

# Administrator/Clerk's Report

To: Mayor and Council

From: John M. McCarthy

Date: May 10, 2010

## Consent Agenda

**MAOSA Annual Membership:** This is a renewal of the City's membership in the Minnesota Association of Small Cities and the payment of the annual dues. Dues for 2010 are \$545.70

## Old Business

**Titan Supply Building Permit:** The City has not received a complete building permit application from Titan Supply Inc. (Motion)

**Amended Annexation Agreement.** The Annexation Agreement Amendment Task Force met on Monday, May 3, 2010. (Motion)

## New Business

**Police Vehicle:** The 2004 squad car has been decommissioned and is being prepared for sale. All of the equipment has been removed and is being transferred to the new car. Chief Mincke has made arrangements to have the car detailed, and we will then attempt to sell it. Preliminary research suggests we may be able to sell the vehicle for about \$3,500 to \$4,000. I recommend the following motion:

**Move to authorize the City Administrator/Clerk to sell the 2004 Ford Crown Victoria Police Interceptor at a price determined by the Police Chief, Public Works Director and City Administrator/Clerk.** (Motion)

## Attorney's Report

**Kor Property:** The City and MN Revenue are progressing to the final resolution of the Kor property Issue. The Rice County Auditor's office informed the City on Monday, May 10 that the deed has been completed and mailed to the State.

**Administrator's Evaluation:** The City Council conducted a performance evaluation of City Administrator/Clerk McCarthy at a closed meeting on April 26, 2010. McCarthy's composite score indicated he occasionally exceeds standards.

## Engineer's Report

**Interceptor Concerns:** A memo has been sent to Northfield outlining our concerns regarding the cost sharing of the west side interceptor and possible related repairs of the lift station which were scheduled for abandonment.

**Northfield Chamber of Commerce Transportation Study Group:** The study group met to review Northfield/Dundas area transportation plans. There seems to be a consensus that east/west routes, specifically CSAH1 between TH246 and TH3 and a north route, either North Ave or Thye Parkway in Northfield, should be a priority.

**Northfield Surface Water Management Advisory Board:** City Engineer McMahon and I participated in the advisory board meeting on May 5, 2010. This was the first of 3 scheduled meetings which are designed to receive input to assist in the development of a surface water management plan for the City of Northfield

### **Administrator's Report**

**Consumer Confidence Report:** The City has received the annual Consumer Confidence Report from the Minnesota Department of Health. The report lists the level of several contaminants in the Dundas' potable water. Copies of the CCR must be available to the public for three years.

**Budget and Aid Cuts:** The state legislature is scheduled to adjourn on May 17. There is still a \$400 million shortfall which is supposed to be filled by an extension of federal contributions to Medicaid. As of May 6, 2010 two additional questions have occurred. First, it looks as if what appeared to be a spirit of cooperation between the Governor and the legislature has disappeared. The Governor is recommending additional cuts to local government aid. The suggested cuts may be larger than the cuts proposed by Governor Pawlenty in January. Second, the Minnesota Supreme Court ruled Governor Pawlenty exceeded his unallotment authority when he cut the Minnesota Supplemental Aid – Special Diet program. What affect, if any, this ruling may have on the state budget or other unallotments, is currently unknown.

**TIF:** The State Auditor's Office has informed us the 2009 TIF Reporting forms are ready. The TIF report must be submitted by August 1 of each year. I intend to work with Springsted in preparing the report. Administrative costs are approved and budgeted in the TIF plans.

**Application for Park and Recreation Advisory Board:** Terry Allen who lives in the Millstone Addition area has applied for the remaining position in the Park and Recreation Advisory Board. The open position is a term expiring at the end of this year.

**TH3 Speed Study Request:** MNDOT has informed the City they will be conducting the requested Speed Study of TH3. The letter suggests the study may be completed in 6 to 8 weeks.

**Road Closure:** CSAH1 has been closed for reconstruction which will last the entire summer.

**Elections:** The State has changed the date of primary election to August 10, 2010. The General Election will still be held on the first Tuesday after the first Monday in November. This year the date is November 2, 2010. Voting will continue to be held at the site of the former Holy Cross Church. We will be holding the election in the former chapel instead of in the hall which has been remodeled into office and waiting/conference area. As of Thursday, enough people have signed up to be election judges to fill the required positions.

**Filing for State and County Elective Offices:** Rice County has provided notice that filing for federal, state and county offices will open on Tuesday, May 18, 2010, and close on Tuesday, June 1, 2010.

**Rice County Planning Commission Public Hearing:** I submitted a copy of Resolution 2010 – 16 to the Rice County Planning Commission at the public hearing to amend the Highway Commercial District to permit Organized Motor Sports as a Conditional Use. After holding a well attended public hearing, the Rice County Planning Commission voted 6 to 0 to recommend approval of the requested text amendment to the Rice County Zoning Code which would permit Organized Motor Sports as a conditional use in the Highway Commercial District. Both sides of the issue were well represented. Many area residents and Township supervisors spoke against approval of the requested amendment.

**Northfield/Dundas Area Joint Governmental Meeting:** The quarterly joint governmental meeting was hosted by Waterford Township. In addition to activity reports from the counties, cities and townships, Jody Gunderson, Northfield Economic Development Director, presented concept plans for the both the new and proposed annexations.

**Complaints:** We have had a complaint regarding operating ATV and dirt bikes on the streets in Millstone. The complainant has been asked to call dispatch when the activity is occurring. Extra patrols will also be assigned.

**Data Practice Request:** As we have had no communication from Emily Murphy since March 22, 2010. I have sent her a letter indicating we believe we have complied with her data practice request and consider the matter closed. I also reminded her she has the right to submit a new request at any time.

**Health Care Tax Credit:** According to preliminary information received from the IRS, Dundas may be eligible to receive a credit of up to 25% of the health care premiums paid in 2010. A review of 2009 figures show that the city meets the criteria; 25 or fewer FTE's earning an average of less than \$50,000 and paying more than ½ of single coverage premium. Last year we paid \$48,420.32 for health insurance.

**Park Clean Up Day:** The park clean up on May 1st was very successful. Special emphasis was placed on cleaning up the fence line at Memorial Park. The volunteers deserve a special thanks for their time and energy. Among those who turned up are: Terry Allen, Dion Kuhn, Michelle Millenacker, Deb Mikulecky, Shari Sneary, Kathy Sidla and granddaughter Kim, Chad Pribyl and Glenn Switzer. In addition to the help on Saturday, Karleene Adams will continue to maintain the flower bed in Memorial Park. Doug Sonnee supplied a trailer and equipment to haul the leaves and twigs to the Rice County Compost site.

**Northfield C of C Forum on Real Estate Taxes:** The Northfield Chamber of Commerce held a membership forum on real estate taxes. The main presenter was Rice County Assessor Paul Knutson. There was also a panel which I participated in along with School Superintendent Richardson, Rice County Auditor Windschitl and Northfield City Administrator Walinski. Among the items I reviewed were Dundas has a total budget of about \$2.5 million and the tax levy accounts for about 26% of our total budget. We anticipate government aids, including police aids, to account for about 7.4% of the 2010 budget. In 2009, state aids accounted for about 14.5% of the total budget. About 43% of the total tax capacity of Dundas is commercial/industrial property.

**Administrators Meeting:** The bi-monthly Rice County administrator's meeting was held on April 30. We discussed some of the approaches the cities and county are taking to the reduction in state aids. County Administrator Wiers reviewed the social service finances for Rice County and reported the number of people requiring service has dramatically increased during the economic crisis.

#### **Committee Reports**

**Mill Towns State Trail JPB:** The Joint Powers Board met on May 5, 2010 in Dundas City Hall. Faribault representative Carol King reviewed trail construction plans scheduled for this summer.