

# Administrator/Clerk's Report

To: Mayor and Council

From: John M. McCarthy

Date: February 11, 2008

## Consent Agenda

**Special Action Claim, DRW Enterprises:** There are 2 more scheduled payments for the DRW (Sears) TIF project. The final payment is due in March of 2009.

**Special Action Claim, Corner Mart for NSF funds collected:** The City received payment for a NSF check which was issued to Corner Mart.

**Special Action Claim, Minnesota Public Facilities Authority:** This is our semi-annual payment on the General Obligation Wastewater Treatment Note of 1997A. Principal is \$22,389.28 and interest is \$8,274.83. The City will be making payments on this note until February 2018.

**Special Action Claim, Pay Request #5 for Valley Paving:** The City will still have slightly over \$10,000 in retainage after this payment is made.

## Unfinished Business

**Memo from Paula Callies in regards to City Clerk / Treasurer:** In response to a question concerning the code required appointment of a City Clerk/Treasurer, City Attorney Callies has prepared a memo outlining her understanding of state statutes and city code.

**Set Beginning Date for Wage Adjustments approved on January 28, 2008:** At the January 28<sup>th</sup> meeting, Council approved a wage adjustment without setting an effective date. As per previous discussions, I recommend setting January 1, 2008, as the effective date for the adjustments authorized for the Administrative Assistant and the Chief of Police. (Motion)

## New Business

**Resolution 2008 – 07, Nelson Haggerty LOC:** The development is complete and the Line of Credit should be released. I recommend approval of Resolution 2008 – 07. (Motion)

**Resolution 2008 – 08 A Resolution Supporting Comprehensive Transportation Plan Funding:** The League of Minnesota Cities has provided a draft resolution in support of funding a comprehensive transportation plan. Governor Pawlenty has proposed funding state transportation primarily by bonding. The LMC is supporting a more rounded plan which will include, but not be limited to bonding. I recommend adopting Resolution 2008 -08. (Motion)

**Resolution 2008 – 09 A Resolution Requesting Rice County Agree to Removal of Reversionary Clause:** On Tuesday morning, the City will be requesting Rice County remove the reversionary clause from the deed to the Kor Ethanol property. The City acquired legal title to the Kor property in a court hearing held on January 31, 2008. Victoria Dennis has been instrumental in working with the State of Minnesota and Rice County to process the removal of the reversionary clause. If the County Board approves the removal, the City will only need to obtain a quit claim deed from the State of Minnesota to acquire title to the property without a reversion to the State. I recommend approval of Resolution 2008 - 09 (Motion)

**Resolution 2008 – 10 A Resolution Supporting the Creation of a Joint Transportation Task Force:** The Planning Commission recommended creating a joint task force consisting of representatives of the Planning Commissions of Bridgewater Township, the City of Northfield and the City of Dundas. I recommend approval of Resolution 2008 – 10. (Motion)

**Resolution 2008 – 11 A Resolution Supporting Application for Federal Funds for EIS and Corridor Preservation for CSAH #1 Realignment:** Rice County will be applying for Federal funds to assist in costs related to the realignment of Rice County State Aid Highway #1. The application is due in about 2 weeks. The County is considering a request of \$1.7 million to conduct an environmental study and for corridor preservation. It is my understanding, the City of Northfield will be considering a similar resolution tonight and that the County Board will be approving the application on Tuesday. I recommend approving Resolution 2008 – 11. (Motion)

**Motion acknowledging successful completion of probationary period.** Joe Zignego began work on August 14, 2007. I have reviewed his performance in accordance with Section 305.10 of the Dundas City Code and have determined he is capable of adequately performing the duties of the position of Financial Assistant. After careful consideration of a performance evaluation, I find he has successfully completed his 6-month probationary period and I recommend Council approve the completion. (Motion)

**Part time Police Officer:** Chief Gordon Mincke is recommending Eric Kline be hired as a Part Time Police Officer upon the successful completion of background checks. Kline is a resident of Faribault and is employed full time as a corrections officer by the Rice County Sheriff's Department. I participated in the interview with Kline and support Chief Mincke's recommendation. (Motion)

**Approve Expenses for Training:** Linda will be attending the final year of the 3-year Minnesota Municipal Clerk and Finance Officers Institute. She will be applying for a scholarship. I recommend approval of tuition and normal and customary expenses. (Motion)

### **Administrator's Report**

**Citizen Concern in regards to Ordinance 2007 – 16, Water Well Ordinance:** Jim Kessler has requested Council review Ordinance 2007 – 16 Relating to Water Wells. He has expressed concern about the requirement of metering existing wells used for outside purposes. Although Mr. Kessler has done a lot of work in recommending amendment to the Water Well ordinance and has many good suggestions, I recommend a review by the Public Works Committee along with staff and Mr. Kessler. In our staff discussions, we have some concerns about conservation of resources and possible health issues we believe should be addressed.

**Business Development Committee:** Councilor Zander proposed the creation of a Business Development Committee. The Committee would consist of representatives of the business community and a member of the City Council. I believe the concept has merit, but believe there may be some duplication of effort and possible privacy issues in the mission as proposed. It has been suggested a work session with the business community be held before the regular Council meeting on February, 25. I suggest placing the Business Development Committee on the work session agenda. This way Council can get input from business as to if and how the committee should be structured.

**Bridgewater Township Planning:** Mayor Marks has been working with Township Supervisor Doran-Norton to set up a meeting in regards to the Orderly Annexation Agreement. As of Friday afternoon, we have not received a response to the Mayor's letter to the Township. We have tentatively set February 29<sup>th</sup> as a date.

**Fee for rental of Memorial Park Pavilion:** In past discussions, it has been suggested the fee structure established in by ordinance needs to be updated. I recommend a review by the Finance and Legislation Committee of the ordinance with the goal of setting all fees by resolution. Staff will indicate the rental fee for the Pavilion will be as recommended by the Park and Recreation Advisory Board until the whole ordinance is changed. This will save the city money in publication costs.

**Council Work Session with Planning Commission and Park & Recreation Advisory Board:** Set work session with Dundas Business and Professional Group for 6:00 PM, February 25, 2008.

**Northfield Rural Fire Annual Meeting:** I attended the annual meeting of the Northfield Rural Fire Protection District on Tuesday, February 5. The Financial Statement and Budget Projections were presented to the members. Although the District's budget is increasing by about 13% for 2009, Dundas' share is increasing by 25%. In 2009, over 23% of the District's revenues are assigned to Dundas.

In 2007 there were 63 fire calls reported by the District. (64 by my count). Seven or about 11% were reported in Dundas. Only one of these was an actual fire as opposed to about 25 reported fire calls total.

The District intends to purchase a new tanker truck to replace an ageing truck. Dundas has no use for tanker trucks as we are serviced by a complete water distribution system serviced by two wells and 800,000 gallons of above ground storage capacity. I recommend suggesting the entire costs of acquiring, maintaining and storage of the tanker truck(s) be assigned to the townships.

It is sometimes suggested that Dundas is getting a bargain inasmuch as maintaining our own fire department would be more expensive. I agree, but that is not an excuse for the city to be paying a disproportionate share of the costs of maintaining the District.

I would like to meet with the Finance and Legislation Committee to further explore the agreement and possible remedies. I believe it has been years since the agreement was formulated and it may be time to review the changes which have taken place in the need for fire protection.

**USDA Repair Loans and Grants:** The City has received a news release from USDA / Rural Development regarding the availability of repair loans and grants for families aged 62 and older. We will post on our website.

### **Committees and Boards**

**Mill Towns Trail JPB:** The Mill Towns Trail Joint Powers Board met in Faribault on Wednesday, February 6. Councilor Amy attended representing the City of Dundas.