

**DUNDAS CITY COUNCIL  
REGULAR MEETING AGENDA  
Tuesday, November 13, 2018  
7:00 p.m. Dundas City Hall  
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**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 October 22, 2018\*
- b. Resolution 2018-54\* A Resolution to Certify Unpaid Utility Charges
- c. Special Action Claims:
  - i. Winona Mechanical, Inc - \$41,505.50
- d. Disbursements\* - \$206,359.62

**Motion by**\_\_\_\_, **second by**\_\_\_\_

**6. Old Business**

- a. Consider Request for Proposal for Architectural Services\*  
**Motion by**\_\_\_\_, **second by**\_\_\_\_\_
- b. Consider Approving Benchmark Cities for Compensation Study\*  
**Motion by**\_\_\_\_, **second by**\_\_\_\_\_

**7. Public Hearings**

- a. Consider Amending Chapter 101.02 City Code Fee and Charges for 2019\*
  - i. Open Public Hearing
  - ii. Staff Presentation
  - iii. Public Comments
  - iv. Closed Public Hearing
- b. Certifying Assessments for 2018 Road Improvement Project for Stafford Road North\*
  - i. Open Public Hearing
  - ii. Staff Presentation
  - iii. Public Comments
  - iv. Closed Public Hearing
- c. Certifying Assessments for 2018 Road Improvement Project for Cannon Road\*
  - i. Open Public Hearing
  - ii. Staff Presentation
  - iii. Public Comments
  - iv. Closed Public Hearing

**8. Ordinances and Resolutions**

- a. Consider Ordinance 2018-0\* An Ordinance Amending Section 101.02 of the Dundas City Code Adopting Fees and Charges  
**Motion by**\_\_\_\_, **second by**\_\_\_\_
- b. Resolution 2018-53\* A Resolution to Certify Results of State General Election  
**Motion by**\_\_\_\_, **second by**\_\_\_\_
- c. Resolution 2018-55\* A Resolution Certifying Assessments to Property Owners for the Stafford Road North 2018 Improvement Project  
**Motion by**\_\_\_\_, **second by**\_\_\_\_
- d. Resolution 2018-56\* A Resolution Certifying Assessments to Property Owners for the Cannon Road 2018 Improvement Project  
**Motion by**\_\_\_\_, **second by**\_\_\_\_
- e. Resolution 2018-57\* A Resolution Approving Relocation of a Public Watermain in the Dundas Commercial Park Addition  
**Motion by**\_\_\_\_, **second by**\_\_\_\_
- f. Resolution 2018-58\* A Resolution Requesting Clarification of NAFRS Coordinator Duties  
**Motion by**\_\_\_\_, **second by**\_\_\_\_

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- 9. New Business**
- 10. Reports of Officers, Boards and Committees**
  - a. City Attorney
  - b. City Engineer\*
  - c. City Administrator/Clerk/Treasurer\*
  - d. Mayor, Councilors and Committees
- 11. Announcements**
  - a. Park and Recreation Advisory Board – *Wednesday*, November 14 at 7:00 PM at City Hall
  - b. Planning Commission Regular Meeting – *Thursday*, November 15 at 7:00 PM City Hall
  - c. City Hall Closed *Thursday*, November 22 due to Holiday
  - d. City Council Meeting – *Monday*, November 26 at 7:00 PM at City Hall
- 12. Work Session**
  - a. Amending Snow Plow and Ice Control Policy\*
- 13. Adjourn**

**DUNDAS CITY COUNCIL  
REGULAR MEETING MINUTES**

**Monday, October 22, 2018  
7:00 p.m. Dundas City Hall**

**UNOFFICIAL MINUTES**

Present: Mayor Glenn Switzer; Councilors John Cruz, Larry Fowler, Chad Pribyl

Absent: Councilor Grant Modory

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

**PUBLIC FORUM/PRESENTATION** – No public response.

**APPROVAL OF AGENDA**

**Motion by Cruz, second by Fowler, to approve agenda as presented. Motion Carried Unanimously (MCU)**

**CONSENT AGENDA**

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

**Regular Meeting Minutes of October 8, 2018;**

**Resolution 2018-49 A Resolution to Certify Unpaid Storm Water Fees;**

**Special Action Claims:**

**Winona Mechanical, Inc. 2018 PRV Project - \$50,116.91**

**Swenke Ims 2018 Cannon Road Street Project - \$127,935.55**

**Swenke Ims 2018 Stafford Road North Street Project - \$223,460.79**

**US Bank GO Sewer Revenue Bonds, Series 2016A - \$51,202.50**

**Disbursements - \$521,019.77. MCU**

**OLD BUSINESS**

Call for Public Hearing on 2018 Fee Schedule

**Motion by Cruz, second by Fowler, to set a Public Hearing at 7:00 p.m. or as soon as possible thereafter on November 13, 2018, to consider Ordinance 201-07 Amending Section 101.02 of the Dundas City Code Adopting Fees and Charges.** *Mayor Switzer arrived at 7:04 p.m.*

Administrator McCarthy explained fees for use or rental of City equipment were being added and all Ordinance references in the section for Liquor Licenses were removed. **MCU**

**ORDINANCES AND RESOLUTIONS**

Ordinance 2018-06 An Ordinance Amending the Planned Unit Development for Lot 1, Block 1 Dundas Dome Addition

**Motion by Pribyl, second by Cruz, to approve Ordinance 2018-06 and authorize the Mayor and City Administrator/Clerk to sign the Amended Development Agreement.** Administrator McCarthy stated an enhanced landscaping plan has been submitted and approved along with the Amended Development Agreement, which has been signed by Dundas Dome officers. Councilor Cruz asked if the concerns regarding the berm, parking and driveway have been properly addressed. City Engineer Powell explained the work in question has either been completed or is covered by the amended agreement. **MCU**

ORDINANCES AND RESOLUTIONS (con't)

Resolution 2018-50 A Resolution Declaring the Cost to be Assessed, Ordering the Preparation of Proposed Assessments and Setting the Public Hearing on the Proposed Assessment for the Stafford Road Improvement Project

**Motion by Cruz, second by Fowler, to approve Resolution 2018-50 setting a Public Hearing for Tuesday, November 13, 2018, at 7:00 p.m. or as soon as possible thereafter.** City Engineer Powell explained the process. **MCU**

Resolution 2018-51 A Resolution Declaring the Cost to be Assessed, Ordering the Preparation of Proposed Assessments and Setting the Public Hearing on the Proposed Assessment for the Cannon Road Improvement Project

**Motion by Fowler, second by Cruz, to approve Resolution 2018-51 setting Public Hearing for Tuesday, November 13, 2018, at 7:00 p.m. or as soon as possible thereafter.** **MCU**

Resolution 2018-52 A Resolution Authorizing Prepaying to NAFRS for Replacement Fire Truck

**Motion by Pribyl, second by Cruz, to approve Resolution 2018-52.** Administrator McCarthy explained NAFRS is requesting the Parties prepay a required deposit for previously approved 2019 NAFRS capital budget to replace a fire truck. He reviewed the funds and budget. **MCU**

NEW BUSINESS – No new business presented.

REPORT OF OFFICERS, BOARDS AND COMMITTEES

City Engineer – John Powell

Powell highlighted areas of his report noting interest on future development of Bridgewater Heights area.

City Administrator/Clerk/Treasurer – John McCarthy

McCarthy reviewed the financials for the year stating the financial condition of the City is good. He explained one of the applicants offered a part-time police officer position withdrawn to accept another position. He indicated the other applicant is being backgrounded with the intent to begin training as soon as the assessments are processed. He indicated additional interviews are set for this week.

McCarthy reviewed the quarterly Dundas/Northfield area intergovernmental meeting, explaining Rice County Engineer Luebbe reviewed the draft 10-year road plan. Luebbe indicate4d CSAH #1 east of the roundabout on County Road 1 construction is behind schedule due to weather and the projected completion will be delayed. McCarthy reported Rice County Emergency Services Director Jennifer Hauer-Schmitz reviewed the recent storm damage and indicated public entities will be meeting with staff from Minnesota Homeland Security to complete a Preliminary Damage Assessment which will establish if the damage will qualify for financial assistance.

Mayor, Councilors and Committees

Mayor Switzer reviewed the October NAFRS Board Meeting and explained the new coordinator reviewed a work plan for the coming year. He indicated he was concerned regarding what appears what has been reported as administrative work already being done instead of what has been represented as a limited function of providing support to the Board. McCarthy stated staff can prepare a resolution to NAFRS to clarify the position and duties of the coordinator.

WORK SESSION

Review 2019 Levy and General Fund Budget

Administrator McCarthy reviewed the current status of the 2018 budget along with estimated year end revenue and expenditures. He reviewed the Proposed 2019 Budget explaining the year end projections and more complete information regarding the 2018 tax capacity appear to be in line with projections. Residential properties are expected to increase by about 6.6%.

REPORT OF OFFICERS, BOARDS AND COMMITTEES

Review 2019 Levy and General Fund Budget (con't)

Mayor Switzer asked if the General Fund Budget has any provision for an equipment shed at the Public Works facility. Council discussion indicated an interest in working the shed into the budget.

Review Community Survey for Comprehensive Plan

McCarthy reviewed the survey to go to all Dundas property owners to assist the City in preparing to begin the revision of the Comprehensive Plan.

ADJOURN

**Motion by Cruz, second by Fowler, to adjourn the meeting at 8:05 p.m. MCU**

Submitted by:

Attest:

\_\_\_\_\_  
John M. McCarthy, Administrator/Clerk

\_\_\_\_\_  
Glenn Switzer, Mayor

## **Administrator/Clerk's Report**

City Council Meeting, November 13, 2018

**To:** Mayor and Council

**From:** John M. McCarthy

**Date:** November 9, 2018

### **Old Business**

**Consider Request for Proposal for Architectural Services:** A RFP to design and provide construction management services to a new City Hall has been prepared based on facility needs developed as part of the proposed redevelopment of the "Old School" property. Recommend approval of the Request for Proposal. (Motion)

**Consider Approving Benchmark Cities for Compensation Study:** David Drown Associates has submitted a list of cities which they recommend be reviewed as part of the compensation study. I have reviewed a preliminary list, referenced the location of the communities in relationship to a larger community or metropolitan area and examined population growth for the cities. I have discussed the list and DDA has clarified the criteria for selections. At my recommendation, three communities were added to the benchmarks. Recommend approval of the benchmark cities. (Motion)

### **Public Hearings**

**Consider Amending Chapter 101.02 Fees and Charges:** The public hearing is required in order to amend the ordinance. Notice has been published and posted in accordance with state statute. As of the date of this report, no comments have been received.

**Consider Assessments for 2018 Road Improvement Project for Stafford Road North.** The public hearing is required in order to assess the benefiting properties. It is anticipated most of the property owners will chose to pay the entire amount, \$1,500.00, this year instead of spreading the assessment over a 5-year period. Notice has been published and posted in accordance with state statute. As of the date of this report, no comments have been received.

**Consider Assessments for 2018 Road Improvement Project for Cannon Road. The public hearing is required in order to assess the benefiting properties.** Notice has been published and posted in accordance with state statute. As of the date of this report, no comments have been received.

### **Ordinances and Resolutions**

**Ordinance 2018 – An Ordinance Amending Dundas City Code Section 101.02 Adopting Fees and Charges.** It is recommended Council act on the amendment based on information received in the public hearing. (Motion)

**Resolution 2018 – 53 Consider Approval of a Resolution Declaring General Election Results:** The Council of a City in Minnesota is required to meet as the Canvassing Board to canvass the results of a general election in the municipality. The Board must meet between the third and tenth days after the election. Once the results are canvassed, candidates have seven days to dispute the results and if there are no disputes, the names of the winning candidates will be issued a certificate of election. The Rice County Auditor's Office has examined the votes cast at the polling place and those submitted as absentee ballots. Based on the examination the Auditor has prepared an Abstract of Votes Cast in the Precinct of the City of Dundas. The Abstract indicates a total of 781 votes were cast in the municipal general election. (Motion)

**Resolution 2018 – 55 Consider Certifying Assessments for the Stafford Road North 2018 Road Improvement Project.** It is recommended Council act on the assessments based on information received in the public hearing. (Motion)

**Resolution 2018 – 56 Consider Certifying Assessments for the Cannon Road 2018 Road Improvement Project:** It is recommended Council act on the amendment based on information received in the public hearing. (Motion)

**Resolution 2018 – 57 Consider Request to Move a Public Waterline.** The owner of two parcels located in Dundas Commercial Park is requesting permission to move a public waterline. The waterline is currently located in an easement which runs along the western edge of the properties and the property owner wants to move the water main to an adjoining parcel owned by the City in order to improve the developable area of the properties. The width of the current drainage and utility easement is 60 feet with the watermain located about 50 feet into the easement. Staff has reviewed the request and recommends approval of the resolution permitting relocation in compliance with City regulations and standards and at no expense to the City. (Motion)

**Resolution 2018 – 58 Consider Requesting Clarification of NAFRS Coordinator Duties:** At the October 23 meeting of the City Council, Mayor Switzer indicate there appears to be a difference in the described duties of the newly hired NAFRS Coordinator and what has been represented in the news media as an administrative task. The Council requested staff prepare a resolution asking for a clarification. (Motion)

### **Administrator's Report**

**Codification:** The City has received ten copies of the final code from American Legal Publishing.

**Storm Cleanup Costs / PDA Meeting:** The State of Minnesota Homeland Security and Emergency Management conducted a Preliminary Damage Assessment for damage related to the September 20 tornados on October 24, 2018. The City of Dundas submitted a total of \$8,786. The preliminary total for Rice County is \$2,755,999.

**CASH #1:** The County road has been reopened to thru traffic. The work is not complete, but the road has been completed to the point where it can be used safely and without damage to the surface of base. The final paving course and other work will be completed in 2019.

### **Work Session**

**Review Snow Removal Policy:** Staff has prepared amendments to the snow removal policy. After review, the amended policy will be presented for approval at the next meeting of the City Council.

### **Future Meeting Items**

Items listed may be moved.

#### **November 26, 2018**

1. Public Hearing Regarding Easement Vacation
2. Work Session
  - a. Review Codification

#### **December 10, 2018**

1. Public Comment for 2019 Levy (TNT)
2. Approve Final 2019 Levy
3. Adopt 2019 General Fund Budget
4. Adopt 2019 Enterprise Fund Budgets

### **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