

# Administrator/Clerk's Report

To: Mayor and Council

From: John M. McCarthy

Date: February 25, 2008

## Consent Agenda

**Minutes of January 14 and 28, 2008.** The minutes of January 14 and 28 were laid over at the request of Council to allow review. No corrections were received as of late Thursday afternoon. A CD was prepared at the request of a councilmember and has been available since Tuesday, noon.

## New Business

**Mediated Settlement Agreement:** (Results of Closed Meeting) (Motion)

**Lawn Mowing and Weed Control:** Duane and Linda have prepared a form for submitting proposals to mow grass on city owned property. I'm requesting council approval to request pricing for 2008 grass cutting to be submitted by March 25, 2008. (Motion)  
We will be preparing a similar form for quotes for weed control.

**Wild and Scenic Boundary Adjustment:** Dan Petrik has prepared a legislative strategy to affect a boundary change in the Cannon River Wild and Scenic Recreation area on the south border and in the annexation area along the river. Staff is requesting approval of the strategy as presented. We believe it may be necessary to the assistance of a professional lobbyist in addition to staff time required to accomplish this task. We anticipate the costs should not exceed \$6,000.00. Recovery of the costs should occur when the property is developed. (Motion)

## Administrator's Report

**Financial:** Expenses for January are substantially higher than last year. I am not concerned as an individual month or two is often much higher or lower than a comparable period the previous year. Some of the contributing factors to the difference are 3 payrolls instead of two and other costs which may be accrued to last year.

**Ordinance 101.02 Establishing Fees and Charges:** The Finance and Legislation committee is working with staff to prepare a recommendation for the March 10, council meeting. Paula has been working to identify what fees, if any, need to be set by ordinance. It sounds as if council has to have a public hearing every time there is a fee change.

**Rekeying of City Locks and Key Policy:** I have instructed Duane to begin re-keying all of the locks. There are too many keys, especially for city hall, which are not accounted for. I will be preparing a policy to handle keys for groups that wish to use city hall and for employees or others who may require a key.

**Bridgewater Township Planning:** The working group will meet on February 29<sup>th</sup> at 1:30 PM in Bridgewater Township Hall. City representatives are scheduled to be Mayor Chad Marks, City Engineer Tom McMahan, City Attorney Paula Callies, City Planner Dan Petrik and City Administrator/Clerk-Treasurer John McCarthy.

**Northfield Rural Fire:** I met with Jerry Anderson, Administrator for Northfield Rural Fire Association on February 21, 2008 to discuss the contract for fire protection and the contract for 2009.

**Kor Update:** Rice County requested a resolution for the County Board to explain why they were releasing their reversionary clause. The Examiner of Titles suggested a resolution from the County Board may eliminate the need and cost of a court process to get a Certificate of Title. I prepared a resolution for Deanna to take to the County Board.

**Meals on Wheels:** Scott Richardson contacted the City in regards to need for Meals on Wheels in Dundas. He was looking for some demographic information. I was not able to supply him with accurate information as the city has grown so much since any was available. He is concerned about the logistics in serving Dundas, but is willing to consider it if there is a need.

**Dundas Business and Professional Group Quarterly Meeting:** The B&P had a quarterly meeting at which the invited speaker was former congressman Tim Penny. Mr. Penny is the president of the Southern Minnesota Initiative Foundation. Penny explained the Fund and how it operates. Mary Amy and John Zander attended.

**CSAH 1 Update:** Rice County has submitted an application for federal funding for CSAH 1. The application is for 1.6 million for environmental studies and corridor preservation. The applications were submitted to Senator Klobuchar with a similar application going to Senator Coleman next week.

**Budget Shortfalls in Third Judicial District Courts:** On Friday, February 22, we received a copy of a press release concerning cutbacks caused by budget shortfalls in the 3<sup>rd</sup> Judicial Dist.

#### **Committees and Boards**

**Park & Recreation Advisory Board:** The Park & Rec. Advisory Board did not hold their regular meeting in February. According to the City Code, the seat of a member who is absent for any three meetings in a year becomes vacant. Due to this provision, there is vacancy. I would like to advertise for residents who may be interested in serving the remainder of a term ending this year.

**Planning Commission:** The Planning Commission met on February 21, 2008. Much of the meeting was involved with the rewrite of the sign ordinance. Staff will meet with representatives of the business community to work on remaining differences and a final draft should be ready for the Planning Commission's meeting in March. It is then likely the Planning Commission will request a public hearing be set for their April meeting.

Eric and Diane Schrader have requested a rezoning of their property under the proposed "Hester Street Business Corridor". Dan Petrik has prepared a change in the Zoning Code which will create a "R-B Residential/Business District" as anticipated in the Dundas Comprehensive Plan. The Planning Commission recommended some slight changes and Petrik will revise the draft. The planning commission set a public hearing for the rezoning for 7:15 PM at their March meeting. I recommend Council set a public hearing for 7:00 PM, March 20, 2008 to adopt a new Section 9. R-B Residential/Business District of the Chapter 1500 of the Dundas City Code. (Motion)