REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Resolution 2020-16 Approving Implementation of Electronic Signatures
DATE: For the City Council Meeting of April 27, 2020

PURPOSE/ACTION REQUESTED
Consider Resolution 2020-16 approving the implementation of electronic signatures.

SUMMARY
Minnesota State Statutes §47.42 allows political subdivisions to implement the use of electronic signatures on the checks that it issues thus saving time and the inconvenience of calling the Mayor in on fairly regular occasions to sign checks.

RECOMMENDATION
Staff recommends the Council adopt Resolution 2020-16 Approving the Implementation of Electronic Signatures.
RESOLUTION NUMBER 2020-16

A Resolution Approving Implementation of Electronic Signatures

WHEREAS, the implementation of an electronic check signature will eliminate manual signatures; and

WHEREAS, Minnesota Statutes 47.42 provides regulations for the use of Facsimile signatures; and

WHEREAS, Minnesota Statute 47.42 reads as follow: “If the governing body of the depositor political subdivision, or of any commission, board, department or agency thereof, by resolution approves the action of the public officer or other person in the use of such facsimile, and shall have insured the depositor with an insurance company authorized to do business in this state, in such amount and form as the governing body approves, against loss of any public funds withdrawn upon unauthorized use of such facsimile signature, such public officer or other person shall not be personally liable for loss, if any, resulting from the use of any such facsimile signature unless the loss occurs by reason of that person's own wrongful act.”

NOW, THEREFORE, BE IT RESOLVED THAT the City Council approves the implementation of an electronic check signature effective for checks printed on April 27, 2020.

ADOPTED BY the City Council of Dundas, Minnesota, on this 27th day of April 2020.

CITY OF DUNDAS BY: ATTEST:

____________________  __________________________________
Glenn Switzer, Mayor  Jenelle Teppen, Administrator/Clerk

Resolution 2020-16
WHEREAS, the Capital Improvements Fund accounted for the Cannon Road and Stafford Road Improvement Projects; and

WHEREAS, the projects were finished in 2019 and expenditures exceeded revenues by $136,179.74 leaving the fund with a deficit balance; and

WHEREAS, a transfer of $136,179.74 from the General Fund (101) to the Capital Improvements Fund (401) is necessary to resolve the fund deficit;

NOW THEREFORE, BE IT RESOLVED THAT the Dundas City Council reaffirms the transfer for the deficit balance in the Capital Improvements Fund listed above.

ADOPTED, by the City Council of Dundas, Minnesota, on this 27th day of April 2020.

CITY OF DUNDAS BY: ATTEST:

________________________ _________________________________
Glenn Switzer, Mayor Jenelle Teppen, Administrator/Clerk

Resolution 2020-17
MEMORANDUM

To: Honorable Mayor and City Council
    Dundas, Minnesota
From: John M. Powell, P.E.
       City Engineer
Date: April 27, 2020
Re: Pay Voucher No. 4
       City Hall Site and Utility Improvements

Introduction
The Contractor for the City Hall Site and Utility Improvements, Swenke Ims Contracting LLC, has completed work to date as documented on the attached pay voucher and is requesting payment.

Background
The contract amount for this project, approved by the City Council on September 9, 2019, was $374,806; Change Order No. 1 reduced the contract amount to $370,956. The attached Pay Voucher is forwarded to the City for approval. The amount due for Payment No. 4 is calculated as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Completed to Date</td>
<td>$298,088.00</td>
</tr>
<tr>
<td>Less Retainage (5%)</td>
<td>-$14,904.40</td>
</tr>
<tr>
<td>Less Previous Payments</td>
<td>-$255,581.35</td>
</tr>
<tr>
<td>Amount Due Payment No. 4</td>
<td>$27,602.25</td>
</tr>
</tbody>
</table>

The pay voucher includes payment for the boulder retaining wall, which has been completed; and the final rock excavation quantity.

Fiscal Impact
Due to an increase in the rock removal, we expect the final contract amount to be higher than the original contract amount. Other site project cost savings have been identified to help offset a portion of this expense.
Alternatives
1. Motion to Approve Pay Voucher No. 4 to Swenke Ims Contracting LLC in the total amount of $27,602.25.
2. Do not approve Pay Voucher No. 4

Staff Recommendation
Alternative No. 1: Motion to Approve Pay Voucher No. 4 to Swenke Ims Contracting LLC in the total amount of $27,602.25.

The work represented on the attached application for payment has been completed in accordance with the plans and specifications for the project. There is no basis for delaying approval of this pay voucher, so it is the recommendation of the City Engineer to approve Pay Voucher No. 4 as presented.

Attachments
1. Pay Voucher No. 4
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>CONTRACT QUANTITY</th>
<th>CONTRACT AMOUNT</th>
<th>QUANTITY THIS PAY VOUCHER</th>
<th>AMOUNT THIS PAY VOUCHER</th>
<th>AMOUNT TO DATE</th>
<th>QUANTITY TO DATE</th>
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<tr>
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<td>MOBILIZATION</td>
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<td>24,500.00</td>
<td>24,500.00</td>
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<tr>
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<td>CLEARING</td>
<td>TR</td>
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<td>6,125.00</td>
<td>12,250.00</td>
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<td>GRUBBING</td>
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<td>4</td>
<td>REMOVE CURB &amp; GUTTER</td>
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<td>1,170.00</td>
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<tr>
<td>5</td>
<td>REMOVE BIMETAL PAVEMENT</td>
<td>SY</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>6</td>
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<td>SF</td>
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<td>400.00</td>
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<td>20</td>
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<td>21</td>
<td>8&quot; GATE VALVE AND BOX</td>
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<td>32</td>
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<tr>
<td>36</td>
<td>FENCING - TEMPORARY SECURITY FENCE</td>
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<td>37</td>
<td>TRAFFIC CONTROL</td>
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<td>STABILIZED CONSTRUCTION ENTRANCE/GRT</td>
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<tr>
<td>43</td>
<td>DUGOUTS, TYPE LAWN (INCL. TOPSLOP AND FERT)</td>
<td>SY</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>SEEDING</td>
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<td>45</td>
<td>4&quot; SOLID LINE WHITE PAINT</td>
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<tr>
<td>46</td>
<td>PAINTING MESSAGE-DISABLED AREA</td>
<td>LF</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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</tbody>
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| TOTAL CONTRACT | 62,500.00 | 42,500.00 | 28,500.00 | 28,500.00 | 28,500.00 |

WIDEWORKS CONSTRUCTION COMPANY, LLC
103 W. MAIN STREET, SUANO, FL 33579

CITY OF DUNDAAS

PAY VOUCHER NO. 4
April 21, 2020

CITY HALL SITE AND UTILITY IMPROVEMENTS
CITY OF DUNDAAS

SUBTOTAL WORK COMPLETED

CHANGE ORDER #1

RETIEMEN....(%).....

TOTAL PAYABLE TO DATE

TOTAL AMOUNT PREVIOUSLY PAID

AMOUNT DUE THIS PERIOD - THROUGH 4/21/20

PAY REQUEST NO. 4

Approved By

City of Dunlap

SWP

Date

Date

Date
## DISBURSEMENT REPORT

City of Dundas  
Council Meeting April 27, 2020

<table>
<thead>
<tr>
<th>DATE</th>
<th>PAYABLE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/22/2020</td>
<td>PERA</td>
<td>$3,256.21</td>
</tr>
<tr>
<td>4/22/2020</td>
<td>IRS</td>
<td>$3,663.45</td>
</tr>
<tr>
<td>4/23/2020</td>
<td>IRS</td>
<td>$697.45</td>
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<tr>
<td>4/21/2020</td>
<td>MN Dept of Revenue</td>
<td>$67.73</td>
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<tr>
<td>4/22/2020</td>
<td>MN Dept of Revenue</td>
<td>$794.95</td>
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<tr>
<td>4/23/2020</td>
<td>Payroll PP# 8 Employees</td>
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**Total Paid Payroll Liabilities**  
$21,422.32

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<tr>
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<tbody>
<tr>
<td>4/14/2020</td>
<td>Wire Transfer US BANK</td>
<td>$500.00</td>
</tr>
<tr>
<td>4/27/2020</td>
<td>Bills to be paid (Claims RegisterO</td>
<td>$100,762.55</td>
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**TOTAL**  
Disbursements for April 27, 2020  
$122,684.87
# City of Dundas Payments

**Current Period: April 2020**

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<thead>
<tr>
<th>Batch Name</th>
<th>Computer Dollar Amt</th>
<th>Posted</th>
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<tbody>
<tr>
<td>4/27/20 PAY Payment</td>
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## Cash Payment

<table>
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<tr>
<th>Ref #</th>
<th>Description</th>
<th>Invoice Date</th>
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</tr>
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<tbody>
<tr>
<td>13616</td>
<td>RIPKA, LINDA C</td>
<td>Apr 2020</td>
<td>$20.91</td>
</tr>
<tr>
<td>13617</td>
<td>SPRINT</td>
<td>Apr 2020</td>
<td>$96.73</td>
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<tr>
<td>13618</td>
<td>TSP, INC.</td>
<td>Apr 2020</td>
<td>$2,436.70</td>
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<tr>
<td>13619</td>
<td>SVIEN, BENNY H</td>
<td>Apr 2020</td>
<td>$2,436.70</td>
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**Total**

<table>
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<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Ink Cartridge (Home Printer)</td>
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<tr>
<td>Duane Mar 15-Apr 14, 2020</td>
<td>$96.73</td>
</tr>
<tr>
<td>Professional Services April 2020</td>
<td>$2,436.70</td>
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**Invoice Details**

- **Cash Payment E 101-42400-315 Plumbing Permit Expenses**: Invoice #7174 - 4/9/2020
- **Cash Payment E 101-42400-311 Bldg Permit Expense**: Invoice #7174 - 4/9/2020
- **Cash Payment E 101-42400-312 Plan Review Expense**: Invoice #7174 - 4/9/2020
- **Cash Payment E 101-42400-314 Mechanical Permit Expense**: Invoice #7174 - 4/9/2020
- **Cash Payment E 101-42400-311 Bldg Permit Expense**: Invoice #7175 - 4/8/2020
- **Cash Payment E 101-42400-312 Plan Review Expense**: Invoice #7175 - 4/8/2020
- **Cash Payment E 101-42400-315 Plumbing Permit Expenses**: Invoice #7175 - 4/8/2020
- **Cash Payment E 101-42400-314 Mechanical Permit Expense**: Invoice #7175 - 4/8/2020
- **Cash Payment E 101-42400-311 Bldg Permit Expense**: Invoice #7177 - 4/22/2020
- **Cash Payment E 101-42400-312 Plan Review Expense**: Invoice #7177 - 4/22/2020
- **Cash Payment E 101-42400-315 Plumbing Permit Expenses**: Invoice #7177 - 4/22/2020
- **Cash Payment E 101-42400-314 Mechanical Permit Expense**: Invoice #7177 - 4/22/2020
- **Cash Payment E 101-42400-311 Bldg Permit Expense**: Invoice #7176 - 4/13/2020
- **Cash Payment E 101-42400-312 Plan Review Expense**: Invoice #7176 - 4/13/2020
- **Cash Payment E 101-42400-315 Plumbing Permit Expenses**: Invoice #7176 - 4/13/2020
- **Cash Payment E 101-42400-314 Mechanical Permit Expense**: Invoice #7176 - 4/13/2020

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**Frandsen Bank**

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<td>10100 Frandsen Bank</td>
<td>$96.73</td>
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<td>10100 Frandsen Bank</td>
<td>$2,436.70</td>
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**General**

- **Amount**
- **Date**
- **Due**
- **Description**

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**Notes**

- **Remark**: Some transactions include a detailed description of the payment type and purpose.
## City of Dundas
### Payments

**Current Period: April 2020**

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<tr>
<th>Transaction Date</th>
<th>Due Date</th>
<th>Reference</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>4/27/2020</td>
<td>0</td>
<td>Frandsen Bank 10100</td>
<td>Total</td>
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- **Refer 13620 VERIZON**
  - Ck# 028218 4/27/2020
  - Cash Payment E 101-42100-321 Telephone & Communic Service from Mar 12-Apr 11 2020
  - Invoice 9652412209 4/11/2020

<table>
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<tr>
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- **Refer 13621 XCEL ENERGY**
  - Ck# 028219 4/27/2020
  - Cash Payment E 101-43100-381 Electricity Streets
  - Invoice 679813833 4/7/2020
  - Cash Payment E 101-45200-381 Electricity Park
  - Invoice 679813833 4/7/2020
  - Cash Payment E 101-41000-381 Electricity City Hall
  - Invoice 679813833 4/7/2020
  - Cash Payment E 101-42100-381 Electricity PD
  - Invoice 679813833 4/7/2020
  - Cash Payment E 601-49400-381 Electricity Water
  - Invoice 679813833 4/7/2020
  - Cash Payment E 101-43124-381 Electricity Street Lights
  - Invoice 679813833 4/7/2020

<table>
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<th>Transaction Date</th>
<th>Due Date</th>
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<th>Amount</th>
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<tbody>
<tr>
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- **Refer 13622 AFLAC**
  - Ck# 028197 4/27/2020
  - Cash Payment G 101-21710 Other Deductions Employee Reimbursed HB065
  - Invoice 347701 4/12/2020

<table>
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- **Refer 13623 ALDRICH TECHNOLOGY CONSULT**
  - Ck# 028198 4/27/2020
  - Cash Payment E 101-41000-310 Professional Services Malwarebytes Premium
  - Invoice 0003809 4/21/2020

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- **Refer 13624 CALLIES LAW, PLLC**
  - Ck# 028199 4/27/2020
  - Cash Payment E 101-41000-304 Legal Fees Project 5004.03 General Legal
  - Invoice 2430 4/20/2020
  - Cash Payment E 101-41000-304 Legal Fees Project 5004.04 Development
  - Invoice 2431 4/20/2020
  - Cash Payment E 101-41000-304 Legal Fees Project 5004.67 80 West Ave Apts
  - Invoice 2432 4/20/2020

<table>
<thead>
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- **Refer 13625 GALLS, LLC,-DBA KEEPRS**
  - Ck# 028200 4/27/2020
  - Cash Payment E 101-42100-217 Uniforms Invoices 015038729, 015038730, 015038731
  - Invoice 015038729 4/5/2020

<table>
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<tr>
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- **Refer 13626 GAME TIME**
  - Ck# 028201 4/27/2020
  - Cash Payment E 101-45200-221 Equipment Handholds and swings
  - Invoice PJI-0136056 4/14/2020

<table>
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- **Refer 13627 KWIK TRIP**
  - Ck# 028202 4/27/2020
  - Cash Payment E 101-42100-418 Vehicle Fuels PD U 1401

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## City of Dundas
### Payments

**Current Period: April 2020**

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<tr>
<th>Cash Payment</th>
<th>Invoice</th>
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<th>Company</th>
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# City of Dundas
## Payments

**Current Period: April 2020**

<table>
<thead>
<tr>
<th>Fund Summary</th>
<th>Balance</th>
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<tbody>
<tr>
<td>602 SEWER FUND</td>
<td>$5,562.46</td>
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<tr>
<td>601 WATER FUND</td>
<td>$7,728.67</td>
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<tr>
<td>408 CITY HALL PROJECT</td>
<td>$30,038.95</td>
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<tr>
<td>401 CAPITAL PROJECTS</td>
<td>$639.00</td>
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<td>101 GENERAL FUND</td>
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<td><strong>Total</strong></td>
<td><strong>$100,762.55</strong></td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Pre-Written Checks</td>
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<tr>
<td>Checks to be Generated by the Computer</td>
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<td><strong>Total</strong></td>
<td><strong>$100,762.55</strong></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: Honorable Mayor and City Council
    Dundas, Minnesota

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

Date: April 27, 2020

Re: Kwik Trip Working Hours

Introduction
Kwik Trip has submitted a letter requesting their people on site be allowed to begin work at 6:00 a.m.

Background
It appears that construction working hours are not defined in the City Code. However, information pertinent to this discussion is as follows:

- Dundas City Code §92.18(D) lists as a nuisance affecting public peace and safety “all obnoxious noises in violation of Minn. Rules Ch. 7030”. We find no definition for “obnoxious” in the City Code.
- Later in City Code §92.18, activities are limited “between the hours of 10:00 p.m. and 7:00 a.m.”.
- Minnesota Rules 7030 refers to residential locations having daytime hours from 7:00 a.m. – 10:00 p.m.; and nighttime hours from 10:00 p.m. – 7:00 a.m.

When asked by contractors and developers the allowable start times during the week, staff has indicated that 7:00 a.m. is the earliest start time. Related to the construction activity at their new store, Kwik Trip is requesting permission to have people on site starting at 6:00 a.m. but with no construction equipment starting until 7:00 a.m.

Fiscal Impact
There is no fiscal impact to the City as a result of this request.

Alternatives
1. Motion to Approve Kwik Trip crews starting work on site at 6:00 a.m. during weekdays with no construction equipment starting before 7:00 a.m.
2. Deny the request.
Staff Recommendation

Alternative No. 1: Motion to Approve Kwik Trip crews starting work on site at 6:00 a.m. during weekdays with no construction equipment starting before 7:00 a.m.

Attachments

1. Kwik Trip Working Hours Letter received on April 21, 2020.
City of Dundas

April 2020

Mr. Powell,

Kwik Trip, Inc. would like request working hours for the people on site to be from 6 am to 7 pm. This will allow the people to service equipment before the 7 am time and also allow them to work in the store. Equipment will start at 7.

If you have any questions, please feel free to call or email.

Sincerely,

Emily Kronebusch
Kwik Trip, Inc - Store Engineering
Development/Project Manager
608-791-7443
ekronebusch@kwiktrip.com

OUR MISSION
To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone’s life.
MEMORANDUM

To: Honorable Mayor and City Council
   Dundas, Minnesota

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

Date: April 27, 2020

Re: Receive the Bids and Award a Contract for the 2020 Seal Coat

Introduction
City Staff has obtained bids for the 2020 Seal Coat, attached is a map of the project area and a listing of roadways included.

Background
Based on the estimated cost of this construction contract, the City was not required to publish an advertisement for bids. Instead, on April 17, 2020, a request for bids was forwarded to three contractors that have completed similar work in the past.

Bids were due via e-mail by 3:00 p.m. on April 23, 2020. A total of two (2) contractors submitted bids as summarized below:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pearson Bros. Inc.</td>
<td>$18,658.65</td>
</tr>
<tr>
<td>Fahrner Asphalt Sealer, LLC</td>
<td>$29,454.85</td>
</tr>
</tbody>
</table>

City staff recommends award of the contract to Pearson Bros. Inc., this contractor has successfully completed seal coat work for the City of Dundas numerous times in the recent past.

Fiscal Impact
The unit price has ranged from $1.02 per square yard to $1.72 per square yard in recent years; the low unit price bid for 2020 is $1.59 per square yard.
Alternatives
1. Motion to Receive the Bids and Award a Contract for the 2020 Seal Coat to Pearson Bros. Inc. for the bid amount of $18,658.65
2. Deny the request.

Staff Recommendation
Alternative No. 1: Motion to Receive the Bids and Award a Contract for the 2020 Seal Coat to Pearson Bros. Inc. for the bid amount of $18,658.65

Attachments
1. Map of project area.
2. Listing of roadways in the project area.
3. Bids
<table>
<thead>
<tr>
<th>Street</th>
<th>Length (feet)</th>
<th>Width (feet)</th>
<th>Area (square feet)</th>
<th>Area (square yards)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinnacle Drive</td>
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<td>29,000</td>
<td>3,222</td>
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<tr>
<td>Summit Avenue</td>
<td>1,060</td>
<td>29</td>
<td>30,740</td>
<td>3,416</td>
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<td></td>
<td>245</td>
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<td>Bluff Street</td>
<td>960</td>
<td>28</td>
<td>26,880</td>
<td>2,987</td>
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<tr>
<td>Knoll Court</td>
<td>410</td>
<td>29</td>
<td>11,890</td>
<td>1,321</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>11,735</strong></td>
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</table>
# PROPOSAL FORM
2020 SEAL COAT
CITY OF DUNDAS

## PROPOSAL DUE
TIME: 3:00 P.M.
DATE: APRIL 23, 2020

<table>
<thead>
<tr>
<th>NO.</th>
<th>ITEM</th>
<th>UNITS</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>SEAL COAT COMPLETE</td>
<td>SY</td>
<td>11,735</td>
<td>$1.59</td>
<td>$18,658.65</td>
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</table>

INCLUDES CRS-2 BITUMINOUS MATERIAL APPLIED AT 0.25 GALLONS PER SQUARE YARD; DRESSER 1/8" TRAP ROCK SEAL COAT AGGREGATE INSTALLED AT A RATE OF 20 POUNDS PER SQUARE YARD; TRAFFIC CONTROL; PRE-SEAL SWEEPING; ROLLING; AND PICK-UP SWEEPING AND DISPOSAL; PER MNDOT 2356.

TOTAL AMOUNT $18,658.65

ESTIMATED START DATE: AS NEEDED

Bidder Official Address
11079 LAMONT AVE NE
HANOVER, MN 55341

Bidder Name
PEARSON BROS INC

Date: April 20, 2020

By: [Signature]
(Authorized Signature)

Title: GENERAL MANAGER
<table>
<thead>
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<th>Street</th>
<th>Length (feet)</th>
<th>Width (feet)</th>
<th>Area (square feet)</th>
<th>Area (square yards)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinnacle Drive</td>
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<td>1,321</td>
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<td><strong>Total</strong></td>
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<td></td>
<td></td>
<td><strong>11,735</strong></td>
</tr>
</tbody>
</table>
April 17, 2020

Re: Request for Quotes
2020 Seal Coat
City of Dundas, MN

Dear Sir or Madame:

Enclosed please find the following related to the 2020 Seal Coat for the City of Dundas, MN:

- 2020 Seal Coat Map
- Tabulation of Work Area quantities
- Bid Form

Quotes are to be returned to me via e-mail at WSB at jpowell@wsbeng.com. The City does not require a bid bond for this project quote.

Quotes are due back to me on Thursday, April 23, 2020, by 3:00 p.m. for consideration of City Council award of a contract at their April 27, 2020, meeting.

DESCRIPTION OF WORK: The work includes the construction of approximately:

11,735 SY Seal Coat Complete

Please contact me if you have any questions regarding this project at 952.737.4661 or jpowell@wsbeng.com.

Sincerely,

WSB

John Powell, PE
Dundas City Engineer

Attachments: Quote Documents
**PROPOSAL FORM**

**2020 SEAL COAT**  
CITY OF DUNDAS

**PROPOSAL DUE**  
TIME: 3:00 P.M.  
DATE: APRIL 23, 2020

<table>
<thead>
<tr>
<th>NO.</th>
<th>ITEM</th>
<th>UNITS</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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<tbody>
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<td>1</td>
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<td>SY</td>
<td>11,735</td>
<td>$2.51</td>
<td>$29,454.85</td>
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</table>

INCLUDES CRS-2 BITUMINOUS MATERIAL APPLIED AT 0.25 GALLONS PER SQUARE YARD; DRESSER 1/8" TRAP ROCK SEAL COAT AGGREGATE INSTALLED AT A RATE OF 20 POUNDS PER SQUARE YARD; TRAFFIC CONTROL; PRE-SEAL SWEEPING; ROLLING; AND PICK-UP SWEEPING AND DISPOSAL; PER MNDOT 2356.

**TOTAL AMOUNT** $29,454.85

**ESTIMATED START DATE:** 7/4/20

**Bidder Official Address**  
16415 US Hwy 12W  
Eau Claire, WI 54703

**Bidder Name**  
Fahrner Asphalt Sealers LLC

**Date:** 4/23/20

**By:**  
(Authorized Signature)

**Title:** Vice President
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Quote from Guth Electric for Door Access System for City Hall
DATE: For the City Council Meeting of April 27, 2020

PURPOSE/ACTION REQUESTED
Consider a motion approving a quote from Guth Electric for a door access system for City Hall.

SUMMARY
As part of the new City Hall project it was anticipated that there would be a door access system that would be the same as the system at the Public Works/Police Facility. With one system for two separate buildings we can program access through one software system.

Included in this quote are three access points; the front and rear entry doors and the door into the staff office area, and the Main Control Cabinet.

The proposed system allows for expansion to include more doors in the future.

The quote from Guth Electric is for $14,082.00

The funds for this will come from general fund reserves, not the bond fund which is for construction only.

RECOMMENDATION
Staff recommends the Council approve a motion approving the quote from Guth Electric for a door access system at City Hall for $14,082.
We Propose hereby to furnish material and labor – complete in accordance with specifications below, for the sum of:

Fourteen thousand eighty two & no/100--------------------------------------------dollars $14,082.00

Payment to be made as follows: PROGRESS PAYMENTS Authorized signature (contractor) __________________________

This proposal may be withdrawn by us if not accepted within 30 days.

We hereby submit specifications and proposal for:

Provide and install the following equipment for door access system:

MAIN CONTROL CABINET
1 VBB 8 door main controller
1 12 volt power supply & battery backup
1 24 volt power supply & battery backup
1 20 amp 120 volt branch circuit
1 Three (3) hours of startup & training

STAFF ROOM DOORS
1 VBB reader interface
1 MT15 prox. & smart card reader
1 Door contact
1 Electric strike
- Cables from main control cabinet to each door location
- Testing of operation of equipment

VESTIBULE DOORS 101 AND 110
2 VBB reader interfaces
1 MTK15 prox. & smart card reader with keypad
1 MT15 prox. & smart card reader
4 Door contacts
2 Electric strikes
- Cables from main control cabinet to each door location
- Testing of operation of equipment
2 Electric latch retraction kits for AD8610F
2 8-Wire loops
- Installation of latch retraction kits
1 Von Duprin power supply

OPTION #1 - STAIRWAY DOOR 01 - $2727.00
1 VBB reader interface
1 MT15 prox. & smart card reader
1 Door contact
1 Electric strike
- Cables from main control cabinet to door location
- Testing of operation of equipment

Sales tax not included

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE ___________________________ TITLE ___________________________ DATE OF ACCEPTANCE ___________________________
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Quote from Guth Electric for IT Cabinet
DATE: For the City Council Meeting of April 13, 2020

PURPOSE/ACTION REQUESTED
Consider approving a quote from Guth Electric for IT Room Cabinet and associated work.

SUMMARY
IT related work is outside the scope of the General Contractor’s work on the new City Hall. Staff has solicited quotes from local contractors to do that required work.

Attached is a quote from Guth Electric for the IT Cabinet and associated work for $4,154.

The funds to pay for this will come from general fund reserves, not the bond fund which is for construction only.

RECOMMENDATION
Staff recommends the Council approve a motion approving the quote from Guth Electric for the IT Cabinet at City Hall for $4,154.
We Propose hereby to furnish material and labor – complete in accordance with specifications below, for the sum of:

Four thousand one hundred fifty four & no/100--------------------------------------dollars $4154.00

Payment to be made as follows: PROGRESS PAYMENTS

Authorized signature (contractor) ____________________________________

This proposal may be withdrawn by us if not accepted within 30 days.

We hereby submit specifications and proposal for:

Provide the following:
1 4 Post free-standing data rack
1 19"x23" Rack shelving for rack equipment
1 48 Port CAT6E patch panel
1 24 Port CAT6E patch panel
2 Horizontal panel management rings
    - Bonding from grounding bus bar (by others) to data rack
    - Punch down 51 cables to patch panel in IT Room
    - Test and label cables

Credit from project electrical contractor:
1 Data rack and installation
4 Vertical and horizontal cable management and installation
52 CAT6E cables to data rack and punching down to patch panel
    - Bonding to grounding bus bar
2 48 Port CAT5E patch panel and installation
1 66 110 Block and installation
68 CAT6 patch cords

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

ACCEPTANCE OF PROPOSAL — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Quote from Aldrich Technology for IT Related Equipment and Associated Work
DATE: For the City Council Meeting of April 27, 2020

PURPOSE/ACTION REQUESTED
Consider approving a quote from Aldrich Technology IT related equipment and associated work.

SUMMARY
IT related equipment and work is outside the scope of the General Contractor’s work on the new City Hall. Staff has solicited quotes from local contractors to do that required work.

Attached is a quote from Aldrich Technology for IT related equipment and associated work for $2,143.21.

The funds to pay for this will come from general fund reserves, not the bond fund which is for construction only.

RECOMMENDATION
Staff recommends the Council approve a motion approving the quote from Aldrich Technology for IT related equipment and associated work at City Hall for $2,143.21.
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Subtotal 2,143.21
MEMORANDUM

To: Honorable Mayor and City Council
   Dundas, Minnesota

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

Date: April 27, 2020

Re: City Engineer Update

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. Attached is the most recent Public Works staff meeting agenda with notes added.
1. 2017 Sidewalk Improvements
   • A 6” x 12” object marker sign (OM2-1H) will be installed where the sidewalk and retaining wall end.

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
   • The grading and 4” of aggregate placement will be completed in 2020. The grading will likely be performed by City staff; and the aggregate base placement contracted.

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
   - Alex Schrader, TSP ‘s construction representative, has left TSP for a position with Olmsted County. The City is now working with Von Peterson of TSP.
   - 4/13/20 Pay Voucher 7 for the Building to Professional Contractors was approved by the City Council.
   - 4/27/20 Pay Voucher 4 for the Site and Utility work to Swenke Ims Contracting will be considered by the City Council.
   - The boulder retaining wall west of the parking lot is complete.
   - 4/27/20 proposals for technology and low voltage work will be considered by the City Council.

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 a future non-video meeting.
    - Staff met with the Rice County Engineer on 2/12/20 to discuss transportation matters.

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.

14. 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.

15. MnDNR Ground Water Observation Well
    - Drilling of the observation well is complete. Due to its location away from the roadway, and a heavy -duty casing being used, bollards will not be installed around the well.

16. Northfield Wastewater Treatment
    - Public Works staff will be investigating the new sanitary sewer pressure mains.
    - Sanitary sewer base maps will need to be updated to properly respond to the City of Northfield.
    - Goal is to have an update for Northfield by 6/1/20.
17. 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 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 requirements.
- 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 prior to release of escrows will be considered.
- 4/20/20 a right of way permit was issued to Xcel Energy to install electrical service to Kwik Trip.

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 2020, a letter will be drafted and sent to all adjoining property owners from WSB notifying them of property boundary staking.

19. Schilling Drive Improvements
- Adjacent to Kwik Trip; roadway to be widened by about two feet on both sides from Hester Street to just north of the first curve.
- 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.
- WSB will contact Kwik Trip’s contractor, Wencl Construction, about a quote for this work.
- The “Dead End” sign on Schilling Drive will be removed.

20. Stafford Road
- Two-year warranty inspection in 2021.

21. Water Supply Plan
- Implementation deadlines to be checked quarterly.
22. 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 is reviewing the tower Condition Assessment Reports completed by Suez last fall.*

23. Wellhead Protection Plan (WHP)

- 8/30/19 MDH issued letter extending completion date to 7/31/20; a draft of Part 2 of the WHP is nearly complete.

24. Xcel Energy Feeder Line R/W permit

- 11/27/19 Xcel Energy was notified that incomplete restoration work. Their contractor recently met with the PWD to review the incomplete work. *Maintained yard areas will be restored with sod per the ROW permit requirements.*

25. 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.
- *This application was recommended for approval by the Planning Commission on 4/16/20; it is scheduled for consideration by the City Council on 5/11/20.*

26. 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.

27. AT&T East tower antenna modification

- WSB coordinating with Suez for structural review by Suez.
- *4/21/20 a revised 4th Amendment to AT&T’s antenna lease was received.*

28. Bridgewater Heights PUD

- Utility and roadway extension to the western 12 lots will likely not occur until mid-summer.
- *4/23/20 concrete curb and gutter placement is nearly complete. The channelization curb at the Highland Parkway roundabout will be left out for now to reduce the risk of damage due to construction traffic.*

29. Bridgewater Heights Multi Family Area

- 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.
30. Cannon River Valley Estates
- Punch list to be prepared after all work has been completed.
  - *4/16/20 the developer informed the City that they are working on an updated schedule for completion.*

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

32. Deborah Addition
- On 3/31/20 an incomplete application letter was issued to the developer; no revised/additional submittals have been received.
  - *A Concept plan submittal is expected by the end of April.*

33. 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 2020 as site conditions allow.

34. Gleason Easement
- 3/9/20 public hearing for the easement vacation was held and the vacation was approved.

35. Hosanna Northfield Church
- Staff will request permission to inspect the storm water system operation.

36. 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.
  - Coordination with retaining wall permit.
  - 3/24/20 the developer was reminded of the need for pre and post development runoff calculations; *no calculations have yet been received.*

37. Kwik Trip
- 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 *again* requested an estimate of expected BOD and TSS levels.
  - 3/11/20 Kwik Trip pre-construction meeting was held; site construction is underway.
  - *4/27/20 a request related to working hours is scheduled for consideration by the City Council.*

38. Menard’s Expansion
- Some erosion is occurring at the northeast corner of their pond and will need to be stabilized.
39. Menard’s Gate Expansion
- Plans have been received, and are being reviewed, for expansion of the gate at the north end of the building.
- *This application was recommended for approval with conditions by the Planning Commission on 4/16/20; it is scheduled for consideration by the City Council on 5/11/20.*

40. Stoneridge Hills
- The City responded to a 2/11/20 developer inquiry; no follow up contact has been received from the developer.

41. Van Eekhout Family Trust parcels east of Stafford Road North
- 1/22/20 staff met with Darin Pavek of College City Design Build
- 3/3/20 developer was informed that a less expensive alternative route for utility extensions could not be identified.

42. 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.
- *4/14/20 the City received a Preliminary plat for review; a public hearing will be scheduled.*

43. Wolf Creek EAW
- 12/3/19 the Rice County Board acknowledged withdrawal of the project applications and terminating the pending environmental review.
You asked about the process for selling the old city hall building after relocating to the new site. The City should consider the following:

1. **Deed Restrictions.** Determine if there are any deed restrictions limiting the sale of the property for general purposes. It is not uncommon for property that was acquired for use by a municipality to be encumbered by a restriction that limits its use for a particular purpose i.e. held in trust to be used for a public purpose. Such restrictions do not automatically terminate just because the City no longer wants to use the property in that way. The City will want to review its records regarding the original city hall acquisition to determine if there are any deed restrictions. The city could also obtain a title report if its own records are not readily available.

2. **Planning Commission Report.** Because the city of Dundas has a comprehensive plan, Minnesota law requires that the city planning commission review the proposed sale (or acquisition) of real property in advance and provide a report in writing to the city council as to whether the sale complies with the comprehensive plan. Minn. Stat. §462.356, subd.2. The City can dispense with this requirement by resolution adopted by two-thirds vote finding that the proposed sale has no relationship to the comprehensive plan.

3. **Sale of Real Estate.** Buying and selling real estate does not come within the definition of a “contract” for purposes of the competitive bid law under Minn. Stat. §471.345. Competitive bidding is not required to sell the old city hall. Cities use a variety of methods to sell real estate including sealed bids, auctions and listing for sale.

The City is not required to obtain a formal appraisal to set the sale price. However, a city cannot generally give away or sell land for nominal value. It may be possible for the city to sell land for a nominal amount if the purpose is to encourage and promote industry and provide employment for citizens, but this is subject to the business subsidy laws. Among other things, the city must adopt business subsidy criteria in advance after a public hearing and not on a case-by-case basis.

The city is allowed to close a public meeting in order to determine the asking price for real or personal property to be sold. Minn. Stat. §13D.05, subd.3(c). Estimated or appraised values obtained by the city for the purpose of selling its land are not public data until a purchase agreement is entered into.