

Administrator/Clerk's Report

To: Mayor and Council

From: John M. McCarthy

Date: July 26, 2010

Presentations

Legislative Update: A review of the previous legislative session by Representative David Bly.

Review of Concerns Raised in Public Forum: Mayor Switzer's response to statements concerning the financial condition of the City made by John Zander as a private person.

Consent Agenda

Menards TIF Payment: This is the semi-annual payment for the Menard's "Pay as you go" note for infrastructure improvements.

Ordinances and Resolutions

Resolution 2010 – 26 Declaring a Vacancy on the Dundas City Council; City Attorney Callies was instructed to prepare a resolution for consideration at the July 12, 2010 regular council meeting. Council postponed consideration of the resolution to receive a full report from Hartland Investigation Group. The report was received in the form of an affidavit dated July 21, 2010. The report concludes there is no evidence that John Zander resides at any other address than 305 Railway St. N., Dundas. Callies recommends the Council take not take action to declare a vacancy on the council at this time. (Motion)

Ordinance 2010 - 05 Amendment to Chapter 1500: The Planning Commission held a public hearing on the amendment. Staff prepared and presented the proposed amendment. There were no public comments. After a thorough discussion, the commission recommends approval of the proposed amendment. (Motion)

New Business

Name Play Park in Bridgewater Heights: At the Park and Recreation Advisory Board meeting of July 13, the Board moved to request the City Council name the new park in Bridgewater Heights with the play equipment "Pinnacle Park."

Move to name the park located on Outlot "F" in Bridgewater Heights, Pinnacle Park. (Motion)

Street Closure for Block Party: Residents of Bridgewater Heights have requested permission to close Pinnacle Drive from the new park to the cul-de-sac to hold a National Night Out Block Party. The request is from 6:30 pm to Sunset, Tuesday August 10. I recommend approval of the request. (Motion)

Bridgewater Township Member on the Dundas Planning Commission: The Township has submitted two names for membership on the Planning Commission. The two candidates are Gary Ebling and Andrew Ehrmann. (Motion)

IPAD Open Meeting Law Training: The Information Policy Analysis Division (IPAD) is holding a Open Meeting Law workshop on Friday, September 17 in St. Paul. The cost is \$75.00. I am requesting normal and customary expenses for Council and Staff to attend. (Motion)

Administrator's Report

Financial: As of the end of June, 2010, the City's General Fund expenditures are \$397,299 or \$17,510 more than last year. The year-to-date expenditures for the first half are 48.9% of the budget. Most departments have underspent their budget. Revenues for the period are \$80,991 or \$14,124 less than last year.

Water Fund revenue for the first one-half is \$141,554 or \$26,594 more than last year with revenue from water sales being \$99,882 or \$29,029 more than the same period last year. Expenditures are \$127,853, \$34,354 more than last year. Most of the increase is due to the payment for water tower maintenance

Sewer Fund revenue for the first one-half is \$190,519 or \$9,905 more than last year with revenue from sewer sales being \$167,279 or \$32,852 more than the same period last year. Expenditures are \$134,618 or \$24,696 less than last year.

Refuse (garbage) Fund revenue for the first one-half is \$44,700 or \$4,343 more than last year. Expenditures are \$33,503 or \$1,581 more than last year.

For the fiscal year 2009, total revenues increased by \$19,796 to \$2,532,782 while expenses decreased by \$85,002 to \$2,397,182.

A review of the City's fund balance as shown on the Financial Statements indicates an increase in the General Fund Balance of \$89,819 or 26.4% from 2008 to 2009. During the same period, Total Government Funds increased \$136,755 or 22.2%.

During the year, the City reduced bonded indebtedness from \$8,942,588 to \$7,516,135. All of the city's bonds are paid by revenue, either TIF or utility fees.

LGA: The City has received the first half Local Government Aid of \$21, 947. If the second is the same as the first, the total will be \$43,894. The 2010 budget amount is \$43,907.

Population: The State Demographer has estimated the population of Dundas as of April 1, 2009 at 1038 with an estimated household count of 430.

Building Permit Report: The City has issued 9 building permits for single family homes during the first half of 2010.

ATV and Golf Cart Permits: After reviewing the existing ordinance, staff has determined there is additional changes which would make the ordinance cleaner. We will be issuing permits and stickers but not enforcing the sticker regulation until the necessary ordinance changes are made.

Northfield / Dundas Joint Meeting: The City Councils of Dundas and Northfield held a joint meeting to discuss shared services on July 19, 2010. The importances of preserving community identity along with cost savings were reviewed. Each city will appoint representatives to begin refining options for the services which were identified as having the highest priorities at the meeting.

Health Insurance: The City has received information from Public Employees Insurance Program regarding the renewal of health insurance in October. Premiums for single coverage will be increasing by 16%. This will result in all employees incurring out of pocket costs for health insurance.

Titan Supply Company Zoning Violations: At the regular meeting of June 28, 2010, the City Council revoked the Conditional Use Permit granted by Resolution 2004-34 and restated by Resolution 2008-39. Titan Supply was given 30 days to correct the violations of the Dundas Zoning Code which are occurring on the DeMann Court property. The 30 day period is up on July 28, 2010.

John Zander Storage of Building Material: By an e-mail received by the City on February 17, 2010, John Zander has stated that he will remove the County Market building materials stored on his property. Council has set a deadline of July 31, 2010 for the removal.

Financial Impact of Titan/Zander: During the past two year, the demand for City resources and time created by the Titan/Zander controversy have cost the taxpayers of Dundas over \$12,000 in unreimbursed funds. This does not include staff and council time which has been spent trying to work with the Zanders. On an annualized basis, the expense is approximately 1% of the real estate tax levy.

Tower Lease for 800 MHz System: The City has received a proposed lease for the use of the Bridgewater Heights Water Tower for the 800 MHz System. Staff will be reviewing the lease and proposing amendments.

Committee Reports

Park and Recreation Advisory Board: The Park and Recreation Advisory Board met on Tuesday, July 13, 2010 at the Memorial Park Pavilion. New member Terry Allen was sworn in. The Board moved their August regular meeting from August 10th to Tuesday, August 17th due to primary elections being held on the 10th. The Board also suggested holding a "Movie in the Park" night on Saturday, August 17th.

Planning Commission: The Planning Commission met on Thursday, July 15, 2010. Six members were present. Bridgewater Township has not yet recommended a replacement for Kathleen Doran-Norton. The Commission held a public hearing on a proposed amendment to Chapter 1500 which would add Interim Use Permits as a permitted use in the City. City Attorney Paula Callies reported on a recent court decision which impacts variances and how our ordinance may not be in compliance. Zoning Administrator McCarthy reported there is a request for a PUD from Mechanical Systems to add additional office space and there will be one for an IUP by Gooter Investments for a sign on an adjacent property if the City adopts the amendment to Zoning Code including allowing the sign. The Planning Commission will be holding a Public Hearing on August 5, 2010 to consider a the PUD for Mechanical Systems, amendments to the Zoning Code regarding the issuing of variances and an IUP for a sign on an adjacent property.