

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES**

Monday August 10, 2020

7:00 p.m. Online/Phone

Present: Mayor Glenn Switzer; Councilors John Cruz, Larry Fowler, Grant Modory

Absent: Councilor Chad Pribyl

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

CALL TO ORDER/PLEDGE ALLEGIANCE

Mayor Switzer called the Council meeting to order at 7:03 p.m. A quorum was present.

Roll Call present: Mayor Switzer; Councilors Cruz, Fowler, Modory

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

APPROVAL OF AGENDA

Motion by Cruz, second by Modory, to approve the agenda.

Motion Carried: Switzer, Yes, Cruz Yes; Fowler Yes; Modory Yes

APPROVAL OF CONSENT AGENDA

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

Regular Minutes of July 27, 2020 with corrective wording;

Resolution 2020-31 A Resolution Appointing Additional Election Judges for the 2020 Primary and General Elections;

Resolution 2020-32 A Resolution Accepting Donations from Canine at Play and Scott Code; Disbursements - \$84,191.68.

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

OLD BUSINESS

Consider Payment Services Network Service Agreement for eServices, Payment Processing, Billing and Customer Communication

Administrator Teppen reviewed the services provided by PSN and noted the Council had stated the City would pay the echeck/ebills feature and automatic payment from customers using a credit card with the customer paying the credit cards fees for direct payment. Attorney Callies stated legal concerns about Wisconsin banking in the agreement and contents of agreement on limited liability, changing of fees, etc. She stated she has no legal opinion on the type of services provided.

Motion by Fowler, second by Cruz, to approve entering into an agreement with Payment Services Network and authorization for city administrator to sign such agreement.

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

ORDINANCES AND RESOLUTIONS

Resolution 2020-33 A Resolution Approving NAFRS Operating Expense Budget Request for 2021

Motion by Modory, second by Fowler, to approve Resolution 2020-33. Administrator Teppen reported the 2021 NAFRS 2021 operating budget shows a decrease of 4.7% from 2019, and budget is spread across the board.

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

Resolution 2020-34 A Resolution Approving NAFRS Capital Expenditure Budget Request for 2021

Motion by Cruz, second by Switzer, to approve Resolution 2020-23. Administrator Teppen reported the capital expenditure budget for 2021 includes the purchase of a replacement tank at \$380,000. She stated it's anticipated Dundas share will be approximately 5.75%.

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

NEW BUSINESS

Consider Request from Owners of Dundas Dome to Amend the Development Agreement

Administrator Teppen informed Council the City received a request from Dundas Dome's owners to amend the Planned Unit Development (PUD) and the current development agreement by extending the date of completion on several improvements scheduled to be completed no later than October 1, 2020. She stated the owners are seeking a four-year extension of the requirement to expand and to complete the final lift of the parking lot and a two-year extension for a final on the property and silt clean out of the south pond. Teppen stated all other requirements of the 2018 Agreement and PUD have been completed.

Attorney Callies also indicated there needs to be considered an extension on the letter of credit.

Engineer Powell confirmed all other requirements not requested have been met. He commented on the silt in the pond noting it has not overflowed as of this date.

Mayor Switzer and Council Cruz voiced concern on the potential overflow of pond with who is responsible for the continuous care and maintaining performance. Powell indicated he would have to look further into care of pond relating to agreement and maintenance. Callies indicated may not be anything in the agreement on maintaining the storm water pond but only the structure.

Powell suggested immediate cleaning of pond and use of the Letter of Credit. Mayor Switzer said not doing an extension would require doing something now instead of deferring another two years. Councilor Modory stated to have the pond done now and then extend parking lot request and Letter of Credit.

Administrator Teppen indicated staff would like to discuss with the owners the Council's direction on the pond being cleaned out and Powell agreed.

Council Cruz suggested three years for the parking lot with condition pond to be done this year.

Mayor Switzer stated recommendation from Council for staff to contract owner and bring back to Council.

Consider Recommendation from the Human Resource Committee on City Administrator/Clerk Compensation Adjustment

Motion by Modory, second by Fowler, to approve City Administrator Jenelle Teppen's salary to Level 13 Step 8 plus COLA increase retroactive to January 1, 2020.

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

REPORT OF OFFICERS, BOARDS AND COMMITTEE

City Engineer – John Powell

Powell reviewed his report.

City Administrator/Clerk – Jenelle Teppen

Kwik Trip: Teppen stated Council and staff invited to ribbon cutting on August 20 from 10:00 a.m. to noon.

City Hall: Teppen reported on the progress moving in the new City Hall with install of furniture to be on Friday, August 21. She stated currently work is being done with getting network in place for phones, computers, etc. She anticipated the moving in dates will be September 3 and 4, at which time City Hall will be closed to the public including no phone or no email services. Teppen stated should be back in operation at the new City Hall on Tuesday, September 8.

Primary Election: Teppen report the Primary Election will be Tuesday, August 11 from 7:00 a.m. to 8:00 p.m. at the 'new' City Hall, and the election judge training had included COVID19 sanitation requirements. She indicated there only be allowed three voters at a time and a mask is required but reviewed the criteria for anyone refusing to wear a mask. Teppen reported Rice County stated there is a court order to have General Election votes counted seven days after election and abstracts completed by November 12. She suggested at least the majority of Council could meet on Friday, November 13 to canvass the election.

Chief of Police Position: Teppen reported five application have been received for the Chief of Police position and will be talking with the Human Resource Committee to setup interviews.

WORK SESSION

2021 General Fund Budget and Tax Levy

Hannah Lynch of AEM reviewed four tax levy scenarios and the impacts on different property types: Scenario #1 reflects no levy for capital improvements results in a 6.41% levy increase; Scenario #2 reflects a \$30,000 capital improvement levy which results in a 9.14% tax levy increase; Scenario #3 reflects a \$60,000 capital improvement levy which results in an 11.87% tax levy increase and Scenario #4 reflects a \$120,000 capital improvement levy which results in a 17.33% tax levy increase.

Teppen suggests the Council consider Scenario 2 or 3. Mayor Switzer suggested staff return with two scenarios; a \$30,000 capital improvement levy and a \$40,000 capital improvement levy. Council will consider those options at the September 14, 2020. City Council meeting where they will adopt the 2021 preliminary levy.

ADJOURNMENT

Motion by Modory, second by Fowler, to adjourn the meeting at 8:03 p.m.

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

Submitted by:

Attest:

Jenelle Teppen, Administrator/Clerk

Glenn Switzer, Mayor