

# **Administrator/Clerk's Report**

**To:** Mayor and Council

**From:** John M. McCarthy

**Date:** August 11, 2008

## **Consent Agenda**

**Minnesota Public Facilities Authority:** The payment of \$30,664.11 includes a principal payment of \$23,038.73 and interest of \$7,625.38 and is for the Wastewater Treatment Note of 1997. After this payment, the City will owe \$506,501.40 on the PFA Note. The Note will be paid off in 2018.

## **Ordinances / Resolutions**

**Resolution 2008- 36 A Resolution Declaring Costs to Be Assessed:** This resolution sets the amount, \$185.00, the residents of Millstone Addition will be assessed for improvements to Millstone Park. (Motion)

**Resolution 2008 – 37 A Resolution Adopting Special Assessment Roll:** This resolution identifies the properties to be assessed. (Motion)

## **New Business**

**Change Date of September Work Session:** The first Monday in September is a holiday, Labor Day. Council has scheduled a worksession for the first Monday of every month. A consensus at the August worksession was in favor of changing the scheduled worksession to Monday, September 15, 2008. (Motion)

**SCDP Housing and Commercial Rehabilitation Grant pre-application:** Last year the City jointly applied with Faribault for a grant to rehabilitate homes in Dundas. The SCDP has asked if the city is interested in participating again this year. Commercial buildings will be eligible this year. (Motion)

**SMIF Town Meeting Initiative:** The City received a letter for Gary Weiers regarding participation in a Town Meeting Initiative Grant. Administrator Weiers will be presenting the request and interest to the Rice County Board on Tuesday, August 12 as application has to be returned to the SMIF by August 15. (Motion)

**Authorize Purchase and Installation of Play Equipment in Millstone Park:** The City has received two quotes for play equipment in Millstone Park. The quotes are essentially equal as far as cost. I recommend Council authorize the purchase and installation as determined by Public Works Director Meliza and Park, Recreation Advisory Board Chair Seeger and City Administrator McCarthy. (Motion).

**Radio Read Meter Payment:** At the council worksession, a plan to lessen the impact of paying for radio read meters was considered. A consensus was to allow payment of the meters to be allowed over a 24 month period. Currently the City allows payment to be made over 12 months. The monthly payment for a replacement meter would be reduced from \$30.35 with the 12 month plan to \$15.18 under a 24 month plan. (Motion)

**Public Hearing to Adopt Fees:** Dan Petric has updated the fee structure for development fees. His recommendations will include fees for some items which are currently not in the fee structure. I recommend setting a public hearing for September 8, 2008. (Motion)

### **Administrator's Report**

**Budget:** The City needs to adopt the proposed 2009 Budget and certify the proposed tax levy by September 14.

**Single Source Recycling:** Waste Management has delivered the single source containers and the first pickup will begin this week. Pickup will occur every second Thursday beginning August 14, 2008.

**2009 LGA Notice:** The City has received notice of the certified LGA for 2009. The amount is \$86,589, the same as this year.

**Request for Intersection Planning Studies:** The Rice County Board considered the City's request for funding planning studies as identified in Resolution 2008-33. The Commissioners were sympathetic to the request. Rice County staff expressed concern about the impact of the studies on the budget. Commissioner Brown expressed the need for the County to be involved in identifying how future road alignment will occur in these areas. County staff was directed to discuss funding with MnDOT and the City of Dundas.

**Meeting with Developer regarding Bridgewater Heights:** City Engineer Tom McMahon, Public Works Director Duane Meliza and I met with Duane Geiger on Tuesday, August 5. Many of the items discussed will require a site review with representatives of the developer. This review will occur the week of August 11<sup>th</sup>. Tom will review the meeting in his engineers report.

**TIF Annual Disclosure:** The TIF Annual Disclosure report has been submitted to the State Auditor's Office. The required publication occurred in the Northfield News on Saturday, August 9.

**Mac Gimse Sculpture:** Lampe Law in Northfield will be renting Mac's sculpture "Between Earth and Sky" for one year. Mac has explained the rental should allow completion of the second part for future installation in the Trailhead.

**Request from Jasnoch Construction:** Gene Jasnoch of Jasnoch Construction has requested the City allow storage of fill in a portion of the old Drentlaw farm which lies along the Cannon River between the river and the cemetery. This area is zoned Natural Resource Single Family Residential (NRSF) with a Flood Plain Overlay District for much of the property. Jasnoch Construction has discussed a possible development plan for the area with staff and requested fill be allowed to be placed on the site in anticipation of development. As Zoning Administrator, I have informed Jasnoch the City's Zoning Code does not allow storage of fill on the property. Although the placement or storage of fill may be allowed by Conditional Use Permit in the Flood Plain Overlay District, storage would not be allowed in the NSRF district. No formal application for storage of fill or development has been made. Although Jasnoch's concept appears to be an asset to the City, staff needs more information and a proper application before an informed response can be prepared.

### **Boards and Commissions**

**Monthly Council Work Session:** The City Council held its monthly work session on Mon., August 4. Departing City Planner, Dan Petric introduced Laurie Smith of NAC, the planner who would be taking over the City of Dundas account. Council discussed the process and costs involved with preparing a zoning code for the Annexation Area. NAC was asked to estimate costs to complete the ordinance. Bridgewater Township will be approached to try to establish a method of cost sharing. Council reviewed the proposed budget for 2009 and possible methods of assisting residents with limited income in paying for the costs of meter replacement.

**Parks and Recreation Advisory Board:** The Board held a special meeting on Tuesday, August 5 to discuss a 5-year capital improvement plan and budget items for 2009.

**Northfield/Dundas Area Joint Governmental Quarterly Meeting:** The Quarterly Joint Governmental Meeting was held on Wednesday, July 30<sup>th</sup>. The majority of the meeting consisted of an update by MnDOT on safety improvement, primarily access management, for Highway 19. MnDOT is proposing safety be improved by local government management of access.

**Mill Towns Trail Joint Powers Board:** The Mill Town Trails Joint Powers Board met in Northfield on Wednesday, August 6<sup>th</sup>. Joel Wager of MnDNR discussed progress on several fronts. DNR will begin obtaining surveys of the unused railroad right of way to establish the property which needs to be acquired. LCCMR has provided a \$750,000 grant for land acquisition at the proposed river crossing at Cannon Falls. Northfield reported some problems with their Transit Hub/Trailhead which will delay construction. This should not delay the bridge across the Cannon for Mill Towns Trail. Dundas will host the next meeting, October 1, 2008 in Dundas City Hall.