

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, February 11, 2019
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. Public Forum**
- 4. Approval of Agenda***
- 5. Consent Agenda**
 - a. Approval of Regular and Public Hearings Meeting Minutes of January 28, 2019*
 - b. Resolution 2010-05* A Resolution Accepting Donations from the Northfield Fire Relief Association and from the Waterford Warriors Snowmobile Club, Inc.
 - c. Special Action Claims
 - i. Cannon River Drug Violent Offender Task Force - \$1,366
 - d. Expenditures* - \$87,728.99
- 6. Old Business**
 - a. Consider Profile, Job Description, Salary Range and Hiring Process for City Administrator*
Motion _____, **second** _____
 - b. Consider Approving Snow and Ice Removal Area Maps*
Motion _____, **second** _____
- 7. Ordinances and Resolutions**
 - a. Ordinance 2019-02* An Ordinance Terminating Moratorium on the Self-Storage Facilities
Motion _____, **second** _____
- 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, February 12 at 7:00 p.m. City Hall
 - b. Planning Commission Public Hearings/Meeting* – Thursday, Feb.21 at 7:00 p.m. City Hall
 - c. City Council Meeting – Monday, February 25 at 7:00 p.m. City Hall
- 11. Work Session**
 - a. Bridgewater Township's Incorporation*
- 12. Adjourn**

**DUNDAS CITY COUNCIL
REGULAR MEETING and
PUBLIC HEARING MINUTES
Monday, January 28, 2019
7:00 p.m. Dundas City Hall**

UNOFFICIAL MINUTES

Present: Mayor Glenn Switzer; Councilors John Cruz, Grant Modory, Chad Pribyl

Absent: Larry Fowler

Staff Present: City Engineer John Powell, Administrator John McCarthy, Deputy Clerk Linda Ripka

CALL TO ORDER/PLEDGE ALLEGIANCE

Mayor Switzer called the Council meeting to order at 7:00 p.m. with the pledge of allegiance. A quorum was present.

PUBLIC FORUM/PRESENTATION

Norman Oberto, Dundas business owner, indicated he will be requesting a rezoning of a property.

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

Approval of Initial and Regular Meeting Minutes of January 7, 2019;

Special Action Claims:

Swenke Ims: Pay Voucher #4 Cannon Road Project - \$34,105.00

Swenke Ims: Pay Voucher #4 Stafford Road North Project - \$38,676.88

Rice County Sheriff 2019 ERU Fees - \$1,000.00

Rice County Sheriff K-9 Program - \$250.00

Expenditures - \$123,120.52. MCU

PUBLIC HEARINGS

Consider Proposed Ordinance 2019-01 An Ordinance Amending the Zoning Ordinance of the City of Dundas Regarding Self Storage Facilities

Open Public Hearing: Mayor Switzer opened the public hearing at 7:03 p.m.

Staff Presentation: Administrator McCarthy referred to City Planner Nate Sparks' memo of December 18, 2018, noting the Planning Commission discussed and suggested self-storage uses are not appropriate in the B-2 Highway Commercial District as the use is not retail in nature but more of a warehousing type use which is intended for Industrial areas. He stated Sparks further indicated the Planning Commission found it to be appropriate to remove self-storage facilities from the B-2 District and place it in the LI District as a conditional use. McCarthy stated due to these suggestions, an ordinance reflecting the recommendation of the Planning Commission was drafted and such ordinance is consistent with the City's Comprehensive Plan.

Public Comments: Norman Oberto, partner in Dundas Self-Storage, indicated he supports the process and proposed ordinance.

Closed Public Hearing: Mayor Switzer closed the public hearing at 7:10 p.m.

Consider Request to Vacate a Drainage and Utility Easement in Dundas Commercial Park Addition

Open Public Hearing: Mayor Switzer opened the public hearing at 7:10 p.m.

Staff Presentation: Administrator McCarthy indicated the owner of two properties, Lot 5, Block 1 and Lot 4, Block 1, Dundas Commercial Park Addition, is asking to reduce the size of a drainage and utility easement to permit a more efficient future development of the properties. He reported a City water main needs to be relocated as a condition of the vacation.

PUBLIC HEARINGS

Consider Proposed Request for Vacation of a Drainage and Utility Easement (con't)

City Attorney Callies reviewed the reasons an easement cannot be relocated until the water facilities are properly relocated and the requirement that all costs are the responsibility of the property owner. City Engineer Powell indicated no relocation of water main can take place until Spring and satisfactory completion should be a condition when satisfactory completed.

Public Comments: Norman Oberto, applicant and speaking for the property owner, indicated he appreciates the support to move forward.

Closed Public Hearing: Mayor Switzer closed the public hearing at 7:17 p.m.

OLD BUSINESS – None

ORDINANCES AND RESOLUTIONS

Ordinance 2019-01 An Ordinance Amending the Zoning Ordinance of the City of Dundas Regarding Self Storage Facilities

Motion by Pribyl, second by Cruz, to approve Ordinance 2019-01. MCU

Resolution 2019-03 A Resolution Approving Vacation and Drainage of Utility Easement in the City of Dundas

Motion by Pribyl, second by Cruz, to approve the Resolution adding as a condition, utilities be relocated at owner's expense and requiring completion of all work to be in accordance with the City's standards and requirements. MCU

Resolution 2019-04 A Resolution Requesting Part-Time Police Officer Robert Wilkins Acceptance as a Member of Public Employees Police and Fire Plan

Motion Modory, second by Cruz, to approve Resolution 2019-04. MCU

NEW BUSINESS - None

REPORTS

City of Attorney – Paula Callies

Callies reviewed her memo on discontinuance of water service for non-payment of utility service and recommended changes in the City Code.

City Engineer – John Powell

Powell reported the relocated pressure relief valve (PRV) is operational. He stated the construction cost for the storm pond maintenance project is estimated to be \$65,000 due to sediment removal and other major work. McCarthy indicated the funds will come out of the reserve storm water fund.

City Administrator – John McCarthy

Bridgewater Township Inc.: McCarthy reviewed information presented at the Township meeting of January 8. A discussion followed.

NAFRS: McCarthy reported the NAFRS Board was presented with a proposal to approve a five-member ad hoc committee to advise the part-time Program Coordinator. He stated the board voted to send their attorney's response to Dundas but nothing has been received since the meeting.

RFP for City Hall: McCarthy reported ten firms responded and three to four firms will be reviewed for further consideration.

Area Building Report: City of Lonsdale shared the annual report they produce which reviews new residential building permits issued in several area cities.

WORK SESSION

Snow and Ice Removal Policy

Engineer Powell reviewed the revised maps for prioritizing snow and ice removal. Suggestions were made to change sidewalk designations to priority only and have the plow operator make at least one pass for all streets in Bridgewater Heights (Map Area 3).

ADJOURN

Motion by Cruz, second by Modory, to adjourn the regular and two public hearing meetings at 8:09 p.m.

Submitted by:

Attest:

John M. McCarthy, Administrator/Clerk

Glenn Switzer, Mayor

Administrator/Clerk's Report

City Council Meeting, February 11, 2019

To: Mayor and Council
From: John M. McCarthy
Date: February 8, 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.

Resolution 2019 - 05 Accepting Lawful Gambling Donations: The Northfield Fire Relief Association has submitted their 2018 10% Lawful Gambling Contribution of \$6,983.54. This is \$1,047.47 more than last year. The Waterford Warriors Snowmobile Club has submitted their Lawful Gambling Contribution of \$2,390.84. The amount is \$383.77 more than received in 2018 for 2017. According to state statutes, the funds need to be used for specific purposes such as parks or public safety.

Old Business

Consider Profile, Job Description, Salary Range and Hiring Process for City Administrator: Liza Donabauer of David Drown Associates has prepared a recommended profile, job description and process for hiring a new City Administrator. As the classification and compensation study is not yet complete, the recommended salary range has not been established. It is anticipated the study will be ready for review and acceptance at the February 25 Council meeting. (Motion)

Consider Snow and Ice Removal Maps: Based on comments and information received at the January 28 City Council Worksession, the maps have been revised. The policy will be amended to reflect changes in the maps. (Motion)

Ordinances and Resolutions

Ordinance 2019- 02 This ordinance terminates the interim moratorium, Ordinance 2018 – 05 which temporarily prohibited the construction and development of self-storage facilities in the City of Dundas. After a thorough study and review, the City enacted Ordinance 2019 – 01 which removes self-storage facilities as a permitted use in the Highway Commercial zoning district and permits the facilities as a conditional use in Limited Industrial zones. (Motion)

Administrator's Report

Snow Plowing: The City has received several concerns regarding snow removal, but the work the public works crew has done has also been recognized by some positive comments. Most of the concerns have been related to the need of the person complaining to get to work and difficult driving on snowy and icy streets which resulted from the warm weather over the weekend and the subsequent snowfall. Superintendent Meliza has explained the streets have to be plowed before sanding to insure the sand is not removed by the plow. Staff has also explained plowing is routed to provide safe travel for the majority of the users first.

City Hall: The interviews to select an architectural firm scheduled for February 7th were canceled due to weather. Interviews have been rescheduled for Tuesday, February 12.

Work Session

Bridgewater Township Incorporation: Mayor Glenn Switzer, City Attorney Paula Callies and I attended the Special Work Session of the Township to discuss incorporation strategy held on January 31, 2019. The meeting originally

scheduled to last for 3 hours was shortened due to furnace problems in the town hall. In addition to the strategy session, the township held an informational meeting on Saturday, February 2, which I attended. The informational meeting, scheduled for Thursday, February 7 was canceled due to the weather. The next informational meeting will be on Wednesday, February 27.

At the February 2 meeting which was moderated by Larry Alderks and attended by what I estimate to be about 60 people, the supervisors presented information regarding the process and accepted questions and comments from the audience. Supervisor Castore explained there are several reasons to consider incorporation including more flexibility to develop rules regarding zoning and an anticipated increase in property tax revenue due to increased development. The township currently is limited by Rice County zoning regulations which limit industrial development and restrict housing clusters to 11 properties. He explained developers need at least 30 to 40 homes in a cluster to make a development economically viable. He explained the incorporation process including a township's ability to petition and the risk that adjacent communities could appeal. A decision regarding incorporation would be made by an administrative law judge who has the ability to approve the petition, deny the petition or modify the boundaries of the proposed city. The judge could permit Northfield and Dundas to annex part of the township when determining the boundaries. Castore spoke about the annexation agreements with Northfield & Dundas and mentioned a possible legal question raised by a provision of the agreement with the City of Dundas. In response to questions regarding where development is to occur the supervisors indicated they believe the area around Comus Junction would be attractive to the development of a rail yard to serve the gravel mining operations in the vicinity of State Highway #3 & 140th Street. These anticipated industries would not require public utilities or additional infrastructure. It was also indicated there is forested land which would not be conducive to agricultural uses along the river which could be attractive to developers of homes. Infrastructure and utilities would be paid for by the developer. An anticipated expansion of Faribault to the County Rd. #9 & Interstate 35 area along with suggested interest by Faribault in the Comus Junction area were mentioned in the presentation. Castore reviewed anticipated increases in revenue including Local Government Aid (LGA) and the ability to get grants along with expenses relating to police protection and administrative staff. In response to a question regarding discussions with neighboring governmental entities, Castore indicated that the two county commissioners who have attended a meeting appear supportive, the City of Northfield appeared to be curious but neutral and Dundas was not friendly.

Future Meeting Items

Items listed may be moved.

February 25, 2019

1. Consider Classification and Compensation Study

Continuing Projects

Administration:

1. City Hall Project
2. Comprehensive Plan
3. Compensation Study

Public Works:

1. Water Supply Plan