DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES
Monday, March 9, 2020
7:00 p.m. Dundas City Hall

UNOFFICIAL MINUTES
Present: Mayor Glenn Switzer; Councilors Larry Fowler, Grant Modory, Chad Pribyl
Absent: Councilor John Cruz
Staff Present: City Attorney Paula Callies, City Engineer John Powell, Administrator/Clerk Jenelle Teppen, Deputy Clerk Linda Ripka

CALL TO ORDER/PLEDGE ALLEGIANCE
Mayor Switzer called the Council meeting to order at 7:00 p.m. with the pledge of allegiance. A quorum was present.

PUBLIC PRESENTATION/FORUM
Josh Ramaker, Rice County Public Health T21
Ramaker shared new Federal Tobacco 21 Law stating illegal to sell cigarettes, cigars and e-cigarettes to anyone under 21 and until the State and localities passes policies, it is not enforceable. He reviewed Northfield T21 compliancy along with fines to licensees and licensee training. Ramaker reviewed Vaping and E-cigarettes in Rice County noting students for eleventh graders raking 12 to 25% in surrounding school districts. He also shared stats marijuana and flavored tobacco use high on those students who use tobacco. Ramaker stated education is the key to getting to students and parents.

APPROVAL OF AGENDA
Motion by Fowler, second by Pribyl, to approve agenda. Motion Carried Unanimously (MCU)

CONSENT AGENDA
Motion by Pribyl, second by Fowler, to approve the consent agenda as follows:
- Regular Minutes of February 24, 2020;
- Call for Public Hearing March 19, 2020, regarding Preliminary Plat with Waiver of Full Requirements from 116 Depot Street North;
- Call for Public Hearing for March 19, 2020, regarding Ordinance Amendment request from 208 County Road 1 East;
- New ATV Application submitted by Steven Kvernmo;
- Consider RFP for 2020-21 Lawn Mowing and Rough Cut Mowing;
- Professional Contractors* Payment No. 6 City Hall Project - $312,628.85;
- Swenke Ims Pay Voucher No. 3 - $17,760.00;
- Disbursements - $408,665.21. MCU

OLD BUSINESS – No old business before Council

PUBLIC HEARING
Consider Proposed Vacation of Utility Easement No. 1 in the City of Northfield
Open Public: Mayor Switzer opened the public hearing at 7:13 p.m. to consider a proposed Vacation of Utility Easement No. 1 in the City of Northfield as submitted by

Staff Presentation – Attorney Callies stated matter was presented to City by the property owner and gave the history starting in 1967 with eminent domain concerning the easement. She stated later the City release the agreement in order to proceed with sale of property they need release of easement.

Applicant Comment – No comment received.
Public Comment – No public comment received.
Closed Public Hearing: Mayor Switzer closed the public hearing at 7:15 p.m.
ORDINANCES AND RESOLUTIONS
Resolution 2020-08 A Resolution Approving Vacation of Utility Easement No. 1 in the City of Northfield, Rice County, Minnesota
Motion by Fowler, second by Modory, to approve Resolution 2020-08. MCU

Resolution 2020-09 A Resolution Approving Modified Third Amendment to the Northfield Rural Fire Protection District Joint Powers Agreement and Approval of Amended and Restated Joint Powers Agreement
Motion by Modory, second by Switzer, to approve Resolution 2020-09. Administrator Teppen reviewed amended items as relate to timing of budget materials. Chair of NAFRS Elizabeth Haase reviewed the four items addressed in the amendment. MCU

Resolution 2020-10 A Resolution Supporting Legislation Authorizing Infrastructure Development Fees
Motion by Modory, second by Pribyl, to approve Resolution 2020-10. Administrator Teppen reviewed the Resolution to allow cities to collect fees from developers to help pay for any future investments. Attorney Callies stated as an example the need for legislative action to not to rely on property taxes to pay for development-related infrastructure. MCU

Resolution 2020-11 A Resolution in Support of MnDOT’s Request for State General Funds for a Corridor Study of Regional Passenger Rail Service Connecting South Central Minnesota and The Twin Cities on Existing Rail Line Through Northfield
Motion by Fowler, second by Pribyl, to approve Resolution 2020-11. Council discussed effect on Dundas. MCU

Resolution 2020-12 A Resolution Approving a Nuisance Violation at 210 County Road 1 East and Ordering Abatement
Motion by Fowler, second by Modory, to approve Resolution 2020-12. Administrator Teppen reviewed three pictures taken on this date on what remains with respect to the piles of debris. Attorney Callies stated the resolution allows assessing the costs of clean up to the property owner. MCU

Resolution 2020-13 A Resolution Approving a Nuisance Violation at 207 Spring Wheat Drive and Ordering Abatement
Motion by Mdory, second by Pribyl, to approve Resolution 2020-13. Administrator Teppen reviewed current pictures on what remains on property along with noting no response has been received from the owner. MCU

NEW BUSINESS
Consider Appointing Sarah Hubacher as a Full-Time Police Officer
Motion by Fowler, second by Switzer, to approve hiring of Sarah Hubacher as a full-time police officer pending required medical screening. Administrator Teppen stated position was posted, interviews were held and this candidate was recommended. She indicated employee has passed background check. MCU

REPORTS OF OFFICERS, BOARDS AND COMMITTEES
City Engineer – John Powell
Powell stated had a preconstruction meeting last week with Kwik Trip and DNR has completed the ground water well on County Road One.

Mayor, Councilors and Committees
Councilor Pribyl indicated ice rink is closed for the season and stated wasn’t used much this year.
WORK SESSION

Bridgewater Heights II Concept Plan for Multi-Family Units

Mark Guenther of Fenway Land Company presented another phase to the Bridgewater Height development noting after researching current housing needs, the single-family dwelling is what the marking is supporting. He stated what is being proposed is two-car garages and three-car garages with narrower setbacks for low maintenance. He stated the Concept Plan designed as public streets and not an HOA with potential of 59 single family dwellings, slab on grade except four homes are walkouts. Engineer Powell suggested having the roadway constructed with a round-a-bout. He stated City should look at completing the unpaved road outlet as only have one entrance coming into the area off on County Road One. Council discussed completing Highland Parkway road to 115th Street E.

ADJOURN

Motion by Pribyl, second by Fowler, to adjourn the meeting at 8:07 p.m. MCU

Submitted by: Attest:
______________________________
Jenelle Teppen, Administrator/Clerk

______________________________
Glenn Switzer, Mayor
WHEREAS, the 2019 and 2020 levy for the General Fund includes money to support payments on bonds; and

WHEREAS, the City records levy proceeds in the General Fund; and

WHEREAS, the following transfers from the General Fund are necessary to ensure adequate resources are available to pay debt;

- Fund 304 – 2018A bonds in the amount of $27,974 for 2019;
- Fund 304 – 2018A bonds in the amount of $48,210 for 2020;
- Fund 300 – 2013A bonds in the amount of $109,107.50 for 2020;

WHEREAS, in preparation for the City’s 2019 audit it was determined that the following funds were no longer needed to properly account for City services;

- Fund 246 – Developer Escrow (developer deposits will be accounted for in the General Fund under separate liability accounts);
- Fund 406 – Abatement Fund (property tax abatement revenue is coded to the General Fund; payments shall be made from the General Fund going forward to align revenues and expenditures).

NOW THEREFORE, BE IT RESOLVED THAT the City Council reaffirms the transfers included in the 2019 and 2020 Budget and, in addition, approves the closure of the funds listed above.

ADOPTED, by the City Council of Dundas, Minnesota, on this 23rd day of March 2020.

CITY OF DUNDAS BY: ATTEST:

______________________________  ________________________________
Glenn Switzer, Mayor            Jenelle Teppen, Administrator/Clerk
## DISBURSEMENT REPORT

City of Dundas  
Council Meeting March 23, 2020

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**Total Paid Payroll Liabilities**  
$17,486.69

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# City of Dundas

## Payments

**Current Period: March 2020**

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**Cash Payment Details:**
- **E 101-42100-440 Cleaning Service PD** $28.73
- **E 101-43100-440 Cleaning Service Streets** $28.72
- **E 101-47000-601 Debt Srv Bond Principal 2019 East cannon River Trail PMT 2 of 5** $23,993.00
- **E 101-47000-611 Bond Interest 2019 East cannon River Trail PMT 2 of 5** $1,919.28
- **E 101-43100-406 Grounds Maintenance Invoice 181503** $340.00
- **E 101-43100-406 Grounds Maintenance Invoice 181503** $600.00
- **E 101-43100-400 Repairs and Maintenance Invoice 181535** $75.00
- **E 101-43100-400 Repairs and Maintenance Invoice 181538** $280.00
- **E 101-42100-418 Vehicle Fuels Invoice PD U 1401** $179.95
- **E 101-42100-419 Vehicle Operations Invoice PD U 1401** $28.00
- **E 101-42100-418 Vehicle Fuels Invoice PD U 1701** $106.17
- **E 101-42100-419 Vehicle Operations Invoice PD U 1701** $21.00
- **E 101-42100-306 Recruitment Invoice 2202091481** $55.38
- **E 101-42100-200 Supplies Invoice General** $20.72
- **E 101-43100-200 Supplies Streets** $10.37
- **E 101-42100-200 Supplies PD** $10.36
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**Current Period: March 2020**

Transaction Date: 3/23/2020

- **Cash Payment: E 101-41000-309 EDP, Software and Design, Web Site Maintenance**
  - Frandsen Bank 10100
  - **Total $60.00**

- **Cash Payment: E 408-41940-300 Professional Services, New City Hall Prof Services**
  - Frandsen Bank 10100
  - **Total $2,565.98**

- **Cash Payment: E 601-49400-381 Electricity, Water**
  - Frandsen Bank 10100
  - **Total $3,011.04**

- **Cash Payment: E 101-43124-381 Electricity, Street Lights**
  - Frandsen Bank 10100
  - **Total $1,879.79**

- **Cash Payment: E 101-42100-381 Electricity, PD**
  - Frandsen Bank 10100
  - **Total $373.83**

- **Cash Payment: E 101-41000-381 Electricity, City Hall**
  - Frandsen Bank 10100
  - **Total $223.64**

- **Cash Payment: E 101-45200-381 Electricity, Park**
  - Frandsen Bank 10100
  - **Total $536.23**

- **Cash Payment: E 101-43100-381 Electricity, Streets**
  - Frandsen Bank 10100
  - **Total $414.19**

- **Cash Payment: E 101-45200-381 Electricity, Park**
  - Frandsen Bank 10100
  - **Total $68.51**

- **Cash Payment: E 101-42100-321 Telephone & Communications, PD**
  - Frandsen Bank 10100
  - **Total $129.66**

- **Cash Payment: E 101-47000-601 Debt Srv Bond Principal, 2020 East cannon River Trail PMT 3 of 5**
  - Frandsen Bank 10100
  - **Total $23,993.00**

- **Cash Payment: E 101-47000-611 Bond Interest, 2020 East cannon River Trail PMT 3 of 5**
  - Frandsen Bank 10100
  - **Total $1,439.42**

- **Cash Payment: E 101-42400-315 Plumbing Permit Expense, March 2020 completed inspections**
  - Frandsen Bank 10100
  - **Total $237.90**

- **Cash Payment: E 101-42400-314 Mechanical Permit Expense, March 2020 completed inspections**
  - Frandsen Bank 10100
  - **Total $348.25**

- **Cash Payment: E 101-42400-311 Bldg Permit Expense, March 2020 completed inspections**
  - Frandsen Bank 10100
  - **Total $4,992.99**

- **Cash Payment: E 101-42400-315 Plumbing Permit Expense, March 2020 completed inspections**
  - Frandsen Bank 10100
  - **Total $5,579.14**
# City of Dundas Payments

**Current Period: March 2020**

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MEMORANDUM

To: Honorable Mayor and City Council
   Dundas, Minnesota

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

Date: March 23, 2020

Re: City Engineer Update

The City Administrator, Public Works Director, and City Engineer meet about every two weeks 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. Attached is the most recent Public Works staff meeting agenda with notes added.
City of Dundas  
Public Works Staff Meeting / City Engineer Update 3/19/20  
March 11, 2020  
Agenda

1. 2017 Sidewalk Improvements  
   - Permanent signage to be installed where the sidewalk and retaining wall end when site conditions allow.

2. 2019 Storm Pond Maintenance  
   - Two-year warranty inspection in 2021.

3. 2020 Sidewalk Improvements  
   - Scope includes:  
     o ECRT North-south connection along 1st Street North.
     o Ped ramps on Bluff Lane at Miller Lane and Granite Way.
     o CSAH 1-Cannon Road to Stafford Road North; along the north side of Frandsen Bank and trail connection to pedestrian ramp on NE corner.
   - Concepts are being developed for discussion with MnDOT.

4. 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. Existing wall material will be matched to the extent possible. Project activity is limited to early coordination with UPRR.

5. 2020 Street Lighting  
   - On Railway Street down to West Avenue and at the west bridge terminus.
   - 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.
   - Construction is planned for 2020.

6. Bridgewater Park Ice Area Regrading  
   - Preliminary grades determined; discussion of material cost to import about 4” of aggregate for hockey rink base. The grading and aggregate placement will be completed in 2020.

7. 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. About 50% of the work has been completed and invoiced to the City.

8. Cannon Road  
   - Two-year warranty inspection in 2021.
9. City Hall
   - On 3/11/20 the most recent Progress Meeting was held. The City was informed that Alex Schrader, TSP’s construction representative, has accepted a new position and will be leaving TSP on 3/26/20.
   - A small number of bricks have been made available from the old school building that was on this site; TSP will incorporate these into one of the entryways.
   - 3/9/20 Pay Voucher 6 for the Building to Professional Contractors was approved by the City Council.
   - 3/9/20 Pay Voucher 3 for the Site and Utility work to Swenke Ims Contracting was approved by the City Council.
   - Proposed site improvements to be reviewed for further cost reductions.

10. Comprehensive Plan Update
    - A public hearing was held at the 11/21/19 Planning Commission meeting. Staff is planning for City Council approval of the updated plan at the 4/13/20 meeting.
    - Staff met with the Rice County Engineer on 2/12/20 to discuss transportation matters. Rice County is also updating their 2006 Comprehensive Plan.

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. Memorial Park Improvements
    - Berm/trail and sidewalk to be completed in 2021; hosting State Baseball Tournament in 2022.
    - Schedule for paving the entry in early 2022.
    - The play structure will also be evaluated for repair/replacement.
    - Permitting/approval needs for flood protection work to be identified.

14. MnDNR Ground Water Observation Well
    - 1/27/20 City Council approved the access agreement for the MnDNR to place a groundwater observation well in Schilling Park.
    - Drilling of the observation well is complete. MnDNR indicates the well ended up being 120 feet deep, with a water level about 6 feet below ground. Due to its location away from the roadway, and a heavy-duty casing being used, bollards will not be installed around the well.

15. Northfield Wastewater Treatment
    - 1/24/20 WSB met internally to review background information and to begin developing an action plan.
    - Public Works staff will be investigating the new sanitary sewer pressure mains.
16. Public Works Tasks

- 3/10/20 a right of way permit was issued to Jaguar Communications to extend service to the Cannon Valley Makers.
- A letter will be sent to property owners adjacent to storm ponds and other City properties before Spring reminding them to not place yard waste on City property.
- 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.
- PW has obtained a quote to replace two valves in the amount of $18,800; on 2/13/20 Northfield was contacted about this water interconnect upgrade cost.
- Determine pedestrian bridge weight limit.
- 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 charges and sump pump connections.
- Update record drawings requirement for projects.
- The estimate of the cost for citywide water meter replacement, including any software changes, needs to be reviewed.
- A requirement for as-built lot surveys for new houses will be considered.

17. Regional Stormwater 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 the spring of 2020, a letter will be drafted and sent to all adjoining property owners from WSB notifying them of property boundary staking.
- Topographic surveys will be completed near the 3rd Street flow outlet from Hester Street; possibly extend outlet and flatten side-slope.

18. Schilling Drive Improvements

- Adjacent to Kwik Trip; roadway to be widened by about two feet on both sides.
- Project cost of about $109,000 including contingency and soft costs.
- The City will issue a request for bids for the Schilling Drive roadway widening work; this will not be a “429” project.

19. Stafford Road

- Two-year warranty inspection in 2021.

20. Water Supply Plan

- Implementation deadlines to be checked quarterly.
21. Water Towers
- Suez agreement to be reviewed/reconsidered post-tank coating repairs in 2020.
- Before re-coating the east tank in 2020, staff will propose changing the exterior color.
- The City just received copies of the tower Condition Assessment Reports completed by Suez in October.

22. Wellhead Protection Plan (WHP)
- 8/30/19 MDH issued letter extending completion date to 7/31/20.
- Data gathering is underway for Part 2 of the WHP.

23. Xcel Energy Feeder Line R/W permit
- 11/27/19 Xcel Energy was notified that incomplete work includes but is not limited to; dirt piles adjacent to the pole installations, boulevard restoration, and turf restoration on private property. They were informed that these site conditions create hazardous situations for pedestrians and other right of way users. The dirt piles around the pole bases on Cannon Road were removed.

24. 116 Depot Street
- The property owner has submitted an application for subdivision of this property; The desire is to separate a portion of the property, with the house, for sale; and keep the remainder to the west for future development.
- The property does not qualify for an Administrative Subdivision because it is not a platted parcel. The City Planner indicated that this could be considered a subdivision with a waiver of the full platting requirements.
- We expect this application to be considered by the Planning Commission on 4/16/20.

25. A&J Storage
- Record drawings need to be submitted by the developer.
- 10/28/19 the Owner’s engineer was contacted about directing the driveway area runoff to the pond, and their schedule for completion.
- Staff will be contacting the owner about their snow storage on/near City property.

26. AT&T East tower antenna modification
- WSB coordinating with Suez for structural review by Suez.
- Review of the 4th Amendment to AT&T’s antenna lease on the east tower is complete; possibly add to the 4/13/20 City Council agenda for approval.

27. Bridgewater Heights PUD
- Development site work has been suspended for the winter.
- 1/13/20 based on WSB’s review of the documentation submitted, and the current status of the construction, recommended authorizing a reduction in LOC Number 1911 from $1,272,100 to no less than $498,968.
28. Bridgewater Heights Multi Family Area
   - 2/11/20 Concept Plan received from Mark Guenther
   - The Concept plan was discussed with the City Council at the Work Session held after the 3/9/20 City Council meeting; Mr. Guenther was in attendance.
   - Construction of Highland Parkway needs to be addressed.

29. Cannon River Valley Estates
   - Punch list to be prepared after all work has been completed.

30. Cannon Valley Makers
   - 11/12/19 a CUP was approved by the City Council; with a minimum of 7 parking stalls to be provided.

31. Deborah Addition
   - On 10/17/19 materials were submitted for a subdivision of property at 311 Hester Street. On 11/4/19 an incomplete application notice was sent to the applicant.
   - 1/21/20 Chad Skluzacek inquired about service locations. The City will provide water service and sanitary sewer services consistent with the number assessed, at the time of development.
   - 3/11/20 meeting with developer’s; possibly consider at the April Planning Commission meeting.

32. Dundas Dome Site
   - The Owner has partially addressed the work items that remain, including site grading and landscaping. Another Temporary Certificate of Occupancy has been issued.
   - 10/28/19 the Owner was reminded of the remaining work; most of which cannot be completed until the spring of 2020.

33. Gleason Easement
   - City has been contacted by an attorney asking that the City release a utility easement obtained by eminent domain in 1996. As the easement is within Northfield, City staff is coordinating with Northfield staff on the easement vacation limits.
   - 3/9/20 public hearing for the easement vacation was held and the vacation was approved.

34. Hosanna Northfield Church
   - After reviewing the original project approvals and applicable codes, staff has determined that the requirement for an Annual Storm Water maintenance report does not apply. Staff will request permission to inspect the system operation.

35. Johnson-Reiland Commercial
   - 12/12/19 new Grading/Fill Permit applications were received from Johnson-Reiland Commercial for both the Tripper’s Clipper’s site at 616 Highway 3 S. and the H3D site at 399 Stafford Road N.
   - Grading at the H3D site is proposed to be completed in one year; and the Tripper’s Clippers site grading over multiple years.
   - Coordination with retaining wall permit.
36. Kwik Trip
   - SAC/WAC building permit fees have been determined. Kwik Trip has been approved by the City Council using an estimate of 3,640 (car wash) plus 850 (store) gallons per day; the limit for water consumption without City Council approval is 1,300 gallons/acre/day. City staff has requested an estimate of expected BOD and TSS levels.
   - **3/11/20 Kwik Trip pre-construction meeting was held; site utility construction is underway.**

37. Menard’s Expansion
   - Some erosion is occurring at the northeast corner of their pond and will need to be stabilized.

38. Menard’s Gate Expansion
   - Plans have been received, and are being reviewed, for expansion of the gate at the north end of the building. It is anticipated that a PUD Amendment will be necessary; **this would likely be considered by the Planning Commission at their April meeting.**

39. Stoneridge Hills
   - 2/11/20 developer inquiry about phasing additional development, possibly beginning with the extension of Granite Way to the north, ending in a cul-de-sac.
   - **The City responded to this initial inquiry; no follow up contact has been received from the developer.**

40. Van Eekhout Family Trust parcels east of Stafford Road North
   - 1/22/20 staff met with Darin Pavek of College City Design Build
   - 2/10/20 developer inquired about sanitary sewer and water extension costs and consideration of alternatives.
   - 3/3/20 developer was informed that a less expensive alternative route could not be identified.

41. West Avenue Apartments
   - At the 1/16/20 Planning Commission meeting, the project was recommended for approval with many conditions to be addressed.
   - City staff received an updated submittal on 1/31/20 which is under review.
   - **City Council consideration is anticipated for the 4/13/20 meeting.**

42. Wolf Creek EAW
   - 8/20/19 WSB forwarded comments to the City for review and submittal to Rice County.