

Administrator/Clerk's Report

To: Mayor and Council

From: John M. McCarthy

Date: March 10, 2008

New Business

Green Footprint Program: The Dundas Park and Recreation Advisory Board has developed a program to increase awareness of "green" practices. Board member, Shari Sneary, will be presenting the program. They are requesting the city allocate \$900.00 to the purchase of decals and totes. They hope to recover the costs of the purchase and develop a revenue stream to continue with "green" programs and fund other park related costs.

Resolution 2008 – 13 Supporting the Dundas Green Footprint Program: This resolution supports the program and identifies the public purpose of the expenditure. I recommend approval of Resolution 2008 – 13 (Motion)

The Board is also requesting the City become more involved in supporting Earth Day. They have requested Council approve a resolution recognizing April 22, 2008 as Earth Day and have requested Mayor Marks read the resolution at the park clean up day on April 19, 2008.

Resolution 2008 – 14 Supporting Earth Day 2008: I recommend approval of Resolution 2008 - 14 recognizing Earth Day and supporting the enhancement of the natural environment. (Motion)

Minnesota Mayors Association 2008 Conference: Mayor Marks is interested in attending the Minnesota Mayors Association Conference in Alexandria. The conference will be held on May 2nd and 3rd. (Motion)

Administrator's Report

Wild and Scenic Boundary Adjustment: City Planner Dan Petrik met with representatives of the Cannon River Watershed Partnership. Although they did not either support or oppose the boundary adjustment at this time, CRWP requested additional information and expressed interest in working with the City. After further examining the costs and timeline for the project, I am recommending we put the request for legislative change on hold until next year. Staff will continue to work with CRWP and other interested parties to involve them in the process.

Bridgewater Township Zoning and Annexation Agreement: The working group met on February 29th at 1:30 PM in Bridgewater Township Hall. City representatives were Mayor Chad Marks, City Engineer Tom McMahon, City Attorney Paula Callies, City Planner Dan Petrik and City Administrator/Clerk – Zoning Administrator John McCarthy. Bridgewater Township was represented by Supervisor Kathleen Doran-Norton, Planner Carolyn Braun, Attorney Peter Tiede and Zoning Administrator Jim Braun.

North West Corridor: Tom McMahon attended the NW Corridor team meeting, in Northfield, on February 14, 2008. The team reviewed comments and suggestions received at the January 31 Open House. Spacing Guidelines (for access points and intersecting roadways) were reviewed as they relate to Functionally Classified Roadways. These include Principal Arterials, Minor Arterials, Collectors, and Local Streets. The team also reviewed five (5) different alternatives for the proposed corridor, to include preliminary observations with respect to each. The Consultant will provide maps showing these alternatives for further discussion and development at our next meeting. There was also a brief discussion related to the future alignment of TH 19 in the corridor area, to include Northfield's Transportation Plan update. Additional review of all alternatives for the corridor alignment will occur in preparation for the next open house, which will likely be on May 1, 2008, from 4PM to 7PM.

Sewer Options / Northfield: Tom McMahon attended a meeting with Northfield staff, to review three (3) proposals for the feasibility study of the two options identified in the CSSP for the southwesterly area of Northfield. These options directly relate to the Dundas service area on the westerly side of the Cannon River, and to the potential future elimination of the sewage pumping station north of Hester Street. We determined that the proposals were not an “apples to apples” comparison, and elected to ask that two of them be re-submitted, and be in conformance with a scope of services we prepared following discussion of the proposals. The revised proposals should be returned within the next two weeks, for review and selection of the Consultant.

Generator Maintenance: The City has received a proposal from Cummins NPower LLC for a planned maintenance agreement for the standby/emergency generators at the Bridgewater Heights lift station and at the Pumphouse at Well No. 2. The services will include full inspection and maintenance, for an annual amount of \$2,041.80. This is a very competitive quote, and provides services by the same corporation which provided the generators (Cummins). The cost of the maintenance agreement will be assigned to the water and sewer enterprise funds.

Fee Schedule: Staff has been working on updating the fee schedule. Councilor Amy would like to consider raising the fee for tobacco sales. Council has set a public hearing for the fee schedule on March 31, 2008.

Guide for Members of the Public Requesting Information from the City of Dundas: The Minnesota Data Practices Act (§ 13.03, Sub. 2) requires the responsible authority for all government entities prepare public access procedures and make the procedures easily accessible. The Information Policy Analysis Division (IPAD) of the Department of Administration has prepared a boiler-plate guide and we have customized it to Dundas. The City will have to add the fees recommended in the City’s adoption of a new Fee Structure. Copies of the Guide are available along with a Data Request Form. We will also be placing the Guide and the Data Request Form on our website.

Recycling: Margo Underwood from Waste Management called in regards to Rice County changing from a pre-sorted to a single sort method of handling recycling. Evidently this change will be effective August 1, 2008. Containers similar to the current garbage containers will be used. Margo also mentioned the haulers and Rice County are currently involved in a disagreement over the rate paid for recycling. The haulers are concerned they are losing money under the current system and are asking for an increase from the County. If they do not come to an agreement, it is possible the recycling service may be temporarily discontinued on April 1, 2008. Waste Management is encouraging the city to contact the county concerning a possible disruption of recycling service.

Committees and Boards

Council Work Session: The City Council held their monthly work session on March 3rd. The first part of the meeting was devoted to a discussion with representatives of the business community. Some of the discussion was in regards to Councilor Zander’s idea of a committee to increase communication between city and business community. As of the writing of this report, the Dundas Business & Professional Group will create a small “executive committee” to handle much of their day to day business including communication with the City. There was also some discussion concerning the sign ordinance and possible ways of improving communication in such instances.

Finance & Legislation: The Finance and Legislation Committee met on March 4. The committee reviewed a three year projection of costs to hire another full-time police officer. After reviewing the projected costs the Committee determined further review of the budgetary impact is warranted. The Committee reviewed the Rural Fire agreement and proposed contract for 2009. Administrator McCarthy will bring the city’s concerns to the Rural Fire Board meeting on March 18th. The Committee has scheduled 6:00 PM, Thursday March 20, 2008 for their next meeting.

Park & Recreation Advisory Board: Councilor Mazurek has asked that I include an e-mail concerning fees to support Clean Up Days which I found on the Clerk/Administrator’s listserve. I had forwarded the e-mail to Board Chair Seager and Tresa.

