

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, April 8, 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***
Motion _____, second _____
- 5. Consent Agenda**
 - a. Approval of Regular Minutes of March 25, 2019*
 - b. Special Action Claims:
 - i. Automatic Systems Addition to PRV Project - \$26,716.00
 - ii. Bridgewater Township Tax Rebate- \$49, 965.90
 - iii. US Bank GO Bond Series 2016A – \$11,022.50
 - c. Not to Waive LMCIT Liability Coverage
 - d. Disbursements* - \$117,114.63**Motion _____, second _____**
- 6. Presentation**
 - a. 2018 Auditor's Report – Hawkins Ash CPAs
- 7. Old Business**
 - a. Selection of Finalists for City Administrator Interviews – David Drown Associates
Motion _____, second _____
 - b. Consider Travel Reimbursement for City Administrator Candidates
Motion _____, second _____
 - c. Consider Accepting Classification and Compensation Study*
Motion _____, second _____
 - d. Consider Awarding the 2019/2020 Street Sweeping Contract*
Motion _____, second _____
- 8. Ordinances and Resolutions**
 - a. Ordinance 2019-04* An Ordinance Amending Chapter 152 Regarding Right-of-Way Management and small cell Wireless Facilities
Motion _____, second _____
- 9. New Business**
 - a. Consider Recommendation Regarding Assigning Pay Rate Steps
Motion _____, second _____
 - b. Consider Recommendation Regarding Assigning Administrator Salary and Pay Rate
Motion _____, second _____
 - c. Consider Approving Expenses for LMC 2019 Annual Conference*
Motion _____, second _____
- 10. 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, April 9 at 7:00 p.m. City Hall
 - b. Planning Commission Meeting – Thursday, April 18 at 7:00 p.m. City Hall
 - c. East Egg Hunt – Saturday, April 20 at 10 AM at Memorial Park
 - e. City Wide Cleanup – Saturday, April 27 from 7 to 11 AM at Trailhead Parking Lot
 - f. City Council Meeting – Monday, April 22 at 7:00 p.m. City Hall
- 12. Adjourn**

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES**

**Monday, March 25, 2019
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, 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

Mike Ludwig – Dundas Baseball Association

Ludwig reviewed a concept for improvements to the ballfield at Memorial Park, which included a walking path around the ballfield, flood control and landscape enhancement and expanded parking. He also stated other enhancements would be player/field, entrance, and spectator. Ludwig indicated the cost estimated to be \$250,000 to 300,000 and explained the Dundas Baseball Association spends about \$30,000 per year to maintain and improves the field and stands.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

**Regular Minutes of March 11, 2019;
Expenditures - \$86,925.88. MCU**

OLD BUSINESS – No business

ORDINANCES AND RESOLUTIONS

Rezoning of Lots 5 and 6 of Dundas Commercial Park

Administrator McCarthy recapped the application submitted by RRV, LLC regarding rezoning of Lot 5 of Dundas Commercial Park and adjoining Lot 6. At the March 11th City Council meeting the Council discussed the application and staff's recommendation to deny the application. Council directed staff to further review the Comprehensive Plan to determine if the rezoning should be approved. McCarthy stated City Planner Sparks and City Attorney Callies prepared a proposed resolution denying the rezoning based on the Comprehensive Plan. Callies explained the process and procedure and possible actions to consider.

Scott Koester, business partner in the group wishing to develop Lot 5, read a letter from Norman Oberto indicating their desire to proceed with the rezoning in order to further develop their business. The letter was entered into the record.

Jeff Jandro, property owner in Dundas, explained his concern regarding the rezoning in the Highway Commercial Zone.

McCarthy expressed concern regarding what he consider mis-characterizations in the letter and specifically addressed a zoning letter which did not reference the subject properties.

Callies corrected a reference in the letter to "grandfathering" and explained it is not an option.

Councilor Modory indicated other areas in the letter needed to be clarified and he referenced the permitted relocation of the water main and easement reduction is independent of the request from rezoning. He stated Oberto was informed of the process he could pursue but there was no guarantee it would be the outcome he was looking for. He explained Sparks has stated self-storage units in the zone does not meet the Comprehensive Plan.

ORDINANCES AND RESOLUTIONSRezoning of Lots 5 and 6 of Dundas Commercial Park (con't)

Mayor Switzer explained there was concern regarding additional self-storage at the time of the prior expansion.

McCarthy stated at the time there was discussion of hotels being included in the B-2 District and self-storage being moved to the LI District zone, but the text was never approved; however, there is nothing referring to this in the minutes.

Councilor Cruz stated at the time of the expansion, storage units were added to L-I district. He indicated the City has to end the process at this time. He stated it is up to the applicant to pursue other alternatives such as seeking an amendment to the Comprehensive Plan but again doesn't mean it will be the outcome he desires.

Callies reviewed the 60-day rule and explained possible options the Council can consider. She also indicated it should be the responsibility of property owner to decide if they want to proceed with requesting a change in the Comprehensive Plan, which the City is currently reviewing.

Councilor Pribyl stated at the previous Council meeting, staff was asked to look for findings in Comprehensive Plan to allow the rezoning and the memo indicates the findings are not there.

Resolution 2019-11 A Resolution Denying a Rezoning of Lots 5 and 6 of Dundas Commercial Park
Motion by Cruz, second by Modory, to approve Resolution 2019-11. MCU

Resolution 2019-13 A Resolution Requesting Comprehensive Road and Transit Funding

Administrator McCarthy reported the State legislature provides Municipal State Aid funds to cities with a population over 5,000 to be used to fund local roads. He stated for the last few years, funds have been appropriated for cities less than 5,000, but this has been on a biennial basis and cannot be depended on for road maintenance.

Motion by Cruz, second by Fowler, to approve Resolution 2019-13. MCU

NEW BUSINESSConsider Request to Purchase Items for Egg Hunt

McCarthy explained the funds are usually repaid by donations from the folks who participate in the hunt and about \$250 has already been contributed.

Motion by Fowler, second by Modory, to approve an amount up to \$500.00 for the purchase of upcoming candy and eggs. MCU

REPORT OF OFFICERS, BOARDS AND COMMITTEESCity Administrator – John McCarthy

Flooding: McCarthy reviewed the water levels in the Cannon River.

Bridgewater Township Incorporation: McCarthy noted City recently received a memorandum regarding the Orderly Annexation Agreement prepared by Supervisor Castore.

NAFRS: McCarthy reported there was some response to the City's resolution expressing concern regarding providing fire service to the proposed motor sports development and possible developments in areas proposed for incorporation.

LGA: McCarthy reviewed his concern regarding how the LGA funds are allocated. He indicated Dundas appears to receive a sub standard appropriation.

Local Boards of Appeal and Equalization: Rice County has distributed the schedule for open book meeting for property owner to appeal valuation of homes.

Complaints: McCarthy summarized snow and a property owner complaint on neighbor sump pump draining into his yard.

REPORT OF OFFICERS, BOARDS AND COMMITTEES (con't)

Mayor, Councilors and Committees

Human Resource Committee Meeting: McCarthy requested a meeting of the committee to discuss the Classification and Compensation study, replacement of the Financial Assistant and wage adjustment for the Administrator/Clerk/Treasurer. The Committee will meet Monday, April 1 at 7:00 p.m.

WORK SESSION

Dundas Comprehensive Plan Survey

Administrator McCarthy reviewed the responses to survey completed in December 2018.

ADJOURN

Motion Cruz, second Modory, to adjourn the regular meeting at 8:42 p.m. MCU

Submitted by:

Attest:

John M. McCarthy, Administrator/Clerk

Glenn Switzer, Mayor

Administrator/Clerk's Report

City Council Meeting, April 8, 2019

To: Mayor and Council
From: John M. McCarthy
Date: April 5, 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.

US Bank; This payment is for interest only for the GO Sewer Revenue Bonds, Series 2016A. These bonds were used to reconstruct an aging and undersized lift station and to construct a new force main to connect to the metering station.

Not to Waive LMCIT Liability Coverage: Cities with liability insurance from the League of Minnesota Cities must decide whether or not to waive the statutory tort liability limits on an annual basis. If the limits are not waived, an individual claimant is limited to \$500,000 and the occurrence limit is \$1,500,000. The City has chosen to not waive the limits in past years. If the City waived the limits, there would be an additional cost for liability insurance. It is recommended council not waive the limits.

Presentation

2018 Auditors Report, Hawkins Ash CPAs Monica Hauser and Chuck Krueger, will review the 2018 Financial Statements with Independent Auditors' Report.

Old Business

Selection of Finalists for City Administrator Interviews: Liza Donabauer of DDA Human Resources, Inc will be reviewing the semi-finalists for the City Administrator position. Donabauer will work with the Council to select about 5 finalists from a list of semi-finalists. (Motion)

Consider Travel Reimbursement for City Administrator Candidates: Donabauer may ask the Council to consider a reimbursement allowance for travel. (Motion)

Consider Accepting Classification and Compensation Study: The Human Resource Committee met on April 3rd to consider the classification and compensation study. Based on the review, at this time the Committee recommends accepting the Classification and Compensation Study dated March 25, 2019 as prepared by DDA Human Resources, Inc and adopting the Job Points and Pay Grades (Exhibit 2) and Recommended Pay Structure (Exhibit 3) The Committee anticipates a further review of the proposed maintenance plan.. (Motion)

Consider 2019 / 2020 Street Sweeping Contract: As requested by the City, Sanford Services, LLC prepared a proposal to provide street sweeping for 2019 and 2020. The Lump Sum portion of their proposal for 2019 is a 3.1% increase over 2018 and an additional 2.0% increase for 2020. Alternatives have a greater increase due to mobilization but the City rarely uses the boulevard sweeping or additional sweeping alternative. Staff recommends accepting the proposal for 2019 and 2020 street sweeping as submitted by Sanford Services, LLC

Ordinances and Resolutions

Ordinance 2019 – 04, Right of Way Ordinance: Staff has been reviewing the existing Right of Way Ordinance (ROW) due to the increased amount of private utilities locating services in government . This has become more important due to the expansion of small cell transmission towers in ROWs. Governments must adopt and publish Small Cell Facility Aesthetic Standards by April 15, 2019. Recommend approving the amendment to Dundas City Code Chapter §152. (Motion)

New Business

Consider Recommendation of Human Resource Committee Regarding Assigning Pay Rate Steps: The Human Resource Committee met to review the implementation of the new pay plan. The Classification and Compensation Study recommends assigning the current employees to the next step above their current wage or salary. The committee recommends 2019 wages for the following positions be approved.

1. Financial Assistant Grade 4, Step 2
2. Public Works Assistant Grade 4, Step 8
3. Administrative Assistant Grade 4, Step 7
4. Public Works Supervisor Grade 8, Step 8
5. Chief of Police Grade 11, Step 6

The costs of implementation are being reviewed and will be prepared for the meeting. (Motion)

Consider Recommendation of Human Resource Committee Regarding Administrator's Salary and Pay Rate: In reviewing the administrator's pay and steps, the committee considered 2018 wages in addition to the classifications and steps for 2019. The committee recommends an adjustment of 3.0% for 2018. This is the same as most full time non-covered employees received in 2018. The recommendation for 2019 is Grade 13, Step 3. The costs of implementation are being reviewed and will be prepared for the meeting. (Motion)

Approve Expenses for LMC Annual Conference: The League of Minnesota Cities is holding its annual conference in Duluth on June 26 – 28. Recommend approval of normal and customary expenses for the councilors and administrator to attend. (Motion)

Administrator's Report.

Bridgewater Township Incorporation: The City continues to monitor the township's public meetings. According to their posted schedule, they will be making a decision regarding moving on in April. There is a regular meeting scheduled for April 10. The township will also be meeting with the City of Northfield to consider the expiring annexation agreement.

Insurance: The LMCIT insurance will renew in may and has been reviewed with the representative. The cost of Property and Causality insurance is still being reviewed to include all of the property including all of the new equipment and not include anything the City no longer possesses. Workers Compensation Insurance will increase about 5.6%. This appears to be consistent with wage adjustments and inflation.

Future Meeting Items

Items listed may be moved.

April 22, 2019

1. Consider Approval of Water Supply Plan
2. Consider Accepting 2018 Audit Report
3. Consider Kwik Trip Final PUD.
4. Work Session
 - a. 2020 CIP

May 1 and/or 2

1. Special Meeting to Interview Finalists.

Continuing Projects

Administration:

1. City Hall Project
2. Comprehensive Plan
4. 2020 Budget

Public Works:

1. 2019 Capital Projects
2. 2020 Capital Improvement Plan