

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES
Monday July 13, 2020
7:00 p.m. Online/Phone**

Present: Councilors John Cruz, Larry Fowler, Grant Modory, Chad Pribyl

Absent: Mayor Glenn Switzer

Staff Present: City Attorney Paula Callies, City Engineer John Powell, Administrator/Clerk Jenelle Teppen, Deputy Clerk Linda Ripka

CALL TO ORDER/PLEDGE ALLEGIANCE

Mayor ProTem Pribyl called the online/phone Council meeting to order at 7:02 p.m. Quorum present.

Roll Call present: Mayor ProTem Pribyl and Councilors Cruz, Fowler, Modory; Absent: Switzer

PUBLIC FORUM/PRESENTATION – No public or presentation before Council.

APPROVAL OF AGENDA

Motion by Fowler, second by Modory, to approve the agenda with change under consent agenda in disbursement amount to \$123,375.64. Motion Carried.

Roll Call: Cruz Yes; Fowler Yes; Modory Yes; Pribyl Yes

APPROVAL OF CONSENT AGENDA

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

Regular Minutes of June 22, 2020;

Special Meeting Minutes of July 6, 2020;

Resolution 2020-28 A Resolution Certifying Unpaid Utility Charges;

Disbursements - \$123,375.64.

Motion Carried. Roll Call: Pribyl Yes, Cruz Yes, Modory Yes, Fowler Yes

OLD BUSINESS

Considering Approving Asphalt Patching Proposal from Gopher State

Motion by Modory, second by Cruz, to approving awarding asphalt patching proposal to Gopher State in the amount of \$9,597.00.

Motion Carried. Roll Call: Cruz Yes; Fowler Yes; Modory Yes; Pribyl Yes

ORDINANCES AND RESOLUTIONS – None presented to Council.

NEW BUSINESS

Consider Approving New License for 3.2 Off-Sale Liquor License for Kwik Trip, Inc.

Motion by Cruz, second by Fowler, to approve issuing new 3.2 Off-Sale Liquor License for Kwik Trip, Inc., d/b/a Kwik Trip #489, at 415 Hester Street East from August 10, 2020, to June 1, 2021.

Motion Carried. Roll Call: Cruz Yes; Fowler Yes; Modory Yes; Pribyl Yes

Consider Approving New Cigarette Retail Sales License for Kwik Trip, Inc.

Motion by Modory, second by Cruz, to approve issuing new Cigarette Retail License for Kwik Trip, d/b/a Kwik Trip #489, at 415 Hester Street East from August 10, 2020 to December 31, 2020.

Roll Call: Cruz Yes; Fowler Yes; Modory Yes; Pribyl Yes

Consider e-Services for Utility Payment Processing, Billing and Customer Communication

Motion by Cruz, second by Modory, to approve e-service for utility payment processing, billing and customer communication proposal from PSN with the customer paying the debit and credit card fees and the City paying the e-check from checking/savings, auto pay, and e-bills feature

NEW BUSINESS (con't)

Consider e-Services for Utility Payment Processing, Billing and Customer Communication (con't)

Teppen reviewed the two proposals and what is being offered by each of the two companies noting PSN has a wider range of services. She did a comparison on cost of utility customers using each the service and comparing what the City would pay and what customer would pay. She indicated the initial setup costs could be offset by funds from the CARES Act. Teppen noted saving of staff time would occur. Councilor Modory ask to have PSN clarifying cost of fee for auto payment with a credit card.

Motion Carried. Roll Call: Cruz Yes; Fowler Yes; Modory Yes; Pribyl Yes

Mayor ProTem Pribyl excused himself and Council Modory became Mayor ProTem..

REPORT OF OFFICERS, BOARDS AND COMMITTEE

City Attorney – Paula Callies

Callies stated was working on revision of the Ordinance on ATV/Golf Cart.

City Engineer – John Powell

Powell reviewed his report to Council.

City Administrator/Clerk/Treasurer

Teppen indicated the next Council meeting will be at Ruth's on Stafford due to several key agenda items to address along with a closed meeting for administrator's performance review.

WORK SESSION

Proposed 2021 General Fund Budget and Tax Levy

Hannah Lynch of AEM presented the proposed 2021 General Fund Budget and Tax Levy increase by 6.4% with a balance general fund presented. Lynch presented a Tax Levy Summary explaining the breakdown for capital levy and debt levy. Administrator Teppen reviewed the COLA changes and impact on the budget noting a 3.0% wage increase for non-union employees.

Lynch reviewed capital expenditures in parks and police. She indicated with no levy there could not be a street lighting project but could base on a general tax levy of 4.56%. Engineer Powell stated street lighting could be held over for another year with suggestion by Pro-Tem Mayor Modory to put some amount in for this year to build up the fund. Modory inquired about a new truck for Public Works with Teppen stating would be ordered in 2021 but not delivered until 2022.

Lynch indicated having capital improvement in the budget is to prevent using reserve fund. She reviewed current reserve expense and effect on the tax levy with no increase (flat) vs an increase. She reviewed each department under General Fund expenditures explaining any increase or decrease affecting the budget. She also reviewed the capital outlay expenditures for park and police noting gambling funds can be used in these areas.

Councilor Cruz asked if the City prepared for any negative impact from COVID-19 with Lynch indicated currently there has not been any notable effect in revenues. She stated the City already has a sufficient reserve which can be used and also Council can delay use of funds for any capital improvements.

Discussion on tax levy and impact with levying to Capital Improvements to be prepared with three scenarios at the August 10th Council meeting.

ADJOURNMENT

Motion by Cruz, second by Fowler, to adjourn the meeting at 8:22 p.m.

Motion Carried. Roll Call: Cruz Yes ; Fowler Yes; Modory Yes

Submitted by:

Attest:

Jenelle Teppen, Administrator/Clerk

Glenn Switzer, Mayor