## DISBURSEMENT REPORT

City of Dundas  
Council Meeting September 28, 2020

<table>
<thead>
<tr>
<th>DATE</th>
<th>PAYABLE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
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<td>PERA</td>
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<tr>
<td>9/24/2020</td>
<td>PERA</td>
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<tr>
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<td>9/14/2020</td>
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<td>State of MN Payments</td>
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<td>$6,721.13</td>
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<tr>
<td>9/24/2020</td>
<td>Payroll PP# 20 Employees</td>
<td>$17,111.29</td>
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Total Paid Payroll and Sales Tax Liabilities $44,016.65

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<td>9/16 &amp; 9/17</td>
<td>Wire Transfer Fees</td>
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<tr>
<td>9/28/2020</td>
<td>Bills paid (Claims Register)</td>
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TOTAL Disbursements for September 28, 2020 $94,819.83
## CITY OF DUNDAS
### Payments

Current Period: September 2020

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### Payment Details

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<td>0</td>
<td>0 ALDRICH TECHNOLOGY CONSULT</td>
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<td>Services performed on 8/10, 8/20 and 9/3 - purchased 3 CAT6 ethernet cables</td>
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**Notes:**
- The payments are for various costs related to permits, reviews, and maintenance services.
- The amounts vary significantly, with some transactions totaling over $1,000 and others under $10.
- The payments are linked to specific IDs and dates, indicating when each payment was made.
## CITY OF DUNDAS
### Payments

**Current Period: September 2020**

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<table>
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## CITY OF DUNDAS
### Payments

**Current Period: September 2020**

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<th>Due Date</th>
<th>Payee</th>
<th>Description</th>
<th>Amount</th>
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# CITY OF DUNDAS
## Payments

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- **Pre-Written Checks**: $0.00
- **Checks to be Generated by the Computer**: $47,370.57

**Total**: $47,370.57
Notice of Public Hearing

Wellhead Protection Plan – Part II

Notice is hereby given that the City of Dundas will hold a public hearing in review of Part 2 of its Wellhead Protection Plan consistent with the Minnesota Rule (part 4720.5350, subpart 4). The public hearing will be held during the City Council meeting scheduled for 7:00 p.m., Monday, September 28, 2020, at the Dundas City Hall, 100 Railway Street N. Such persons who desire to be heard with reference to the plan will be heard at this meeting.

The City has completed a Wellhead Protection Plan for its drinking water supply wells. Part 1 of the plan was approved by the Minnesota Department of Health in May 2019 and included a delineation of a wellhead protection area, the delineation of a drinking water supply area, and an assessment of the vulnerability of the municipal groundwater wells.

The public hearing will review the Part 2 report, which includes the inventory of potential contaminants, evaluation of several data elements and a management portion that includes goals, objectives and a plan of action to protect the groundwater wells from contamination.

For more information concerning this meeting, please call John Powell, City Engineer, at 952.737.4661.

Jenelle Teppen
City Administrator
CITY OF DUNDAS
MEMORANDUM

To: Honorable Mayor and City Council
   Dundas, Minnesota

From: John M. Powell, P.E.
      City Engineer

Date: September 28, 2020

Re: Consider Accepting Part 2 of the City of Dundas Wellhead Protection Plan

Introduction
The City of Dundas has completed developing its Wellhead Protection Plan pursuant to the requirements of Minnesota Rules 4720.5100 to 4720.5590. A public hearing is required by Minnesota Rules prior to submittal to the Minnesota Department of Health for final approval. The public hearing will be held at the September 28, 2020, City Council meeting.

Background
The goal of the Wellhead Protection Plan is to prevent human-caused contaminants from entering the water supply wells and to protect all who use the water supply from adverse health effects associated with groundwater contamination.

Part 1 of the plan was approved by the Minnesota Department of Health on May 19, 2019 and included a delineation of a wellhead protection area (WHPA), the delineation of a drinking water supply management area (DWSMA), and an assessment of the vulnerability of the municipal groundwater wells. A Public Information Meeting was held, as required by Minnesota Rules on June 10, 2019, for the review of Part 1.

Part 2 of the Wellhead Protection Plan describes how the results of the Part 1 can be applied to best protect a community’s water supply. This is through the evaluation of several data elements, including physical environment, land use, public utilities, water quantity, water quality, an inventory of potential contaminants, and the preparation of a management portion of the plan. The management portion includes goals, objectives and a plan of action to protect the groundwater wells from contamination.

A notice of the public hearing notice has been posted; and in mid-May of this year, a draft of the Wellhead Protection Plan was also sent to surrounding communities and agencies.
Fiscal Impact
Chapter 5 of the Wellhead Protection Plan includes a Plan of Action which identifies several actions for the City to consider over the next 10 years. Most of these actions have minimal cost and some overlap actions already considered when the City’s Water Supply Plan was approved in April of 2019.

Alternatives
1. Motion to Approve Resolution 2020-37 Accepting Part 2 of the City of Dundas Wellhead Protection Plan for Submission to the Minnesota Department of Health.
2. Do not approve Resolution 2020-37

Staff Recommendation
Alternative No. 1: Motion to Approve Resolution 2020-37 Accepting Part 2 of the City of Dundas Wellhead Protection Plan for Submission to the Minnesota Department of Health.

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Wellhead Protection Plan
Part 2
City of Dundas, Minnesota
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Appendix C – Wellhead Protection Plan Part 1

Appendix D – Inner Wellhead Management Zone Surveys

Appendix E – Consumer Confidence Reports
CITY OF DUNDAS
COUNTY OF RICE
STATE OF MINNESOTA

RESOLUTION NUMBER 2020 - 37

A Resolution Accepting Part 2 of the City of Dundas
Wellhead Protection Plan for Submission to the
Minnesota Department of Health

WHEREAS, the City of Dundas has completed developing its Wellhead Protection Plans pursuant to the requirements of Minnesota Rules 4720.5100 to 4720.5590; and

WHEREAS, the goal of the Wellhead Protection Plan is to prevent human-caused contaminants from entering the water supply wells and to protect all who use the water supply from adverse health effects associated with groundwater contamination; and

WHEREAS, Part 1 of the Wellhead Protection Plan is a technical exercise that uses groundwater modeling to delineate the wellhead protection area (WHPA), Drinking Water Supply Management Area (DWSMA) and includes a well and aquifer vulnerability assessment; and

WHEREAS, Part 1 was approved by the Minnesota Department of Health on May 19, 2019; and

WHEREAS, a Public Information Meeting was held, as required by Minnesota Rules (part 4720.5330, subpart 7) on June 10, 2019, for the review of Part 1; and

WHEREAS, Part 2 of the Wellhead Protection Plan describes how the results of the Part 1 can be applied to best protect a community’s water supply, through the evaluation of several data elements, including physical environment, land use, public utilities, water quantity, water quality, an inventory of potential contaminants, and the preparation of a management portion of the plan; and

WHEREAS, a public hearing was held, as required by Minnesota Rules (part 4720.5350, subpart 4) on September 28, 2020 for review of Part 2 prior to submittal to the Minnesota Department of Health for approval.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Dundas that Part 2 of the Wellhead Protection Plan is accepted for submittal to the Minnesota Department of Health for approval.

ADOPTED by the City Council of Dundas, Minnesota, on this 28th day of September 2020.

CITY OF DUNDAS BY: ATTEST:

____________________________                       _________________________________
Glenn Switzer, Mayor                         Jenelle Teppen, City Administrator/Clerk

Resolution 2020-37
CITY OF DUNDAS
COUNTY OF RICE
STATE OF MINNESOTA

RESOLUTION NUMBER 2020 - 38

A Resolution Approving a Conditional Use Permit at 208 County Road 1 East for a Day Care Center in the Limited Industrial District

WHEREAS, Tawna Schneider (the “Applicants”) is proposing to place a day care center on land located at 208 County Road 1 (“the Property”) in the City of Dundas (“the City”) and legally described as:

All that part of the Northwest Quarter of the Southwest Quarter of Section 11, Township 111, Range 20 west of the Fifth Principal Meridian, described as follows, to-wit: Beginning at a point on the north boundary of Trunk Highway #218, 848 feet north 26°23’ east and 94 feet east of the northwest corner of Block 14 in the Town of Dundas, Rice County, Minnesota; thence along said north boundary of Trunk Highway #218, east 310 feet; thence north 11°35’ west 206.5 feet; thence south 54°40’ west 329 feet; thence south 12 feet to the place of beginning; and

WHEREAS, the Property is zoned LI, Limited Industrial and a day care center is permitted as a conditional use permit this zoning district; and

WHEREAS, following due notice, the Dundas Planning Commission and Dundas City Council reviewed information from City Staff and Consultants and held a public hearing on July 16, 2020 and found the proposed use is generally consistent with the requirements of the Zoning Ordinance; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Dundas that the conditional use permit is approved with the following conditions:

1. The parking lot striping plan shall meet ADA requirements.
2. A minimum of 12 parking stalls shall be maintained on site.
3. The play area shall be fenced in the rear of the building.
4. No outdoor storage is permitted except for recreational equipment in the fenced area.
5. The one-way circulation plan shall be signed at the entrance and exit.
6. The facility shall be licensed by the state.

ADOPTED by the City Council of Dundas, Minnesota, on this 28th day of September 2020.

CITY OF DUNDAS BY: ATTEST:

____________________________  _________________________________
Glenn Switzer, Mayor                Jenelle Teppen, City Administrator/Clerk

Resolution 2020-38
PLANNING MEMO

TO: Dundas City Council
   Jenelle Teppen, City Administrator

FROM: Nate Sparks

REPORT DATE: September 24, 2020

RE: CUP Request – Day Care Center – 208 County Road 1

Background
Tawna Schneider has made an application for a CUP to operate a day care (Little Village Early Learning Center) at 208 County Road 1. The property had been operating as a thrift store in the recent past. The Applicant received approval of a text amendment to allow for day care centers as a conditional use in the LI, Limited Industrial District on May 11, 2020.

Applicant’s Request
The applicants have purchased the building at 208 County Road 1 and are converting it into a day care center. The property is zoned LI, Limited Industrial. The building was recently used as a thrift store and office. The applicant is not proposing any exterior expansion; therefore, the landscaping and lighting may be considered to be acceptable.

The applicants intend to use the building with some remodeling. The remodeling plan is attached. There will be three classrooms and an office with storage space. The site can accommodate up to 40 children, as designed.

The applicant states that there is room for 13 parking stalls on the site. The applicant should provide a parking plan with dimensions. The City has no set standard for parking requirements for a day care center. The use typically requires some loading and unloading spaces, parking spaces for employees, and then a set number of spaces per child. The applicant states that there will be up to 8 employees. A common standard would be for 1 space for every 10 children plus 1 for each employee. With the capacity of 8 employees and 40 children, the required parking would be 12 stalls. At least one will need to be handicapped. The applicant has provided a general sketch depicting 13 parking stalls. The handicapped parking stall is required by ADA to be van accessible, which requires a 96” access aisle. This will likely result in one stall being eliminated.

The driveway is a circular drive with two accesses to County Road 1. One of the accesses is shared with a multi-tenant industrial user. There is a permanent easement granting access for this user to the drive. This would allow for truck traffic to enter the site from this location. This may be viewed as a compatibility concern.
The applicant mentions one-way circulation being proposed for the site. The east driveway would be the entrance and the west driveway the exit.

The applicant is proposing a play area in the rear surrounded by a six foot tall coated chain link fence. No play equipment or storage of materials would be outside of this area.

**Planning Discussion**
Day care centers are permitted in the LI District as a CUP, due to the potential conflicts between a use like this and typical industrial uses. Industrial uses may have heavy truck traffic, smoke, noise, and other such impacts that may be viewed as incompatible with a day care center.

City Officials may wish to discuss any concerns with this site and propose mitigation measures for these impacts.

With the shared driveway, ensuring adequate parking and loading is of the utmost importance. Having cars stacked at drop off and pick up times would be troubling.

**Planning Commission Discussion**
The Planning Commission held a public hearing and requested that the applicant provide more information on fencing and play areas and required that no outdoor storage be permitted in the front yard.

The Planning Commission recommended approval. Any approval is recommended to include the following conditions:

1. The parking lot striping plan shall meet ADA requirements.
2. A minimum of 12 parking stalls shall be maintained on site.
3. The play area shall be fenced in the rear of the building.
4. No outdoor storage is permitted except for recreational equipment in the fenced area.
5. The one-way circulation plan shall be signed at the entrance and exit.
6. The facility shall be licensed by the state.
Each parking space is 9', handicap or 11' big.

Enter only

Director

Garage

Lead teacher parking

Building

Exit

Exit only sign

Handicap

12 spaces → parking → Handicap

Sign
Fence line gradually slants

Fencing will be on property line for most, coming in on our property in certain areas

Fencing that will be used is 6 foot black color chain link
WHEREAS, on July 27, 2020, the Dundas City Council approved updates to the City’s Comprehensive Plan; and

WHEREAS, in the community survey completed as part of the comprehensive planning process, about 45% of respondents identified park and trail improvements as most important to ensure the quality of life in Dundas; and

WHEREAS, in the community survey, when asked how the City should be using tax dollars to improve transportation facilities, the second most popular choice was the maintenance and improvement of sidewalks and pedestrian infrastructure; and

WHEREAS, in the community survey, when asked to rank the types of park and recreation improvements residents would like to see, trails were voted the top priority by 44% of the survey participants; and

WHEREAS, the Comprehensive Plan indicates traffic in the Dundas area is steadily rising, and supports the installation of safe crossings for pedestrian and bicycle traffic; and

WHEREAS, the Comprehensive Plan identifies policies including requiring trails and/or sidewalks along all collector and arterial roads; and

WHEREAS, the City of Dundas has identified funding for sidewalk and trail improvements in their Capital Improvement Plan, and

WHEREAS, the cooperation with the Minnesota Department of Transportation and Rice County is required to implement transportation improvements in the Comprehensive Plan; and

WHEREAS, the Rice County Comprehensive Plan indicates that the transportation systems, both highway and multi-modal, must safely, efficiently, and effectively allow citizens to travel to work, recreate, and conduct their personal lives; and

WHEREAS, the Rice County Comprehensive Plan indicates it will be important for collaborations and partnerships to be formed in order to carry out future projects and improvements; and

WHEREAS, Rice County Comprehensive Plan Goal 3, Strategy 3, is to Support and incorporate active living principles in transportation plans and identified projects, with the following action items:
Action Item 1: Continue working with surrounding counties to establish long range trails that could be used for recreation and transportation.

Action Item 2: Work with Cities and Townships to implement safe and appropriate trail crossings and access to the roadway system.

Action Item 3: Identify and promote safe pedestrian crossings to promote walkable communities; and

WHEREAS, the construction of a trail connection from the northeast corner of the TH3/CSAH 1 intersection to the south and west sides would provide connectivity between the City of Dundas and the City of Northfield sidewalk/trail systems; and

WHEREAS, it is a high priority for the City of Dundas to create bike and pedestrian connections at the TH 3/CSAH 1 intersection; and

WHEREAS, at the time improvements are planned for County roadways, the city is responsible for informing the County of its desire for constructing sidewalks or trails; and

WHEREAS, the cost of development and construction of the improvements to install bike and pedestrian connections from the northeast corner of the TH 3/CSAH 1 intersection to the south and west sides will be significant.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dundas, Minnesota, as follows:

1. The City of Dundas is Requesting Rice County Funding Support of the TH 3/CSAH 1 Bike and Pedestrian Improvements.

ADOPTED BY the City Council of Dundas, Minnesota on this 28th day of September 2020.

CITY OF DUNDAS BY: ATTEST:

__________________________  ____________________________
Glenn Switzer, Mayor  Jenelle Teppen, Administrator/Clerk

Resolution 2020-39
MEMORANDUM

To: Honorable Mayor and City Council
   Dundas, Minnesota

From: John M. Powell, P.E.
      City Engineer

Date: September 28, 2020

Re: Consider Resolution Requesting Rice County Funding Support of the TH 3/CSAH 1 Bike and Pedestrian Improvements

Introduction
A preliminary concept for a trail connection at CSAH 1 has been developed and reviewed by the Minnesota Department of Transportation. At the time improvements are planned for County roadways, the city is responsible for informing the County of its desire for constructing sidewalks or trails.

Background
The trail on the northeast corner of TH 3/CSAH 1 used to connect to the north shoulder of CSAH 1, about midway between TH 3 and Stafford Road. It has been disconnected since the reconstruction of CSAH 1. As the cost of development and construction of the improvements to install bike and pedestrian connections from the northeast corner of the TH 3/CSAH 1 intersection to the south and west sides will be significant, the City will be requesting County funding participation.

Fiscal Impact
The City has identified funding for sidewalk and trail improvements as part of the budgeting process, specifically via the development of the Capital Improvement Plan. An updated cost estimate incorporating Minnesota Department of Transportation comments is being prepared for the attached preliminary concept for a trail connection at CSAH 1.
Alternatives
1. Motion to Approve a Resolution Requesting Rice County Funding Support of the TH 3/CSAH 1 Bike and Pedestrian Improvements.
2. Do not approve a Resolution Requesting Rice County Funding Support of the TH 3/CSAH 1 Bike and Pedestrian Improvements.

Staff Recommendation
Alternative No. 1: Motion to Approve a Resolution Requesting Rice County Funding Support of the TH 3/CSAH 1 Bike and Pedestrian Improvements.

Attachments
1. Resolution Requesting Rice County Funding Support of the TH 3/CSAH 1 Bike and Pedestrian Improvements.
2. Preliminary Concept for a Trail Connection at CSAH 1
NEW 10’ WIDE BITUMINOUS TRAIL

DITCH FILLING AND CULVERT INSTALLATION

COUNTY ROAD 1

COUNTY ROAD 1

NEW 10’ WIDE BITUMINOUS TRAIL

DITCH FILLING AND STORM SEWER EXTENSIONS

CROSSING MOVED CLOSE TO CSAH 1 SUCH THAT TURNING VEHICLES CAN BETTER SEE PEDESTRIANS AND VICE VERSA

MAY NEED RIGHT OF ENTRY FROM BANK FOR MINOR GRADING

NEW 6’ WIDE CONCRETE SIDEWALK

TRAIL CONNECTION EXHIBIT
PRELIMINARY CONCEPT
DATE: 7-10-2020
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Proposal to Develop/Host New City Web Site
DATE: For the City Council Meeting of September 28, 2020

PURPOSE/ACTION REQUESTED
Consider proposal for developing and hosting a new City web site using CARES Act Funds.

SUMMARY
As the Council will recall, the City received $118,360 in CARES Act Funds from the State of Minnesota. The Act provides payments to State, Local and Tribal governments navigating the impact of the COVID-19 pandemic.

The State has a three-part test that the City Council must consider when authorizing use of funds:
- Is the expenditure necessary to plan, respond, protect against the COVID 19 pandemic?
- Is the expenditure due to the COVID 19 pandemic?
- Is the expenditure not otherwise included or budgeted for in 2020?

The funds must be used to cover expenses incurred from March 1, 2020 to November 15, 2020, and funds must be encumbered or spent by December 1, 2020.

The City’s current website is visually outdated, built on an old platform with limited design and site structure options. It is not secure, it doesn’t meet ADA accessibility standards, and it is not mobile friendly. The website is often the first introduction people get to the City of Dundas, and in its current form it doesn’t serve the community well and needs an update.

Many cities are using CARES funds to upgrade their websites, so I solicited proposals from two firms that specialize in government websites; Civic Plus and Gov Office.

Both firms have a similar approach, and will provide Dundas with a website that is visually appealing using new technology, is secure, ADA compliant and is mobile friendly. Both firms will work with staff to move the information on the current website over to a new platform and then turn over the build out and ongoing maintenance of the site to City staff.

Gov Office has five packages to choose from – from the lowest, ‘stock responsive’ to ‘premium responsive’, ranging in price from $6,500 to $15,200. The difference in the five levels is related to the graphics or photos. The stock responsive web site uses stock photography (so no photos of Dundas) and the premium package includes personalization to the Client’s branding – custom
colors, fonts, images placement, etc. The price of each package also increases with additional reviews and revisions offered.

Civic Plus offers a specialized package to smaller communities and organizations called Civic CMS. They develop the City’s web site on an open source platform, Drupal. Their proposal says that regardless of technical skill, staff can easily and efficiently maintain and update the website. The cost is $9,250. There is an annual cost of $1,750.

Included in the CMS package are features like email notification (or e-subscriber), service request forms, the ability to schedule notices to automatically come off the site, etc.

This Civic CMS platform will allow the City to use photos and graphics to showcase the City.

I have attached the portions of the two proposals that I think contain the most relevant information.

I have worked with web sites using the Civic Plus platform in two previous positions, and have found it easy to manage and make updates, they have good user groups and forums and the training provided has been solid. The additional $1,000 to have photos and graphics of Dundas is, in my opinion well worth it.

RECOMMENDATION
Staff recommends the Council approve the proposal from Civic Plus for $9,250 and $1,750 annually thereafter using CARES funds.
City of Dundas, Minnesota

Website Proposal

Presented by:
Jordan Cairns
cairns@civicplus.com
(785) 370-7764
What Sets CivicCMS Apart?

Created to Meet Your Needs
Developing your new website under the Open Source Initiative provides CivicCMS with the flexibility to develop new features and modules to help you meet your goals and vision.

Our Drupal Platform
CivicPlus will develop your site on one of the industry’s most trusted open source platforms, Drupal. It is the platform of choice by national, state, and local governments all over the world.

We Build Long-Term Relationships
Our partnership with you is only beginning at go-live! We provide ongoing customer support and our Account Management team will work with you to help you evolve your web environment throughout your relationship with CivicPlus.

Easiest System for Updating & Adding New Content
Your new CivicCMS website will be specifically designed for ease-of-use so your staff, regardless of their technical skill level, can maintain and update your new website easily and efficiently.

Custom & Responsive Design
Your custom-designed website will be fully responsive on multiple devices including smart phones, tablets and wide screen monitors.

Useful & Relevant Modules
CivicCMS is flexible and scalable so your site can grow as your needs grow without extra features and functionalities that are not as relevant.

Affordable Cost, Flexible Payments
We understand the fiscal challenges municipalities face on a daily basis, so CivicPlus offers payment options to meet your budgeting needs.

Security and Protection—Priority One!
Our Tier IV secure hosting facilities are monitored 24/7 and your website is backed up daily off-site. We deploy state-of-the-art hardware and software to prevent DDoS and hacking attacks to protect your investment.
Client Design Examples

Town of Severance, CO
www.townofseverance.org/

Long Beach, IN
https://www.longbeachin.org/

Gallatin County MT
gallatincomt.virtualtownhall.net/
Features & Functionality

Content Management Functionality

- Agenda Builder Module
- Schedule Publishing
- Web Forms Module
- Unpublish/Archive Content
- WYSIWYG Editor
- Dept/Board Specific News
- Persistent Navigation
- ADA Compliance
- Job Opportunities
- Schedule Expiration Dates
- Versioning
- Embed Video Player
- Online File Center
- Quick Links
- Protected Email Addresses
- Recyclopedia
- FAQs
- Audit Trail/History Log
- Content Previewing
- CAPTCHA Visitor Authentication
- Printer Friendly Pages
- Surveys & Polling
- Bids & RFPs
- Business Directory
- "Review-On" Dating
- Dynamic Breadcrumbs
- SSL Certificates

Communication Features

- Email Notifications (E-subscriber)
- Dynamic Site Map
- RSS Feeds
- Facebook & Twitter Integration
- Service Requests Forms
- Urgent Alert Banners
- Two-Way Blogging
- Private Comment Banners
- Rotating Bulletin Boards
- Staff Directory
- "Share this Page"

Administrative Functionality

- Intranet Options
- User Roles & Permission Levels
- Traffic Analysis
- Broken Links Reporting
- Domain Name Management
- Quality Assurance Reports
- Complete User History
- Board Membership Duties
- Menu Control

Design Features

- Responsive Design
- Rotating Mastheads
- Dynamic News Modules
- Urgent News Banners
- Upcoming Meetings Module
- Custom Subtitles
- Cascading Navigation
- Multiple Navigation Schemes

Graphic & Image Functionality

- Media Library
- Image Editor
- Photo Gallery
- Slide Shows
- Captioning/ALT Text
- Rotating Department Images
- Image Administration
- Rotating Bulletin Boards
Estimated Year 1 Investment

CivicCMS Website Package

All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from 09/05/2020

Graphic Design
- Custom Design; Fully Responsive Format (Smart Phones, Tablets)

Content Development
- Full Content Development
- Migrate current content on existing site, approx. 250 pages/files

Staff Training
- Online Training, as needed; minimum One Day for all staff
- Full Access to Library of Videos/Documentation

Secure Hosting
- SSL Certificates
- Tier 4 Data Center
- Nightly Offsite Backups
- Intrusion Detection, DDoS Mitigation

Ongoing Customer Support
- Unlimited Support for Up to 2 Users
- Unlimited Content Editors
- Free Monthly Webinars
- 24/7 Technical Support

CivicCMS Application
- Annual CMS Usage License
- Unlimited Content Editors
- Periodic Module Upgrades
- Full Maintenance & Service Patches

Also Includes
- Apache Solr Search Appliance
- Google Analytics
- E-Subscriber Mail Lists
- Social Media Integration
- Web Forms Builder
- No Limit on Future Pages & Files

Year One Investment: $9,250
  - Website Development: $7,500
  - Annual Fees: $1,750

OPTION: Spread All Costs over 3 Years: $4,250 per Year
Year 2 and Beyond - Annual Services

Dundas, MN

Each year of your contract, you'll receive system enhancements, maintenance, optimization, and have full access to our support staff so your site stays up to date with our latest features and functionality. (Annual Hosting/Maintenance Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 and beyond)

- Secure Hosting and Security Services
- Software maintenance including service patches and system enhancements
- 24/7 technical support and access to the Online Help Center
- Unlimited Live Customer Support for up to 2 Designated Users
- Account Management Team for ongoing support and web environment evolution

$1,750 per year

Optional Services
- Additional Supported Users $250 per user per 12 months
- Custom Department Subsites: $3,000 one-time; $500 annual hosting & support
- Complete Redesign after 4 Years: $750 per year

CivicPlus Advantage - Alternate Payment Plan

The CivicPlus Advantage (CPA) payment alternative payment plan provides zero interest, level payments that divides the One-Time Implementation Investment expense of your project over the first three (3) years of your contract to assist with your initial out of pocket expense and budget allocation. Each payment also includes your Annual Hosting/Maintenance Services.

<table>
<thead>
<tr>
<th>Year</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year CPA</td>
<td>$4,250</td>
</tr>
<tr>
<td>2nd Year CPA</td>
<td>$4,250</td>
</tr>
<tr>
<td>3rd Year CPA</td>
<td>$4,250</td>
</tr>
<tr>
<td>4th Year CPA</td>
<td>$1,837</td>
</tr>
</tbody>
</table>

(Annual plus 5% Technology Fee)
City of Dundas, Minnesota
Proposal for Fully Mobile-Friendly Website Implementation, Website Service, and Support

Today's Date: 9/14/20    Expiration Date: 12/14/20

Mike Chaloupka, Regional Sales Manager
GovOffice Web Solutions
2112 Broadway Street NE, Suite 250
Minneapolis, Minnesota 55413
612-617-5709 direct
Mike@GovOffice.com
www.GovOffice.com
Popular RWD Features
Packages that included these features are noted in blue

1. Development of new title graphic including official logo, slogan, and stylish font type. It appears atop or overlapping the large homepage image and moves to the navigation menu and Search bar automatically on smaller devices. Favicon and Mobile Touch Icon development both take place at this time and also are included. Budget, Value, Progressive, Premium

2. Image Slider allows staff to put up and take down community photos at any time on the homepage (5 images at a time). Further, website visitors may swipe forward or back with their cursor or finger to see more photos. Value, Progressive, Premium (Slider on any section at Premium); Budget: 1 static image at a time

3. The Filmstrip contains Icons that allow one click access to the most highly trafficked pages of the website. Ten Icons will be uploaded, arranged, and linked for the Client per the Home Setup process and will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more Icons. Progressive, Premium

4. Carousel allows even more self-admin control (images, titles, links) in directing visitors to specific areas of interest on the website. Up to 10 items at a time may be added to the color-styled Carousel and, like the Filmstrip feature, will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more. Premium

5. Like Image Slider, Filmstrip, and Carousel, the Notifications Banner is another self-administered, self-activated feature to Responsive designs. It allows Clients to draw citizens’ attention to urgent notices, alerts, reminders, etc. on the homepage with an eye-catching, colored, roll down banner that also has a close out button. Progressive, Premium (Notifications on any section at Premium)

6. Social Media Icons Bar supports clickable icons to your Facebook, Twitter, YouTube, Blogger, Instagram, Pinterest, LinkedIn, and Nextdoor pages. The Icons are anchored to the browser window so that your citizens know where to find them. Regardless the page they are on. Above Social Media Icons Bar is Local Weather Integration, also fixed in the same location on every page. Local Weather Integration is a feed from the National Weather Service (weather.gov) and provides a dynamic reading of temperature and weather conditions. Weather Integration: Progressive & Premium; Social Media Icons Bar: Premium only

7. An Advanced Footer is personalized to the Client’s branding with a custom color, font, image, and left and right (or centered) blocks of text. It also includes a floating Return to Top button. Progressive, Premium

8. This entire area of the homepage (and all interior pages), left to right, above the footer and, in this case, above the Secondary Navigation Block (Premium designs only) is where self-administered website content displays. If a Section Introduction is added, it will be located in the center. Regular Promotions, such as a calendar, and Sidebars may be added to the left, center, or right, and all are totally Responsive. If Content Boxes, another standard, self-admin feature of Responsive designs, is utilized, they will appear in the main column (4 are shown here). Budget; Value, Progressive, Premium
## Features by RWD Package (Customized Designs Only)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Budget RWD</th>
<th>Value RWD</th>
<th>Progressive RWD</th>
<th>Premium RWD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft/Revision Process</td>
<td>1 draft, 1 revision</td>
<td>2 drafts, 1 revision</td>
<td>2 drafts, 2 revisions</td>
<td>2 drafts, 3 revisions</td>
</tr>
<tr>
<td>Architecture, Homepage Setup, and Accessibility Statement</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
</tr>
<tr>
<td>Homepage Background Image (Hero Image)</td>
<td>Any self-loaded homepage photo; 1 public at a time</td>
<td>Homepage Image Slider; 5 public at a time</td>
<td>Homepage Image Slider; 5 public at a time</td>
<td>Any Section Image Slider; 5 public at a time</td>
</tr>
<tr>
<td>Display of Logo, Organization Name, and Slogan</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
</tr>
<tr>
<td>Horizontal Navigation System</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
</tr>
<tr>
<td>Color Scheme and Font Selection</td>
<td>Standard</td>
<td>Standard</td>
<td>Advanced</td>
<td>Advanced</td>
</tr>
<tr>
<td>Footer</td>
<td>Standard</td>
<td>Standard</td>
<td>Advanced</td>
<td>Advanced</td>
</tr>
<tr>
<td>Basic Styled Content Boxes</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
</tr>
<tr>
<td>Facebook, Twitter, YouTube, Instagram, Pinterest, LinkedIn, Nextdoor, Blogger Icons</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
</tr>
<tr>
<td>Section URLs (Friendly URLs)</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
</tr>
<tr>
<td>Mobile Touch Icon</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
</tr>
<tr>
<td>Favicon (&quot;Favorites Icon&quot;)</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
</tr>
<tr>
<td>Quick Link Icons</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td>Up to 6 icons in a Sidebar</td>
<td>Filmstrip + Up to 10 Icons</td>
</tr>
<tr>
<td>Local Weather Integration</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
</tr>
<tr>
<td>Notifications Banner</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td>Homepage Only</td>
<td>Any Section</td>
</tr>
<tr>
<td>Secondary Navigation Block</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
</tr>
<tr>
<td>Carousel</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
</tr>
<tr>
<td>Mega Menu</td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
<td><img src="" alt=" " /></td>
</tr>
</tbody>
</table>

**Content Management Highlights**
### 3-Year Payment Plan

<table>
<thead>
<tr>
<th>Recurring and One-Time Services</th>
<th>Stock Responsive Price</th>
<th>Budget Responsive Price</th>
<th>Value Responsive Price</th>
<th>Progressive Responsive Price</th>
<th>Premium Responsive Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DESIGN</strong> One-Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative and technical development of a customized, public RWD which elements support the latest in ADA compliance standards</td>
<td>$0</td>
<td>$3400</td>
<td>$4900</td>
<td>$6700</td>
<td>$8700</td>
</tr>
<tr>
<td><strong>CONTENT</strong> One-Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HOSTING, MAINTENANCE, SECURITY, &amp; SUPPORT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recurring ($1500/year x 3 years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License of GovOffice Content Management System (CMS) • Unlimited bandwidth &amp; Website hosting up to 4 GB of uploads • Unlimited toll-free technical support • Unlimited training/re-training of CMS • Daily backups of stored Website content and design files • Maintenance of Web servers and their installed security systems • Unlimited Administrative users • Secure SSL (Secure Sockets Layer) Administrative Website • Upgrades of base CMS • DDoS (Distributed Denial of Service) Protection • Secure TLS (Transport Layer Security) Public Website • Domain name registration or redirection • Friendly URLs for all sections • Smartforms plus ePayment integration (coming Q4 2020)</td>
<td>$4500</td>
<td>$4500</td>
<td>$4500</td>
<td>$4500</td>
<td>$4500</td>
</tr>
</tbody>
</table>

#### Total Over 3 Years

<table>
<thead>
<tr>
<th></th>
<th>Stock</th>
<th>Budget</th>
<th>Value</th>
<th>Progressive</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Over 3 Years</td>
<td>$6500</td>
<td>$9900</td>
<td>$11,400</td>
<td>$13,200</td>
<td>$15,200</td>
</tr>
<tr>
<td>Equal, Annual Payments</td>
<td>+ 3 years</td>
<td>+ 3 years</td>
<td>+ 3 years</td>
<td>+ 3 years</td>
<td>+ 3 years</td>
</tr>
<tr>
<td>Annual Payment in 2020, 2021 &amp; 2022</td>
<td>$2166</td>
<td>$3300</td>
<td>$3800</td>
<td>$4400</td>
<td>$5066</td>
</tr>
</tbody>
</table>

**OPTIMAL**

<table>
<thead>
<tr>
<th>Quarterly Accessibility Review Service (ADA compliance of website content)</th>
<th>Add $1200/ year</th>
<th>Add $1200/ year</th>
<th>Add $1200/ year</th>
<th>Add $1200/ year</th>
<th>Add $1200/ year</th>
</tr>
</thead>
<tbody>
<tr>
<td>see page 15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Live Examples Per Custom RWD Package

**Budget Responsive**
- Visit [https://www.beloitwi.gov/](https://www.beloitwi.gov/)
- Another Example: [https://www.milanmn.com/](https://www.milanmn.com/)
- Another Example: [https://www.phillipsd.us/](https://www.phillipsd.us/)
- Annual payment for the City of Dundas...
  - $3300 per year for 3 years

**Value Responsive**
- Visit [https://www.myrra.org/](https://www.myrra.org/)
- Another Example: [https://www.cityofturner.org/](https://www.cityofturner.org/)
- Another Example: [https://unionwphc.org/](https://unionwphc.org/)
- Annual payment for the City of Dundas...
  - $3800 per year for 3 years

**Premium Responsive**
- Visit [https://zimmerman.govoffice.com/](https://zimmerman.govoffice.com/)
- Another Example: [https://www.cityofmilaca.org/](https://www.cityofmilaca.org/)
- Another Example: [https://daltongardens.govoffice.com/](https://daltongardens.govoffice.com/)
- Annual payment for the City of Dundas...
  - $4400 per year for 3 years

**Stock Responsive**
- Visit [https://templatemodel.govoffice3.com/](https://templatemodel.govoffice3.com/)
- Another Example: [https://villageofmerimac.org/](https://villageofmerimac.org/)
- Another Example: [https://www.ci.minnetonka-beach.mn.us/](https://www.ci.minnetonka-beach.mn.us/)
- Annual payment for the City of Dundas...
  - $2166 per year for 3 years
MEMORANDUM

To: Honorable Mayor and City Council
   Dundas, Minnesota

From: John M. Powell, P.E.
      City Engineer

Date: September 28, 2020

Re: Approve SCADA Upgrade Proposal

Introduction
Recently, Public Works staff experienced a malfunction of the Supervisory Control and Data Acquisition (SCADA) system. Among many other things, the City relies on SCADA to provide notification to staff of system failures, and encroachment on standard system operating parameters.

Background
The City requested the attached proposal from Automatic Systems Co. for the replacement and upgrade of the City’s SCADA system. The scope of the work is provided in detail on the proposal and the total costs is $22,063. Staff has reviewed the proposed work scope and cost and recommends that the City Council approve the Automatic Systems Co. SCADA Upgrade proposal in the amount of $22,063. This work is necessary to provide for the reliable, accurate, and efficient operation of the City utility system.

Fiscal Impact
A general breakdown of the costs per the attached proposal is as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$3,400</td>
</tr>
<tr>
<td>B</td>
<td>$1,300</td>
</tr>
<tr>
<td>C</td>
<td>$8,500</td>
</tr>
<tr>
<td>D</td>
<td>$8,863</td>
</tr>
<tr>
<td>Total</td>
<td>$22,063</td>
</tr>
</tbody>
</table>

Staff does not recommend adding the second monitor. City sanitary sewer and water system operations are funded via Enterprise funds, not via the City’s General Fund. The funds for the SCADA Upgrade would come from the Sewer/Water reserves.
Alternatives
1. Motion to Approve the Automatic Systems Co. SCADA Upgrade proposal for the recommended amount of $22,063.
2. Deny the request.

Staff Recommendation
Alternative No. 1: Motion to Approve the Automatic Systems Co. SCADA Upgrade proposal for the recommended amount of $22,063.

Attachments
Tuesday, September 01, 2020

Mr. Duane Meliza
City of Dundas
216 Railway Street North
P.O. Box 70
Dundas, MN. 55019-0070

Reference: Dundas, MN – SCADA System Computer, Hardware & Software Upgrades

Dear Duane:

In accordance with your request we are pleased to offer the following upgrades to your existing SCADA System:

A One (1) SCADA Operator’s Computer workstation to replace the existing including Dell, Intel Core i9 3.0Ghz, minimum 16GB memory, keyboard, minimum 1.0TB PCIe NVMe Class 40 Solid State Drive, mouse, CD-RW Drive, Dell 24” monitor and USB sounds bar.

B One (1) Uninterrupted Power Supply True online double conversion 1000VA UPS.

C One (1) Lot of Software as follows:
- Graphic User Interface Software updates to the latest version.
- Microsoft Office update to the latest version for installation on the computer workstation.
- Microsoft Windows Professional Operating System.
- Software Alarm Notification System upgrades. Your existing system is running an outdated version of Win911. This proposal includes installation of Win911 updates and a new phone modem.
- Wonderware Updates to the latest version

Note: All software files and media will be licensed in the City’s name and turned over to the City on completion.

D One (1) Lot of system setup and software configuration to include the following:
- Backup all critical data from the existing computer.
- Unpack and setup the new computer.
- Install Windows operating system, Graphic User Interface Software, MS-Office Suite, all associated drivers, and reinstall site specific user information and files.
• Install the Software Alarm Notification Software, link all alarms to the Graphic User Interface Software, setup user information and provide testing and training.

Your net price for Items A through D, FOB factory with freight allowed to jobsite including one (1) year warranty from date of startup (not to exceed 18 months from date of shipment)............$22,063.00

<table>
<thead>
<tr>
<th>Items A through D Accepted by: ____________________________ Date: ____________</th>
</tr>
</thead>
</table>

Adder Option: To include a second monitor with dual screen set up please add $187.00 to price listed above.

<table>
<thead>
<tr>
<th>Items A through D with adder Accepted by: ____________________________ Date: ____________</th>
</tr>
</thead>
</table>

Please note, price does not include any:

• Sales or use tax.
• System printers (existing to be reused).

Thank you very much for the opportunity of providing you with the above proposal, should you wish to proceed with an order please sign on the space provided above and return a copy to this office.

We look forward to hearing from you, should you have any questions please don’t hesitate to give me a call.

Sincerely,

K. Backes
Kent Backes
Automatic Systems Company

C.C. Bruce Wirth
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Appointing Todd Hanson to Police Chief
DATE: For the City Council Meeting of September 28, 2020

PURPOSE/ACTION REQUESTED
Consider appointing Todd Hanson to Police Chief position.

SUMMARY
The City recently went through the recruitment and selection process for Police Chief. On Monday, September 21 the full Council interviewed Todd Hanson and at the conclusion of the interview there was unanimous approval to authorize the City Administrator to make a contingent offer of employment to Mr. Hanson (contingent upon City Council approval).

That contingent offer has been made and accepted.

Because Mr. Hanson is already a part-time Police Officer with the City, the background investigation, psychological evaluation and medical evaluation have recently been completed.

Upon City Council approval, Mr. Hanson will tender his resignation with the City of Lonsdale where he is a part-time officer. I anticipate that his start date with Dundas will be Monday, October 26.

RECOMMENDATION
Staff recommends the Council appoint Todd Hanson to the position of Police Chief.
The City Administrator, Public Works Director, and City Engineer meet at least monthly to plan and review projects and tasks, and to discuss public works matters of all types.

The agendas used for the most recent Public Works staff meeting forms the basis for the updates that have been provided to the City Council. Following is the most recent Public Works staff meeting agenda with notes added.

1. 2019 Storm Pond Maintenance
   - Two-year warranty inspection in 2021.

2. 2020 Street Maintenance
   - Seal Coat (Pearson Bros) work has been completed.
   - The proposal from Gopher State for Citywide Crack Filling was approved by the City Council on 5/26/20 with a limit of $20,000; the Police Department Sealing and Re-striping was approved at the same meeting. The work is complete.
   - 7/13/20 the asphalt patching proposal for $9,597 from Gopher State was approved. The work was completed. The Bridge Street/2nd Street patching area will need to be enlarged in order to restore proper drainage; quotes are being obtained for this additional work.
   - Solicit quotes to complete an edge mill and full width overlay of Hester Street, from CSAH 78 to Depot Street for completion in 2021.

3. 2020 Street Lighting
   - On Railway Street down to West Avenue; the west bridge terminus; and east of the bridge.
   - Based on the expected contract size, an advertisement for bids will not be required. Bidding documents will be prepared, then staff will request quotes. The quotes will be brought to the City Council for award.
   - If funding is available, construction would occur in 2023.

4. 2021 Sidewalk/Trail Improvements
   - Scope includes:
     - Crossing of CSAH 1 connecting the existing trail near the PRV to the sidewalk on Stafford Road North. On 9/2/20 comments on the initial concept were received from MnDOT; a preliminary cost estimate is being prepared based on the cost estimate. A resolution formally requesting funding support from Rice County will be considered by the City Council on 9/28/20.
     - ECRT North-south connection along 1st Street North.
     - Ped ramps on Bluff Lane at Miller Lane and Granite Way
- Possible trail along the east side of Cannon Road, north of the dome driveway for school walkers.
- Striping a crossing of Hester Street at 1st Avenue will be pursued with Rice County.

5. Bridgewater Park Ice Area Regrading
   - The grading and 4” aggregate base placement is complete and re-installation of the dasher boards is well underway.

6. Bridgewater Township
   - On 10/14/19 the City Council approved a proposal for 115th Street maintenance from BWT to place 320 tons in 2019 at a cost of $3,248.
   - 7/1/20 BWT forwarded information on the 115th Street guardrail replacement; the guardrail has been installed at a total cost of $9,075.

7. Cannon Road
   - Two-year warranty inspection in 2021.
   - Minor modifications to the catch basin near the Dundas Dome driveway will be made.

8. City Hall
   - 8/24/20 Pay Voucher 10 for the City Hall Building was approved by the City Council. Staff has moved into the new City Hall.
   - Site and Utility Improvement work is complete; staff is preparing a final punch list and final payment documents have been submitted to the contractor for review.
   - Lighting will be added to the parking lot using similar fixtures to those on Railway Street. Three lights will be installed along the west side of the parking lot; the pole and lamp style will be consistent with Railway Street lights.

9. Comprehensive Plan Update
   - The Comprehensive Plan was approved, with minor changes, at the 7/27/20 City Council meeting. The final document is being prepared by NAC.

10. Forest Avenue
    - Extensive pavement repair has been included in the CIP for 2022 construction.
    - Staff recommends that soil borings first be completed to help determine the scope of the repairs; WSB will prepare a scope and budget for City Council consideration.
    - Repairs will likely include installation of a drain tile to drain the pavement subgrade.

11. GIS DataLink
    - DataLink coordination meeting to be held.

12. Hester Street/TH 3 Intersection
    - Consideration of a permanent signal to be identified in MnDOT’s long term planning.
13. Hester Street Storm Sewer
   - Topographic surveys have been completed on the south side of Hester Street between the Menards and City ponds.
   - The storm sewer outlet from 3rd Street may be extended, and the pond side slopes flattened in this area.
   - The City appears to have no drainage and utility easement on the Menards pond. Menards will be contacted about cleaning/maintaining their pond, and about providing a right-of-entry for the City work near the roadway.

14. Memorial Park
   - 8/19/20 a meeting was held with Mike Ludwig of the Dundas Dukes to review projects at the ballpark. WSB will be assembling a work scope and budget for a feasibility report on the berm and paving work for City Council consideration.
   - Berm to be completed in 2021; play structure also to be evaluated for repair/replacement the same year.
   - Schedule for paving the entry in early 2022.
   - Dukes are hosting the State Baseball Tournament in 2022.

15. Mill Town Trail Head
   - 8/25/20 a draft site plan based on the 6/10/20 meeting, and preliminary cost estimate, was forwarded to the sculpture area group for review; comments were due back 9/8/20.

16. Northfield Wastewater Treatment
   - Public Works staff will be investigating the new sanitary sewer pressure mains.

17. Public Works Tasks and Future Tasks
   - 117 West Avenue retaining wall encroachment; the retaining wall may be avoided by re-grading the ditch area, the property owner is open to this option.
   - In fall of 2020, a letter will be sent to property owners adjacent to storm ponds and other City properties reminding them to not place yard waste on City property and reminding them of yard waste disposal options.
   - NE corner of Hester Street W. and Depot Street N.- consider options for storm sewer structure at east side of culvert under Depot Street. Look at the culvert on the SE corner of Schilling Drive N. and CSAH 1 at the same time.
   - Determine pedestrian bridge weight limit; some planks will need to be replaced.
   - Review the code/policy for frozen water services and the basis for reduced charges when the property owner is encouraged to let the water run.
   - Review the code section support for public vs. private service repairs.
   - Standard specifications and detail plates.
   - Review storm water code, including sump pump connections requirements.
   - Update record drawings requirement for projects.
   - 6/15/20 additional technical and cost information received regarding citywide water meter replacement and software updates; information is under review. To be included in the CIP; year TBD. Sump pump inspections at the same time as the meter installation may be considered.
   - A requirement for as-built lot surveys for new houses prior to release of escrows will be considered.
   - A 6” x 12” object marker sign (OM2-1H) will be installed where the sidewalk and retaining wall end on the 2017 Sidewalk Improvements.
• **Staff met with the property owner at 128 Bluff Lane; they have permission to connect to the existing catch basin in their back yard to address sump discharge drainage concerns.**

• **A quote to repair and upgrade the City SCADA system and equipment will be brought to the City Council on 9/28/20 for approval.**

18. Regional Storm Water and Wetland

- A study will be needed to quantify the treatment capacity and service area for the pond located between Hester Street and CSAH 1, east of 3rd Street North.
- The next storm water pond cleaning project; mostly volunteer trees etc. around the edge.
- In fall of 2020, a letter will be sent to all adjoining property owners from WSB notifying them of property boundary staking.

19. Schilling Drive Improvements

- Adjacent to Kwik Trip; the roadway will be widened by about two feet on both sides from Hester Street to just north of the first curve.
- This work has been completed.
- On 7/27/20 Pay Voucher 1 was approved by the City Council. *The final payment documents are being prepared.*

20. Stafford Road

- Two-year warranty inspection in 2021.

21. UPRR/Hester Street sidewalk crossing

- Retaining wall relocation (to reduce right of way encroachment) at 236 Railway Street to be completed under a separate contract. Project activity is limited to early coordination with UPRR and cost estimating.
- UPRR is replacing some road crossings in the area; WSB has *again* reached out to them for a schedule for work in Dundas.

22. Water Supply Plan

- Implementation deadlines to be checked quarterly.

23. Water Towers

- Suez agreement to be reviewed/reconsidered post-tank coating repairs in 2020.
- The City Council approved a color change for the east tank on 8/24/20.
- Options/approaches for keeping the tanks clean are being reviewed; Public Works will likely plan for periodic washing of the east tank exterior every year or two.
- The east tank exterior will be cleaned and renovated in September of 2020. *Suez expects to mobilize onto the site to begin this work by 9/30/20.*

24. Wellhead Protection Plan (WHP)

- 8/30/19 MDH issued letter extending completion date to 7/31/20.
- 5/14/20 a draft of Part 2 of the WHP was forwarded to neighboring governmental units and agencies for comment.
- A public hearing will be held at the 9/28/20 City Council meeting.
25. Xcel Energy Feeder Line R/W permit
   • MP was recently on site to complete additional turf restoration work; *additional turf work is needed.*

26. 208 County Road 1 West
   • 7/16/20 the Planning Commission held a public hearing for a Child Care Center. WSB has staked the City property boundary adjacent to the site.

27. A&J Storage
   • 8/14/20 City staff met the developer on site to discuss his plans for paving the drive areas and completing the work. *The developer has been asked to clean the sediment that has washed down his driveway during recent rains.*

28. AT&T East tower antenna modification
   • *WSB is coordinating final plan review of the proposed tower modifications.*
   • 8/24/20 AT&T’s proposed 4th Amendment to the antenna lease was approved by the City Council.

29. Bridgewater Heights PUD
   • Concrete curb and gutter and bituminous base have been installed for the 12 lots west of Tower Avenue. *Private utility companies are installing their facilities.*
   • 8/19/20 the existing curb and gutter was inspected for any necessary corrective work prior to paving, *much of this patching has been completed*; the bituminous wearing course will be placed in 2020.

30. Bridgewater Heights *Area East of Highland Parkway*
   • 3/9/20 the Concept plan was discussed with the City Council at the Work Session held after the City Council meeting.
   • Construction of Highland Parkway needs to be addressed.
   • 9/1/20 the developer submitted an updated concept for development of lots east of Highland Parkway. Staff *met* on 9/9/20 to review the latest submittal.
   • 9/17/20 this concept was considered by the Planning Commission.
   • *Staff will be discussing the extension of Highland Parkway with the developer, at his request.*

31. Cannon River Valley Estates
   • Punch list to be prepared after all work has been completed.
   • The developer is working on an updated schedule for completion; likely some in 2020 and the remainder in 2021.
   • *The presence of gravel beneath the maintenance access to the pond has been verified.*

32. Dundas Dome Site
   • 5/1/20 the site was re-inspected by the PWD and City Engineer.
   • 8/10/20 the City Council discussed the Owner’s request for another extension for some of the incomplete site work; feedback was provided to the owner.
   • As of 8/28/20 excavation of the storm water pond has occurred; *capacity needs to be verified.*
   • 9/14/20 the Owner indicated that an as built of the pond and other areas has been ordered.
33. Johnson-Reiland Commercial
- 12/12/19 new Grading/Fill Permit applications were received for 616 Highway 3 S. and 399 Stafford Road N. Grading at the 616 Highway 3 S. site is proposed to be completed over multiple years; grading at the 399 Stafford Road N. site is proposed to be completed in one year.
- 3/24/20 the developer was reminded of the need for pre and post development runoff calculations; no calculations have yet been received.

34. Menards Gate Expansion
- 5/11/20 the City Council approved a Planned Unit Development Amendment, a Site and Building plan, and a lot line adjustment for this project. Site alterations have not yet started.

35. West Avenue Apartments
- 6/8/20 the City Council approved the Comprehensive Plan Amendment; the Preliminary and Final Plat; the Planned Unit Development Preliminary and Final Plan; Building and Site Plan; a Planned Unit Overlay District; and the Development Agreement.
- 8/4/20 the developer has signed the Development Agreement and the storm water agreement.