

# Administrator/Clerk's Report

To: Mayor and Council

From: John M. McCarthy

Date: April 28, 2008

## Consent Agenda

**Delinquent Utility Bills:** I recommend approval of the utility shut off list as presented. This is the largest delinquent list Linda has ever reported.

## Unfinished Business

**Ordinance 2008-02 Hester Street Business District:** The Planning Commission recommends creation of the Hester Street District as described in Ordinance 2008-02. (Motion)

**Resolution 2008- 17 A Resolution Approving Publication by Title and Summary of Ordinance 2008 – 02:** Minnesota statutes permits publication of an ordinance by summary. This resolution needs 4 votes to permit publication. (Motion)

**Resolution 2008 – 20 A Resolution Approving Rezoning of the Schrader Property:** Back in January of this year, Eric and Diane Schrader requested the City consider rezoning the property on which Diane has her photography business to commercial. Although the business is operated under a conditional use permit, the City's comprehensive plan envisioned a commercial district along Hester St. By Ordinance 2008-02, the Hester Street District was created. The Planning Commission has reviewed the application and on April 17, 2008 recommended by a unanimous vote approving the Schrader's request with a condition placed on the continued use of a building for storage.

## New Business

**LMC 2008 Annual Conference and Marketplace:** The 2008 Annual Conference and Marketplace will be in Rochester, Wednesday, June 11 through Friday June 13. Opening session is 3:00 PM, Wednesday. There are workshops on Wednesday morning including: Positioning Your City to Weather the Economic Downturn, Best Value Contracting and Communicating Clear, Positive Messages. The morning workshops are limited in size, so an early decision is necessary if you want to go. The Conference closes at 12:45 PM on Friday. I recommend approving normal and customary expenses for council and administrator to attend. (Motion)

**Resolution 2008-21 Accept donation of flagpole:** Mayor Marks has been working with an individual/company to secure a flagpole for the location designated in the Trailhead. The party has donated a 35 foot flagpole with an internal halyard. The City is required to accept donations by a resolution adopted by a two-thirds majority. I recommend accepting the donation of a flagpole and requesting Mayor Marks convey the appreciation of the City of Dundas to the donor. (Motion)

**Authorize installation of flagpole in Trailhead at corner of Railway and Hester:** Engineer Tom McMahan has worked with the American Flagpole Company to obtain a price for the installation of the flagpole. Their price is \$1,448.00. There may some slight additional costs, possibly associated with the preinstalled light which may have been damaged this past winter. Staff recommends approval of necessary expenses to install the flagpole. (Motion)

**Dundas Dukes Advertisement:** The City normally purchases an ad in the Duke's Program. The cost is \$85.00. I recommend placing a ½ page add in the Dundas Dukes 2008 Program at a cost of \$85.00. (Motion)

### **Administrator's Report**

**Engineer's Report:** Tom has been meeting and working with the City of Northfield on the interceptor which will serve Dundas in addition to an area of Northfield.

**Financial:** As of the end of March, the City's General Fund revenue is \$46,190.46 which is \$30,951.60 less than last year. Differences are attributable to an accounting adjustment which deferred revenues from building permits from 2005 to 2006. This adjustment is partially offset by the annual lease payment for locating wireless antennas on our water tower. Expenditures are \$197,068.55 or \$25,608.36 more than last year. Much of the difference is due to professional fees, some of which are attributable to work done last year. We will be meeting with Tom Cummings next week to finalize the 2007 audit.

**Possible Zoning and Conditional Use Permit Violations:** Attorney Karen Marty has begun a review of the possible zoning violations on the Titan Supply Co. and John Zander properties located on DeMann Ct. City Engineer Tom McMahon and I met with Marty on April 24 to provide her with background information concerning the possible violations.

**Kor property:** City Attorney Callies has reviewed and revised a purchase agreement for the Kor Property.

**Community Celebration:** The Dundas Historical Society will not be putting on a community celebration this year. CSAH #1 from I-35 to State Highway 3 will be used to detour traffic affected by the reconstruction of the two bridges on State Highway 3 between Dundas and Faribault. Due to the inability to close Railway Street for events, the DHS has decided not to hold the event.

**Kolb Lane:** At the previous council meeting, maintenance of access to a home occupied by Hazel Kolb was discussed. There is currently a private road constructed on a lot, formerly railroad right-of-way, owned by the city. According to City Engineer McMahon, the City has agreed to maintain access for another home along a portion of this private road in exchange for eliminating an access drive along West Ave. / CSAH #1. This access road is the only way to get to the Kolb property. I recommend authorizing staff to prepare the necessary motion or resolution to dedicate the lot as a public street.

**Community Garden:** A resident of Millstone addition, Kris Vetter, called to ask about the possibility of land for a community garden. I contacted Gene Jasnoch who agreed to allow a portion of the former Drentlaw farm to be used. Mr. Jasnoch had an area marked out and pulverized the same day I contacted him. I met with Kris on Friday and we will continue to work on the project.

**City Hall HVAC replacement:** Public Works Director Meliza has advised me the HVAC unit in City Hall has reached the end of its useful life. Last summer, it could not keep up with the demands of a hot day, especially when there was a meeting at night. Toward the end of the summer, even with cooler weather, it would often go over 80 degrees in the council chambers. We recommend replacing the unit with an exterior unit with an "economizer". This would allow the introduction of outside air, in a controlled manner, to assist with heating and cooling. An added benefit is the freeing up of the current mechanical room to provide a small amount of additional storage. We have received two quotes for the replacement. Streitz Heating and Cooling, Inc priced a Bryant/Carrier unit at \$6,952.00 and Better Air Inc. priced a Lennox unit at \$9,293. Neither quote includes the electrical. After discussion with Duane, I recommend the accepting the Streitz proposal. (Motion)

**Park Clean Up:** A very successful park clean-up was conducted by the Park and Recreation Advisory Board on Saturday, April 18. Board Member Shari Sneary kicked off the Dundas Footprint Campaign.

Mayor Marks presented the Earth Day Proclamation. Shari, Tom Seesz and Kathy Sidla put together a great event and made picking up garbage fun. In addition to coffee, juice and donuts in the morning, the clean-up was capped by a scavenger hunt, getting your foot painted green, gifts for the children, a look at how single-source recycling will be handled and all kinds of information about the Dundas Footprint Campaign to reduce energy consumption.

**Verizon:** We continue to work with Verizon to place wireless (cell phone) antennas on the west water tower. Crews were in town on Wednesday, April 23 to survey, measure and locate. We are working with contractors representing Verizon to minimize the visual impact of their equipment shed.

**Stiehm v. Dundas:** The appeal of Judge Wolf's summary judgment dismissal of Matthew Stiehm's complaint was heard by the Minnesota Court of Appeals on Thursday, April 24. The panel consisted of Chief Justice Edward Toussaint, Justice Connolly and Justice Crispen. Dundas was represented by Julie Fleming-Wolfe for the League of Minnesota Cities Insurance Trust and Stiehm was represented by his father, Peter Stiehm. Mark Rossow or the LMCIT was also present. The panel seemed to reserve the difficult questions for Stiehm. Justice Connolly made a point of bringing up a statement by Matt Stiehm concerning "killer bees or nuclear devices" which was evidently used when questioning people.

**Police activity:** On April 24, Officer Chris Daley responded to an accident in Northfield which could have turned quite serious if not for his actions. Chief Gordon Mincke has written a letter of commendation which will be placed in his personnel file along with a thank you e-mail from Sergeant Mark Murphy of the Northfield Police Department. I recommend council acknowledge Officer Daley's prompt action in preventing what could have been a serious incident. (Motion)

**Sign Ordinance:** A public hearing on the sign ordinance revision was set for May 15, 2008. Dan Petrik, Tom McMahon and I met with representatives of the business community on April 24 to review and revise a final draft. Some remaining items of interest were off-premises signs, banners, temporary signs and window signs. The business community has been instrumental in the formulation of the Ordinance.

**City Wide Cleanup:** Just a reminder, the City Wide Cleanup is scheduled for Saturday, May 3, 2008. The cleanup will take place at the Trailhead this year.

**Hydrant Flushing:** Weather permitting, we will be flushing hydrants during the first part of May. This may cause some discoloration of water.

**Springstead:** We have been informed Bruce Kimmel is no longer with Springstead. Our new representative will be Brenda Kruger. Tom and I will meet with her on Wednesday, April 30.

### **Boards and Commissions**

**Joint Governmental Meeting:** The quarterly Joint Governmental Meeting was held on Wednesday, April 16 at Bridgewater Township Hall. Dundas hosted the meeting with Mayor Chad Marks presiding. Representatives of all of the participating jurisdictions were present and discussed current and future activities in their respective governments.