Resolution 2018-56. MCU

Resolution 2018-57 A Resolution Approving Relocation of a Public Watermain in the Dundas Commercial Park

Motion by Modory, second by Switzer, to approve Resolution 2018-58. Administrator McCarthy stated the owner of two parcels is requesting permission to move a public waterline. He reviewed the current location and proposed location. City Engineer Powell stated the relocation will have to conform with City regulations and standards. He also stated fully engineered and approved plans will need to be submitted including removal of the old main, full restoration, relocation of the dog park fence and the work will be completed at no cost expense to the City.

Norman Oberto, property owner, stated he appreciated the staff input and working with him to setup the process to relocate the water main. **MCU**

Resolution 2018-58 A Resolution Requesting Clarification of NAFRS Coordinator Duties

Motion by Switzer, second by Fowler, to approve Resolution 2018-59. McCarthy reviewed the proposed resolution which will be submitted to the NAFRS Board at the next meeting. **MCU**

NEW BUSINESS – No New Business

REPORTS OF OFFICERS, BOARDS AND COMMITTEE

City Engineer – John Powell

Powell reviewed his report noting Kwik Trip is moving forward, and they have provided additional information which has not yet been reviewed.

City Administrator/Clerk/Treasurer – John McCarthy

Water Shut Off on Property Owner: McCarthy reported the property owner requested the shut off the day after the storm of September 20. He stated City staff had indicated to the owner there didn't seem to be a need to turn the water off from the street; therefore, staff turned water off informing owner there would be a cost of \$75.00 to turn it back on. McCarthy stated at the time of the owner's request for the water to be turned back, the owner was informed City Code requires utility account be current and the account was not current.

Owner Allison indicated he has not paid his utility bills as a protest regarding a concern about the water service freezing in the winter. Council discussed having the city attorney review the request. McCarthy explained there are instances where water lines freeze up, but the City has a process to minimize problems related to lines freezing. He will confirm the policy with Public Works Director Meliza and provide additional information at the next meeting.

City Administrator/Clerk/Treasurer – John McCarthy

Codification: McCarthy stated the City Code books for codification have been received.

Storm Cleanup Costs / PDA Meeting: McCarthy stated the City's storm cleanup cost of \$8,786 was submitted to MNHS at the Preliminary Damage Assessment.

CSAH #1: McCarthy stated CSAH#1 has been reopened to thru traffic with the final paving course and other work to be completed in 2019.

WORK SESSION

Amending Snow Plow and Ice Control Policy

City Engineer reviewed the policy. He indicated he will review and update the priority streets to be plowed. Council and staff discussed the responsibility for keeping some sidewalks clear of ice and snow.

ADJOURN

Motion by Fowler, second by Modory, to adjourn the meeting at 9:11 p.m. MCU

Submitted by:

Attest:

John M. McCarthy, Administrator/Clerk

Glenn Switzer, Mayor

Administrator/Clerk's Report

City Council Meeting, November 26, 2018

To: Mayor and Council
From: John M. McCarthy
Date: November 21, 2018

Old Business

Call for a Public Hearing Enacting a Code of Ordinance: American Legal Publishing has completed the codification of the Dundas City Code. Before the Code becomes the legal document on which the City relies, a public hearing must be held. Recommend calling for a public hearing to consider amending, restating, revising, updating, codifying and compiling the ordinances at 7:00 PM, Monday, December 10, 2018. (Motion)

Ordinances and Resolutions

Consider Resolution 2018 – 59 Requesting Clarification of NAFRS Claims Payment Process: Claims made against the NAFRS Board apparently are paid prior to approval of the Board. It has been the position of the representatives of Dundas that all claims except those specifically identified in State statute should be reviewed and approved by the Board prior to being paid. If this resolution is approved, it will be forwarded to the NAFRS Board prior to their next meeting. (Motion)

New Business

Consider Hiring Part-Time Police Officer: After conducting a second round of interviews, Interim Chief Eric Kline and Officer Wade Murray, recommend hiring Robert Wilkins as a part-time officer contingent on completion of the background investigation. Wilkins will be completing his 4-year degree in Police Science at St. Mary's University of Minnesota in December. I have reviewed the applications and interview results with Interim Chief Kline and agree with the recommendation the position should be offered contingent on completion of the required background checks. (Motion)

Approve Closing City Hall on December 24, 2018: This is already designated for half a day as a paid holiday. Most of the administrative staff will not be in. Recommend approving a motion to close City Hall for the entire day. (Motion)

Administrator's Report

Financial: Financial (and investment report): As of the end of October, the City's General Fund operating revenue is \$821,431 or \$36,667 more than last year. For the same period, operating expenditures are \$799,871 or \$28,442 less than the same period last year.

Water Fund revenue is \$330,377 or \$46,631 more than last year. Year-to-date Water Fund expenditures are \$156,100 or \$14,098 less than 2017.

Year-to-date Sanitary Sewer Fund revenue is \$361,780 or \$23,622 more than 2017. Expenditures for the period ending in October are \$215,970 or \$47,107 less than last year.

The City had \$3,578,170 in certificates of deposit, money market and checking accounts as of the end of October.

Water Line Freezing Policy: As requested, Public Works Director Meliza has prepared a memo regarding the process to turn water back on. Advising residents who are concerned regarding a possible freeze up in the street, Meliza describes the process which is used through out the land.

Part Time Police Officer: Interim Chief Kline has informed the City John VanAlstine has successfully completed his background and fit for duty checks. I have reviewed the information and discussed the reports with Kline. He will be scheduling VanAlstine for duty as soon as possible.

Kwik Trip: Kwik Trip has submitted an application for a preliminary and final plat and PUD. Staff has not approved the application as there appears to be a couple of items which do not appear to comply with the code. It is not believed the items are significant, but more information is required.

Work Session

Final Budget Review: A final budget review appears to indicate the City is on track to do better than projections for 2018. Projections still indicate a slight deficit of expenditures over revenues in 2021 and 2022.

Future Meeting Items

Items listed may be moved.

December 10, 2018

1. Public Comment for 2018 Taxes paid in 2019 (Truth in Taxation)
2. Public Hearing Code of Ordinances (Codification)
3. Approve Final 2019 Levy
4. Adopt 2019 General Fund Budget
5. Adopt 2019 Enterprise Fund Budgets
6. Consider Amending Snow and Ice Control Policy
7. Consider Approving Tobacco / Amusement Licenses / Pool Tables

December 17, 2018

1. Consider 2019 Wage and Salary Adjustments

January 7, 2019

1. Initial Meeting

Continuing Projects

Administration:

1. City Hall Project
2. 2019 Budget
3. Comprehensive Plan
4. Compensation Study

Public Safety:

1. Part-time Police Officer

Public Works:

1. Water Supply Plan