

Administrator/Clerk's Report

To: Mayor and Council

From: John M. McCarthy

Date: August 25, 2008

Old Business

Authorize Purchase and Installation of Play Equipment in Millstone Park: The Park and Recreation Advisory Board have been working with one of the two vendors who have expressed interest in providing play equipment for Millstone Park. Although the current recommended design from Minnesota/Wisconsin Playground meets the cap of \$38,000, play curbs which were included in the competing proposal, are not included in the preferred proposal. This would require additional excavation and cost on the City's part. Public Works Director Duane Meliza is concerned about the additional long term maintenance in keeping a clean transition from play area to surrounding landscaping. The other vendor did not have the opportunity to offer a proposal without play curbs. At this time staff cannot recommend installation of a play area without play curbs. (Motion).

New Business

Dundas Historical Society: The Dundas Historical Society is requesting the City waive the fees for the use of the Pavilion on Sunday, September 28th, 2008 from 11:00 am to 2:00 pm. They will be having a History, Music and Stories walking tour and they would like to use the Pavilion as a meeting and informational facility for the tours. I recommend waving the Pavilion rental fee. (Motion)

Administrator's Report

Financial: As of the end of July, the City's general fund expenditures are \$534,871.20 or \$115,124.16 more than the comparable period last year.

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

Public Hearing to Adopt Fees: Dan Petrik has updated the fee structure for development fees. His recommendations will include fees for some items which are currently not in the fee structure. Council has set a public hearing to adopt fees for Monday, September 29.

Annexation Reserve Zoning: The Planning Commission has expended nearly \$9,000, not including internal staff and resources, trying to develop a zoning code for the annexation area. This was not anticipated in the 2008 budget. Attorneys for both the City and Bridgewater Township have agreed the Planning Commission is the body which will govern planning and zoning in the annexation area. A representative from Bridgewater Township is insisting the ordinance be a "stand-alone" ordinance and not a revision of the City's ordinance as anticipated by the annexation agreement (Section 11). NAC estimated it would take about \$1,600 to complete the zoning. This would not include items such as the sign ordinance. It was reported the Township Board, in a work session, agreed to have their staff complete the zoning code at no cost to the City.

Meeting with Developer regarding Bridgewater Heights: City Engineer Tom McMahon, Public Works Director Duane Meliza and I met with Duane Geiger, Chuck Brandel from INS and Colin Johnson representing Hazleton on Wednesday, August 20. Tom has prepared a memo outlining the meeting and the goals which were discussed.

Employee Benefit Reporting: Corrected Individual Record of Earnings have been filed with PERA for three former part time police officers.

Planning Studies for Safety Improvements: Dennis Luebbe has informed the City he has contacted MN-DOT regarding planning studies for the intersections of CSAH 20/TH 3 and CSAH 1/TH 246. Bridgewater Township has expressed interest in supporting the studies.

Boards and Commission

Planning Commission: There was no quorum at the regular Planning Commission meeting on August 21.