

# Administrator/Clerk's Report

To: Mayor and Council

From: John M. McCarthy

Date: May 27, 2008

## Ordinances / Resolutions

**Ordinance 2008-03; Sign Ordinance:** On Thursday, May 22, 2008, the Dundas Planning Commission held a Public Hearing on changes to Chapter 1500 of the Dundas City Code adding Section 27, Signs. The Public Hearing was noticed by publication in the Northfield News on May 10, 2008. Staff has been working with the Dundas Business and Professional Group to prepare an Ordinance which will reflect the goals of the Comprehensive Plan and community values while allowing for reasonable use of advertising signs. Planner Dan Petrik presented the Ordinance and reviewed the major changes from the current code. Business owner and resident, Sean Adams, was the only speaker. He complimented the City for the effort in communication. He admitted there is concern about some of the requirements but he said the business owners feel their concerns have been heard and realize community values need to be respected.

A letter from Joel Schilling was received by the Planning Commission. Mr. Schilling expressed concern regarding issues surrounding billboards. I believe Mr. Schilling made representations of City positions which were not accurate.

After closing the Public Hearing, the Commission reviewed the presentation and comments. The members of the Commission were especially concerned about the regulation of temporary portable signs. After a through discussion, they recommend an annual permit with up to 6 – 21 day uses.

There was a discussion of “dynamic” signs. After reviewing the proposed ordinance, the Commission felt the limit of 35% of total area and an 8 second delay between changing images was adequate. The Commission recommends adoption of Ordinance 2008-03. (Motion)

**Resolution 2008-22;** This resolution allows publication of Ordinance 2008-03 by summary. There needs to be 4 votes in favor of the resolution in order to publish the summary. I recommend approval of Resolution 2008-22. (Motion)

**Resolution 2008-23; Rescinding Resolution 2001-25:** Resolution 2001-25 establishes two full time positions for the Dundas Police Department and sets the number or hours of service. As the City prepares to change the staffing of the Police Department, 2001-25 no longer applies. The currently sitting Council should be the determining body in setting the staff requirements for the police department. I recommend approval of 2008-23 which rescinds 2001-25. (Motion)

## New Business

**Park Board Vacancy:** There is a vacancy on the Park and Recreation Advisory Board for the position formerly filled by Steve Hall. Deborah Rasmussen, a resident living in the Bridgewater Heights Addition, has applied to fill the vacancy for the term ending in 2008. (Motion)

**Renew Liquor Licenses:** The following accounts have completed required applications, provided the required information and paid for the renewal of their liquor licenses for the period July 1, 2008 through June 30, 2009. I recommend approving the applications and issuing the licenses as follows:

Lyle & Pauline's Inc. dba: L&M Bar & Grill; On Sale, Off Sale, Special Sunday On Sale (Motion)  
Dawn's Corner Bar Inc, dba; Dawn's Corner Bar; On Sale, Off Sale, Special Sunday On Sale (Motion)  
Plan F LLC, dba; Fermentation Wine Bar and Bistro; On Sale, Off Sale, Special Sunday On Sale (Motion)  
AJE Enterprises Inc. dba; Firehouse Liquor; Off Sale (Motion)  
Dundas Baseball Association; 3.2 percent Malt Liquor (Motion)

### **Administrator's Report**

**Financial:** As of the end of April, city general fund expenditures are \$267,644.36 or about \$29,500 more than the comparable period last year. About \$23,000 of the \$29,500 is professional fees which will be accrued to 2007 expenditures when the audit is completed.

**Kor property:** We are advertising the Kor property and contacting people who have expressed an interest in the property. We are asking redevelopment proposals be returned to the City by June 19<sup>th</sup>.

**Police Department:** In response to the decision to add an additional full time officer to the Dundas Police Force, Chief Gordon Mincke and I have reviewed options in the hiring process. According to the Labor Agreement, job vacancies within the bargaining unit need to be posted for 10 working days. I am requesting authorization to post the vacancy created by the addition of a position for a full-time officer. (Motion)

If there is no more than one application from the bargaining unit, I am requesting authorization to offer the position to the applicant based on normal qualifications. I am working with the union to make sure the hiring and wage portion of the agreement is interpreted and understood in the same manner by both parties. (Motion)

**Millstone Park Development:** I would like to hold a neighborhood meeting to discuss options for developing Millstone Park. The meeting would include a presentation on assessments as a method of helping to pay for the park. A possible suggestion would be on Thursday, June 5<sup>th</sup> at Memorial Park Pavilion.

**City Hall HVAC Replacement:** Streitz has begun installing the equipment for the HVAC replacement.

**Use of Pavilion:** We have had several requests for the use of the Pavilion by community groups. According to City ordinance, we have to charge a rental fee. Council has waived the fee for the Dundas Historical Society and the Dundas Business & Professional Group. Some groups have used the Pavilion when there has been a conflict with the use of City Hall. I have not been able to find a policy concerning the use of City Hall by community groups. I believe it has been past practice to allow community groups to use City Hall for meetings if there is not a conflict with City Business. I recommend Council spend about 15 minutes at the next work session to develop a policy concerning the use of City Buildings for non City business. Council has a work session scheduled for next Monday, June 3.

**Blight and Weeds:** With the departure of snow cover and the arrival of dandelions, there is renewed interest in yard maintenance.

**Flag and Pole:** On Memorial Day, a Honor Guard from the Veterans of Foreign Wars helped Mayor Chad Marks dedicate the new flagpole located in the Mill Towns Trail Trailhead at the corner of Hester Street and Railway Street. The flag was flown at half staff for Memorial Day. Both the U.S. and Minnesota flags were attached today.

## **Boards and Commissions**

**Planning Commission:** The Planning Commission met on Thursday, May 22. The Commission held a Public Hearing on the sign ordinance, a discussion of the ordinance, discussed the how development would occur in the Annexation Area and discussed the proposed Rejoice! Church project. There was a good discussion of the work with Bridgewater Township to get us both on the same page as far as the Annexation Agreement.

The process being followed for the Rejoice! Lutheran Church project was questioned by the Commission members as there has been a misunderstanding as to how development requests would be handled. Rejoice! Church withdrew their application for a Conditional Use Permit. Their representative, John Klockeman, expressed concern over some of the conditions especially the requirement to begin work within one year of receiving the permit. There was a mutual agreement the application was premature at this time and needed more work and understanding.