

# Administrator/Clerk's Report

To: Mayor and Council

From: John M. McCarthy

Date: January 23, 2012

## Consent Agenda

**Charitable Gambling Donation:** The donation from the Waterford Warriors Snowmobile Club is from the club's portion of gambling revenue from 2010. The City's use of the donated revenue is restricted by state law to certain allowable categories. Council normally chooses to use charitable gambling donations to offset park and recreation expenses as permitted by state law.

**Approve Excess Collateral:** State Law requires financial institutions to pledge additional collateral if deposits by a governmental entity exceed the amount protected by federal insurance. Castle Rock Bank has indicated they are willing to provide the necessary collateral to permit the City to deposit more than the \$250,000 currently covered by FDIC insurance.

**American Water Works:** This is the annual membership for the City.

**K-9 Agreement:** Dundas participates with other government entities in Rice County to support the K-9 unit

**Mill Towns State Trail JPB:** This is the annual amount for administrative costs related to the MTSTJPB. Most of the costs are for insurance and financial administration provided by Rice County.

## Ordinances and Resolutions

**Ordinance 2012-01 Flood Plain Overlay Ordinance:** The Dundas Planning Commission held a public hearing on proposed amendments to the flood plain ordinance. The State of Minnesota and FEMA are requiring local governments to revise their flood plain ordinances to incorporate current flood insurance studies, the respective flood insurance maps and certain mandated text revisions. City Engineer Tom McMahon explained the revisions and that MnDNR has approved the draft ordinance submitted by the City. There were no public comments. During the Planning Commission's review, some members expressed concern regarding permitting any structures in the Flood Fringe District. After a thorough review, the Planning Commission unanimously recommends the City Council adopt the revisions to Dundas City Code, Chapter 1500, Section 18, Flood Plain Overlay District. (Motion)

**Resolution 2012-04 Waving SAC & WAC Fees for Certain Construction:** During budget workshops, Council reviewed waving SAC and WAC fees. This resolution will waive 100% of the fees for the first three single family homes constructed in 2012 and 50% of the fees for the next three homes. (Motion)

## Old Business

**Public Hearing on Fees and Charges:** In addition to the normal notification, the City needs to give holder of liquor licenses a 30 day notice of changes in fees. With the inclusion of fees for the new types of liquor licenses the 30 day notice period was triggered. The Finance and Legislation Committee review the fees with Council review on February 13, 2012. Staff recommends a public hearing for revisions of Dundas City Code, Chapter 101: Establishing Fees and Charges be set for Monday, February 27, 2012. (Motion)

**Ice Rink Grant:** At the January 17 meeting, the Dundas Park and Recreation Advisory Board reviewed options to improve the ice rink at Bridgewater Heights. After studying the alternatives the Board is recommending the City apply for an Outdoor Recreation grant to install lights at the Bridgewater Heights ice rink. The grant requires a 50% match but in-kind work and donations are permitted to make up the match. Application for the current grant cycle must be submitted by March 31, 2012. The Board recommends the City Council authorize staff to prepare an application for an Outdoor Recreation Grant to install lights at the Bridgewater Heights ice rink. (Motion)

### **New Business**

**Annual Skating Party:** The Park and Recreation Advisory Board is requesting the Council approve expending up to \$100.00 for the annual skating party at the Bridgewater Heights ice rink. The party is scheduled to be held on Saturday, February 11, 2012. (Motion)

### **Attorney's Report**

**Discovery for Titan v. Dundas:** John and Dan Zander reviewed files at City Hall on Tuesday, January 17 as part of the discovery process related to the lawsuit.

### **Engineer's Report**

**Monthly Meeting with Northfield:** McMahon and McCarthy met with Northfield staff including Administrator Madigan, Engineer Stapf and the acting operator. We discussed the wastewater treatment agreement and how fees are calculated. After the meeting, Stapf provided the City with several requested documents we felt would be useful in understanding the charges.

### **Administrator's Report**

**Financial:** Preliminary figures from 2011 indicate annual General Fund revenues exceeded expenses by \$115,814. About one-half or \$57,144 of the positive cash generated is attributable to funds received for flood related expenditures less what was spent this year.

If flood related reimbursements are not considered, revenues for 2011 were \$35,307 less than the prior year and \$25,358 less than budgeted.

If flood related expenses are not considered, expenses for 2011 were \$15,351 more than 2010 and \$50,915 less than budgeted.

Water Fund revenues are \$40,719 less than budgeted with expenses being \$27,468 less.

Sewer Fund revenues are \$90,315 less than budgeted with expenses being \$27,326 less,

Refuse Fund revenues are \$595 more than budgeted with expenses being \$5,784 more.

I will have an unaudited annual report for the next meeting.

**2011 Building Permits:** Linda Ripka has completed the 2011 building permit report. Although only permit for a single family home was issued, commercial permits continued to show strength.

**Collection System Operator's Conference:** Duane Meliza attended the operator's conference from January 18 to 20 in Bloomington. The conference provides necessary credits to maintain a current license.

### **Boards and Commissions**

**Park & Recreation Advisory Board:** The Board met on Tuesday, January 17, 2012. The Board discussed improvements to the ice rink, the annual skating party and how to handle Green Team applications.

**Planning Commission:** The Commission met on Thursday, January 19, 2012. Grant Modory was elected chair with Bruce Morlan being reelected vice chair and Larry Fowler remaining secretary. The Commission held a public hearing on revisions to the flood plain ordinance and heard a presentation by Paul Jackson on the efforts to document and improve Rice Creek. .