

Administrator/Clerk's Report

To: Mayor and Council

From: John M. McCarthy

Date: January 28, 2008

Consent Agenda

Appoint City Clerk/Treasurer: City Code § 305.01 requires Council to appoint a City Clerk/Treasurer annually.

Approve Budget Modification for S.E.H Inc: City Engineer Tom McMahan and staff have reviewed the request for a budget modification. McMahan provided the following: This modification was alluded to at the November 13, 2007 meeting, when a partial payment was approved. The modifications to the fee budget encompass several items of Additional Services required to accomplish the construction of the two water towers, the well and pump-house, the trunk water main system, and Railway Street. The fees for the additional services total \$162,701.53. A complete summary of all of the individual components is available for your review. We are currently proposing that a payment of \$100,000 be made, with the balance to be paid upon receipt of the "as-constructed" drawings and data, and resolution of some issues at the pump-house.

The original request for fees for additional services was \$197,435.21. These were reduced by \$35,000 in our discussions with SEH, to the \$162,701.53 amount. To offset some of these costs the final payment to SJ Louis was negotiated and reduced, by nearly \$50,000, to address the City's additional costs associated with delays in accomplishing the river crossing. The final payment for the west water tower was reduced by approximately \$13,000 related to interior coating issues. Construction costs for Railway Street and the Trunk Main system were reduced by nearly \$500,000 to come as close to the original budget as possible. In essence, it will cost \$162,701.53 as opposed to cost reductions of nearly \$563,000.....a savings of approximately \$400,000.

Special Action Claim, Wells Fargo: The payment to Wells Fargo is an interest only payment on the General Obligation Tax Increment Bonds Series 2006-A. Principal payments on this \$1,430,000 bond issued to fund utility work associated with the College City Beverage project will begin in 2009.

Special Action Claim, Bank of New York: The payment to the Bank of New York is principal and interest on the General Obligation Tax Increment Refunding Bonds Series 2003. This refunding bond was issued to reduce the interest paid on the tax increment bonds issued on the K-Mart project. After this payment, the City will owe one more payment of \$95,000 plus interest payable in 2009.

Special Action Claim, S.E.H. Inc: The payment is a portion of the amount of the Budget Modification. There are still some issues with drawings and the pump-house which need to be resolved before final payment is made.

Unfinished Business

Set 2008 wages for non-exempt employees not covered by collective bargaining units. The Human Resource Committee met to review a wage adjustment for certain non-union, non-exempt employees. I reaffirmed my belief it is common for employers to use wage and benefit programs

established by collective bargaining as a base for setting the wage and benefit program for non-union employees. The only bargaining unit we currently have is the Police Union. Under the City's current contract, the covered full-time employees received a 3% increase on July 1, 2006, a 3.1% increase on January 1, 2007 and a 4.3% raise on January 1, 2008 for a total adjustment of 10.8%. Non-union, non-exempt employees received a 4% increase on July 1, 2006 and have not received an increase since then. I am suggesting only the Chief of Police and the Administrative Assistant be adjusted at this time. I have reviewed both employees and find they are assets to the City and go above and beyond their job descriptions. The Public Works Superintendent is a new position as of December, 2007 and the wage anticipates the 2008 amount. The Financial Assistant has not completed the six month probationary period and any adjustment should occur upon the successful completion of the period. I recommended a 6% increase for the Administrative Assistant and the Chief of Police. This would bring the total wage adjustment since July of 2006 to 10.2% which is slightly less than amount the union employees receive by contract. The budget approved on December 20, 2007 includes provisions for the recommended increases. At the Council work session to discuss wages, discussion indicated a 0 to 2% adjustment would be more appropriate than the recommendation of the Administrator. After thoroughly reviewing the request and information available, the Human Resource Committee recommends an adjustment of between 2 and 2.5% for the Chief of Police and 1 to 1.5% for the Administrative Assistant.

Motion by _____, second by _____ to adjust the 2008 hourly wage for the Chief of Police by _____% and the Administrative Assistant by _____%, effective January 1, 2008.

New Business

Resolution 2008 – 04 Adopting Pay Equity Report: The Human Resources Committee met on January 21 to review the 2007 Pay Equity Report. The Committee recommends adoption of the Pay Equity Report.

Resolution 2008 - 05 Adopting Less Lethal Force Weapons (Taser) Policy: Victoria Dennis has completed a Taser Policy which has been reviewed and recommended by Chief Mincke. We recommend adoption of Resolution 2008-05.

Administrator's Report

SCDP Owner Occupied Rehabilitation Forgivable Loan Pre-Applications: The deadline for submitting pre-applications was Friday, January 25. The City received three pre-applications as of Friday. SCDP has extended the deadline until noon, Wednesday, January 30.

Planning Commission: The Dundas Planning Commission met on January 17, 2008. John Cruz was elected Chair, Bruce Morlan: Vice-chair and Eric Bjornard; Secretary. The Planning Commission began the year with an extensive discussion on proposed changes in the Dundas Sign Ordinance. Local business owners turned out to express their views, concerns and ideas. The information gathered during this valuable discussion will be used to fine tune the proposed changes before a final draft is presented for a public hearing. Draft copies of the proposed changes are available at City Hall.

Former chair, Bruce Morlan will continue representing Dundas in the regional dialog he has been instrumental in initiating. Bruce is actively involved in trying to bring together representatives of local governments on issues which cross municipal boundaries. His current focus is to put together a Regional Transportation Task Force.

A rezoning request will be coming before the Commission. A property owner on Hester Street has requested rezoning from residential to commercial. This rezoning would be in compliance with the Comprehensive Plan's vision of a Hester Street Business District.

Wild and Scenic Boundary Change: Staff has been working to research a method of amending the boundaries of the Cannon River Wild & Scenic Recreation Land Use District. This will allow development in the southern portion of Dundas and areas in the Annexation Agreement to be compatible with our existing zoning. Dan Petrik has prepared a draft resolution to be considered.

We believe a legislative approach involving the support of other local entities is the way to proceed.

Bridgewater Township Planning: Mayor Marks has sent a letter to Bridgewater Township requesting the creation of a group to identify any problems and work toward a solution of the confusion which seems to have occurred regarding the Annexation Agreement and zoning in the area covered by the Agreement.

Complaint Report: Council has requested a monthly report concerning complaints received by the City. There have been two signed complaints received in accordance with our Complaint Policy:

1. A complaint was received questioning the residency of a Council member. The Council reviewed the complaint and determined there was not enough information to act. The complainant was requested to provide more information.

2. The City received a signed complaint concerning possible violations of our City Code. As the complaint concerned the use of real property, the identity of the complainant is protected data under Minnesota State Law. The complaint was turned over to the police department and Chief Mincke has talked to the subject of the complaint, explained the violations and issued an order to correct the violations within a set period of time.

We have had a few telephoned complaints regarding keeping sidewalks clean of snow. Staff has been following up.

Police Department: The Finance and Legislation Committee met with Chief Mincke to begin reviewing the possibility of adding another full-time officer to the police department. Gordy has worked up a couple of possible scheduling options and suggested a preferred option which would add about 20 hours per week. A review of wage and benefits suggests the addition of another officer would add about \$20,000/year in wage and benefit costs to the budget. After reviewing the cost/benefit, the Committee requested additional information on the long term budget impact, additional cost impacts of hiring full time and the cost of replacing part time officers on a regular basis.

Kor Site Redevelopment: There have been two more parties requesting information about the Kor site. I met with Gordon Simonson and two representatives of a company which is interested in purchasing his building and the Kor site. We have requested additional information from the potential buyer concerning what business activities will be conducted. The potential buyer would require outdoor storage as would Jerry Topp, possibly Jerry Anderson and the other parties I have met with. I suggest we look at our code to allow interim use permits for outside storage in a Light Industrial (LI) district. I believe we can provide adequate protection with an interim use permit. Other possibilities would be to consider rezoning to General Industrial (GI) which allows outside storage or adding as a CUP to the L.I. district. Outside storage has become a possible roadblock to developing some areas in Dundas.

Meeting with County Engineer: Tom McMahon and I met with Dennis Luebbe recently to discuss the status of the Corridor Study. Tom has prepared the following brief summary of the discussion:

Dennis is submitting a memo to the County Board for consideration at their February 5 meeting. The memo is intended to summarize the current planning status, and to request that the final report be accepted by the affected governmental units, and thus incorporated in their respective Comprehensive Plans. He will be proposing a joint meeting to accomplish this.

Dennis indicated that Northfield, Bridgewater Township, and Dundas should submit a joint resolution requesting a speed study on CSAH 1, between TH 3 and TH 246. He indicated this would expedite the process.

We requested that snow removal be coordinated between the City and County thru Duane Meliza.

The County will be replacing the Wolf Creek Bridge on CSAH 8 (Railway Street) this summer. Affected businesses will be notified.

There will be reconstruction of CSAH 1, west of the City limits to I-35, in 2009. Detour route will be TH 19 and TH 3.

Dennis is reviewing the process and timing for designating Decker as a County Road. This is an offshoot of the Northfield NW Corridor Study.

Dundas Historical Society: The Dundas Historical Society is planning to hold a community celebration on Saturday, June 7, 2008. Chip DeMann will be working to bring the horse and carriage folks back. It is my understanding Rice County Steam and Gas will be holding an event on the same weekend so there should be a possibility of attracting a large crowd. ArtOrg is proposing to do steamroller prints, the children's carnival should return, an outdoor art show is being considered and entertainment is being lined up. A repeat of the oldtimers baseball game is hoped for along with a regularly scheduled Dukes game. The next meeting of the Dundas Historical Society is set for February 20, 2008.

Northfield Comprehensive Plan: Northfield has provided the City with a "final draft" of the rewrite of their Comprehensive Plan. I asked Dan Petrik to review and comment. I am especially concerned about the exclusion of any reference to corridor protection for CSAH #1 and the inclusion of two proposed river crossings (at Jefferson and the proposed CR #1 locations) in the "Framework Map" (Map 4.4). The "Framework Map" is referred to as "...the first and most important map in a series of maps that make up the land use component of the Comprehensive Plan. As a logical extension of the existing roadway network,..." The Transportation section, Section 7, of the Comprehensive Plan refers to a yet to be completed Transportation Plan which will be "...in substantial conformance to the objectives and strategies of this Comprehensive Plan..." . Section 7 further lists as a key finding "Alternatives for crossing the Cannon River including the two bridge options shown in the Framework map..." I hope I am wrong, but my reading of this portion of the Northfield Comprehensive Plan suggests a lack of commitment to the proposed County Road #1 realignment and an unwillingness to accept the environmental restrictions regarding two river crossings.

Northfield/Dundas Area Joint Governmental Meeting: I attended the Joint Governmental Meeting held at Northfield, January 23, 2008. The local government presentations began with Dakota County giving an update on the NW area transportation study. The attached press release describes the current study status. We have been represented at the study meetings by Tom McMahon. Obviously, our primary interest is that there be connectivity between Decker Avenue and points north. The public meeting on January 31 will be informal – i.e. no specific presentation will be made. Representatives of the governmental agencies directly affected, and their transportation consultant, will be present to explain the study, its objectives, etc. Bridgewater, Waterford, Northfield and Greenville Townships discussed items of interest and work programs.

Northfield discussed their how their infrastructure planning involved future growth, especially in their annexation areas. The water and sewer discussion involved several comments from the group, especially Bridgewater Township representatives, on cooperation with Dundas. Although there was more emphasis on the proposed CR #1 river crossing, the Jefferson crossing was still indicated.