

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES
Monday, February 11, 2008
7:00 p.m. - Dundas City Hall**

Roll Call: Chad Marks, Mary Amy, John Cruz, Tresa Mazurek,
John Zander (arrived 7:03 p.m.)

Others Present: Chip DeMann, Chuck DeMann, Sean Adams, City Attorney Paula Callies, City Engineer Tom McMahon, City Administrator John McCarthy

Call to Order/Pledge Allegiance

Mayor Marks called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. A quorum was present; absent John Zander.

Public Forum – (non-agenda items)

No comments from the public.

Approval of Agenda

Motion by Amy, second by Cruz, to approve Agenda. Motion Carried Unanimously (MCU)

Consent Agenda

Councilor Mazurek requested removal of the minutes of regular meetings of January 14, 2008, and January 28, 2008.

Motion by Mazurek, second by Amy, to approve the Consent Agenda as follows:

Special Action Claims of:

- i. DRW Enterprises TIF Payment - \$6,500**
- ii Corner Mart for NSF Collected - \$53.82**
- iii. MN Public Facilities Authority - \$30,664.11**
- iv. Valley Paving No. 5 Payment - \$697.13**

and Approval of Expenditures for \$89,700.22.

MCU

Marks indicated minutes of January 14, 2008, were laid over so Councilor Zander could review the tape of the meeting and submit changes. McCarthy said no one reviewed the minutes. Mazurek stated she made her comments and Zander felt the minutes should be condensed but he had not submitted any changes. Mayor Marks stated there was adequate time for any Councilor to discuss and submit any changes to the administrator. McCarthy stated he stands by the minutes as presented to the Council. Any changes need to be done by motion. Marks stated the minutes met his approval as submitted.

Motion by Zander, second by Mazurek, to lay over minutes of the regular meetings of January 14, 2008, and January 28, 2008, to the next regular Council meeting.

Cruz sated he agreed with Marks on approving the minutes as submitted. Mazurek stated she will submit in writing her change requests. Zander stated he wants to do it properly and will submit in written form his requested changes. Marks felt there was ample time since the last meeting to submit changes and listen to the meetings as requested by Mazurek and Zander. **YES: Cruz, Zander, Mazurek. NO: Amy, Marks. Motion Carried.**

Unfinished Business

Effective Date for Wage Increases for Police Chief and Administrative Assistant

Motion by Mazurek, second by Amy, to set January 1, 2008, as the effective date for wage increases approved on January 28, 2008, for the Chief of Police Gordon Mincke and Administrative Assistant Linda Ripka. MCU

New Business

Resolution 2008-07 Resolution Authorizing the Release and Discharge of Nelson Letter of Credit #1110

Motion by Mazurek, second by Cruz, to approve Resolution 2008-07. MCU

Resolution 2008-08 Resolution Requesting Comprehensive Road and Transit Funding

McCarthy presented and explained the request noting the resolution was from League of Minnesota.

Motion by Mazurek, second by Marks, to approve Resolution 2008-08. MCU

Resolution 2008-09 Resolution Requesting Rice County Release Its Reversionary Claim Concerning the Kor Property

Motion by Amy, second by Mazurek to approve Resolution 2008-09. McCarthy stated the request is on the Rice County agenda for Wednesday, February 12, 2008. **MCU**

Resolution 2008-10 Resolution Supporting the Formation of a Joint Non-motorized Transportation Task Force Creation

Motion by Mazurek, second by Amy, to approve Resolution 2008-10. MCU

Resolution 2008-11 Resolution Supporting Application by Rice County for a Federal Grant to Conduct Environmental Studies and Provide for Corridor Preservation for CSAH #1

Motion by Mazurek, second by Cruz, to approve Resolution 2008-11. MCU

Joe Zignego Six-Month Probationary Completed

Motion by Cruz, second by Amy, to approve completion of the six-month probationary period for Financial Assistant Joe Zignego. MCU

Hiring Eric Kline as a Part Time Police Officer

Motion by Mazurek, second by Cruz, to accept the recommendation of Police Chief Gordon Mincke to hire Eric Kline as a part time police officer pending the successful completion of the proper background checks. MCU

Linda Ripka to Attend the Third Year Municipal Clerks Institute July 7-11

Motion by Mazurek, second by Amy, to approve tuition and the normal and customary expenses for the Administrative Assistant Linda Ripka to attend the MMCFO Clerks Institute Year 3. MCU

Reports of Officers, Boards and Committees

City Administrator/Clerk – John McCarthy

Discussion of Water Well Ordinance – McCarthy stated the concern submitted by resident James Kessler was discussed at staff meeting. McCarthy suggested meeting with the Public Works Committee and inviting Kessler. If a private well is not metered, there may be a problem from the State on water usage and conservation. Cruz suggested Ordinance also include statement covering any change in ownership would require well be sealed.

Reports of Officers, Boards and Committees (con't)Business Development Committee

Motion by Mazurek, second by Marks, to hold Special Meeting for a Work Session with the Dundas Business and Professional Group on Monday, February 25, 2008, at 6:00 p.m. Marks suggested agenda include hearing feed back from the businesses on the sign ordinance and the business development committee as proposed by Zander. Attorney Callies confirmed if it is setup as an official committee of the City, it is subject to the open meeting law. Zander felt the committee is a way for business community to get input from City other than developing an EDA. McMahon suggested the businesses form their own committee of representation to bring concerns to Council. Marks asked business owner Sean Adams for a comment and Adams stated businesses want to be able to talk and feel businesses could develop a committee which could bring business concerns to the City. **MCU**

Bridgewater Township – McCarthy explained a tentative meeting is set for Friday, February 29, 2008, to review the annexation agreement. The City has requested more information on what other topics might be on the meeting.

Ordinance Change on Park Fee Rental – McCarthy suggested the Financial and Legislative Committee review the fee schedule in the Ordinance 101.02 and bring to the Council's March 10, 2008, meeting. Staff will note the tentative fees for the 2008 Park rentals are pending Council's approval.

Northfield Rural Fire Association – McCarthy reviewed and updated Council on recent meeting noting Dundas share on the proposed budget increased by 25% from previous year and 23% of the budget comes from Dundas. McCarthy stated the Association is going to purchase a new tanker truck, and he did not see Dundas needed to use a tanker truck when the City has hydrants, two wells and water towers. Marks reported a meeting will be setup with the administrator of the Northfield Rural Fire Association to go over the budget.

USDA Rural Development Grant – McCarthy stated the grant information will be available on the website and at City Hall.

Mazurek acknowledge and commented on Darlene Pfahning's thank you letter on the cleaning of the pond in the Millstone Addition.

Councilor's Reports

Mill Towns Trail Joint Powers Board Meeting – Amy reported items covered were a meeting with the Senate legislation for bonding, update on the railroad purchase for trails, and the community's Federal Recreational Trail Grant program.

City Clerk/Treasurer Appointment

Attorney Callies stated the City is required to have a City Clerk and Treasurer. City Code makes the position a joint one and requires appointment annually by Council.

Motion by Mazurek, second by Cruz, to approve the appointment of John McCarthy as the Administrator/Clerk-Treasurer. MCU

Closed Meeting

Performance Evaluation of City Administrator/Clerk John McCarthy

Motion by Amy, second by Mazurek, to close the regular meeting at 8:35 p.m. for the purpose of a performance evaluation for City Administrator/Clerk-Treasurer John McCarthy. MCU

Marks called for a five minutes recess.

Motion by Amy, second by Mazurek, to reopen the regular meeting at 8:50 p.m. MCU

Motion by Marks, second by Zander, to continue the performance evaluation of John McCarthy at a closed meeting on February 25, 2008. MCU

Adjournment

Motion by Mazurek, second by Cruz, to adjourn the meeting at 8:57 p.m. MCU

Chad Marks, Mayor

John McCarthy, Administrator/Clerk/Treasurer