

Administrator/Clerk's Report

To: Mayor and Council

From: John M. McCarthy

Date: August 30, 2010

Consent Agenda

Delinquent Utility Bills: The City has begun the process of preparing the necessary documentation to certify delinquent utility bills to real estate taxes. Several payments or payment plans have been made since shut off notices were mailed last week. Currently there are 29 accounts on the shut off list. Most of the accounts have arranged to make payments on the delinquent amounts.

Erosion Deposit Returns: The returns are for new home construction in the Summit Heights development.

Old Business

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)

Ordinances and Resolutions

Ordinance 2010 - 06 Amendment to ATV / Golf Cart Ordinance: City Attorney Paula Callies has prepared the amendments to the Dundas City Code necessary to update the ATV/Golf Cart Ordinances. (Motion)

Resolution 2010 – 31 Adopting Preliminary 2010 Tax Levy Several meetings regarding the 2011 budget have resulted in a recommendation of a preliminary levy increase of 2% to \$703,861. Due to a decrease in the assessed value of many properties in Dundas, the City portion of most taxes should slightly decrease. (Motion)

Resolution 2010 – 32 Accept Donation: Chief Mincke has reported an anonymous donation of 12 gallons of street marking paint valued at \$240. Mincke and local business owner Bruce Young, Young's Paint, volunteered their time and equipment to paint crosswalks in Dundas. (Motion)

Administrator's Report

Financial: General Fund expenditures for the first seven months of 2010 are \$462,529 or \$1,853 more than the same period last year. Revenue for the same period is \$454,633 or \$5,164 less than last year. The City has received \$10,941 less Local Government Aid.

Water Fund Revenues are up \$26,428 or 18%. Not as much water has been sold this year due to the unusually wet summer. Water fund expenses are up \$30,836 due primarily to the maintenance contract and the water break in Millstone Square.

Sewer Fund Revenues are up \$4,902 from the same period last year. Expenses are down \$28,230.

Data Practice Request from John Zander: John Zander has submitted two requests for data under the Minnesota Data Practice Act. I was able to provide some of the requested data and informed Mr. Zander of the need for additional information regarding the specifics of some of the requested data.

Rice County Response to Transportation Committee Request: The City passed a resolution, 2010-25 supporting the reallocation of county funds to upgrade the portion of CSAH #1 between Highway 3 and Highway 246. The reallocation was requested by the Transportation Committee of the Northfield Chamber of Commerce. The county has replied to the C of C explaining why the reallocation would not be feasible at this time. Northfield

Chamber Transportation Committee will be meeting on September 1 with County Engineer Dennis Luebbe to discuss the County's transportation plan.

Residential Building Permits: In response to some recent question regarding building permits, I reviewed the records concerning the number of new residential building permits issued by the City since the beginning of 2004. As of July, 1, 2010, 212 permits for single family residential units have been issued. This includes 4 twin homes, 92 townhomes and 116 freestanding single family homes. The highest number of permits issued in a single year was 97 in 2006 and the least was 19 in 2008.

Enterprise Fund Base Charges: At the last council meeting, a resident expressed concern regarding having to pay a water and sewer bill even if they do not use any water such as when they are on an extended vacation. Regulations which establish a formula to charge for water and sewer enterprise funds have two components, a base charge and a consumption charge. The base charge is designed to spread the cost of having the service, the consumption charge is designed to recover the costs of using the service. For example, all properties connected to the water distribution system pay the base charge for the pipes, towers, pumps, etc. whether water is being used or not. When water is used, the consumption charge is added to the base charge to pay for the cost of the production and operation of the system.

Picnic Tables at Millstone Park: Chad Pribyl and Nate Ryan have volunteered to assemble two picnic tables to be used at Millstone Park. The materials have been ordered.

Elections: Primary Elections were held on Tuesday, August 10, 2010 at the offices of Rejoice! Church (the former Holy Cross Church). The General Election will be Tuesday, November 2, 2010.

Candidates for City Office: Filing for local offices closed at 5:00 pm, Tuesday, August 17, 2010. There are two candidates for Mayor: Glenn Switzer and Myron Malecha. There are five candidates for Council: Grant Modory, Ryan Carroll, John Zander, Wade Murray and Tresa Mazurek.

Sealcoating: The 2010 sealcoating project will be completed by September 15. East / West streets in the old portion of Dundas which lies East of the Cannon are being done this week. The contract price is \$15,120.00.

Bridgewater Heights Median and Cul-de-sac Maintenance: The City has purchased and installed wood fiber at the cul-de-sacs along Summit Ave. Neighbors in the area have volunteered to maintain them.

NAC Personnel Change: Northwest Associated Consultants, the city planner, has informed the City Laurie Smith will be leaving the company. Her replacement will be Nate Sparks.

Rejoice! Rejoice Church has applied for a Conditional Use Permit to construct a new worship space at their property. A public hearing will be held at the next Planning Commission Meeting.

Radio Read Meters: Linda Ripka has reported 100% of the water meters in Dundas have been converted to radio read meters.

Sale of Squad Car: The 2004 squad was sold on August 26. The City received \$3,000 for the vehicle.

Titan Supply Lawsuit: Attorney Paul Merwin Mayor Switzer and staff met with Dan and John Zander and the attorney for Titan Supply on Friday, August 27.

Committee Reports

Special Meeting - Financial Workshop: The City Council held a financial workshop on Monday, August 9. All council members except John Zander attended. Council reviewed the draft General Fund budget for 2011 and projections through 2014. Several minor changes had been made to the budget which reduced expenditures about \$5,000. The Consensus of the members attending is to increase the Preliminary Levy by 2% and review the Levy again after receiving the second half LGA payment.

McCarthy reviewed the water and sewer enterprise fund adjustments which Council approved in 2009 and the documentation used to support the adjustments. It was noted that in 2005, City Engineer McMahon has indicated the enterprise funds could operate at a deficit for several years and if a deficit occurs it is intended to be covered by development fees.

The Council also reviewed a financial projection for TIF District #2. The projection indicated about \$800,000 may be eventually available for authorized uses.

Park and Recreation Advisory Board: The Park and Recreation Advisory Board met on Tuesday, August 17.

Special Meeting - Township/City and City/City Cooperation: The City Council held a workshop on Monday, August 23 to prepare for a joint meeting with Bridgewater Township Supervisors and review information regarding the committee looking at possible cooperative ventures with the City of Northfield. All council members except John Zander attended. Monday, September 20 has tentatively been set for a meeting with the township supervisors.

Special Meeting - Financial Workshop: The City Council held a 2011 Budget workshop on Monday, August 23. All council members except John Zander attended. Local business person, Doug Kurtt, attended and offered several constructive comments on the budget.

Human Resources: The committee met on Tuesday, August 24. Council Members Cruz, Pribyl, Police Chief Mincke and City Administrator McCarthy reviewed current policies and may recommend some updating after further review. The committee will meet again on September 21.

Public Works Committee: The committee met on Tuesday, August 24. Council Member Zander was absent, but Mayor Switzer worked with Council Member Pribyl to review several public works questions. The committee discussed future staffing needs of the public works / utility department

Northfield Area Ambulance Association: The Northfield Area Ambulance Association met on Wednesday, August 25, 2010.

Mill Towns State Trail JPB: The joint powers board will be meeting on Wednesday, September 1, 6:00 pm, at Faribault City Hall.