



**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, January 22, 2024
7:00 p.m. City Hall**

1. Call to Order/Pledge Allegiance

2. Roll Call Mayor Switzer, Council members Gallagher, LaCroix, Modory, Swartwood

3. Public Comment

4. Approval of Agenda

5. Consent Agenda *(All items on the Consent Agenda are considered routine and have been made available to the City Council at least 2 days in advance of the meeting. The items will be enacted in one motion. There will be no separate discussion of these items unless a council member or citizen requests, then the item will be removed from this agenda and considered in normal sequence.)*

- a. Regular Minutes of January 8, 2024
- b. Disbursements - \$96,353.12

6. Regular Agenda

- a. Consider Resolution 2024-02 Authorizing Conveyance of Property for Economic Development Purposes
- b. Consider Recommendation from Planning Commission to Approve the Comprehensive Plans Transportation Plan
- c. Consider Approving Quote for City Council Chambers Microphone System
- d. Consider Approving Amendment to Personnel Policy Changing the Good Friday Holiday to a Floating Holiday

7. Reports of Officers, Boards and Committees

- a. City Engineer
- b. City Administrator/Clerk
- c. Mayor, Councilors and Committees

8. Announcements

- a. City Council Meeting – Monday, February 12 and 26, 2024 at 7 PM City Hall
- b. Park & Recreation Advisory Board Meeting – Tuesday, February 13, 2024 at 7 PM City Hall
- c. Planning Commission Meeting – Thursday, February 15, 2024 at 7 PM City Hall

9. Adjourn



**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES
Monday, January 8, 2024
7:00 p.m. City Hall**

Present: Mayor Glenn Switzer, Councilors Ashley Gallagher, Luke LaCroix, Grant Modory, Luke Swartwood

Staff: City Engineer Dustin Tipp, City Administrator/Clerk Jenelle Teppen

CALL TO ORDER

Mayor Switzer called the meeting to order at 7:00 PM

APPROVAL OF AGENDA

Motion by Modory, second by Swartwood, to approve the agenda. Motion Carried Unanimously (MCU)

CONSENT AGENDA

- a. Regular Minutes of December 11, 2023
- b. Resolution 2024-01 A Resolution Designating Depositories and Establishing Procedures
- c. for Depositing and Investing Funds
- d. Name Official Newspaper - Faribault Daily News
- e. 2024 Salary Adjustments
- f. Disbursements – December 6- 20, 2023 - \$99,815.55
- g. Disbursements - December 21 – January 4, 2024 \$36,848.73

Motion by LaCroix, second by Gallagher, to approve the consent agenda as follows: MCU

REGULAR AGENDA

- a. Appoint Acting Mayor

Motion by Switzer, second by LaCroix, to approve Modory as Mayor Pro Tem. MCU

- b. Appoint Officers and Members of Boards, Commissions, Committees

Motion by Switzer, second by Swartwood to approve the following appointments:

Switzer to a three-year term to NAFRS

Gallagher to a one-year term to the PRAB

Gallagher and Switzer to the MTSTJPB

Swartwood to a four-year term to the Planning Commission

Modory to a one-year term to the Planning Commission

- c. Appoint Council Members to City Council Committees

Motion by Switzer, second by LaCroix, to approve the following Council committees and appointments as recommended by Mayor Switzer:

Glenn Switzer and Luke Swartwood to the Finance and Legislation Committee;

Luke LaCroix and Grant Modory to the Human Resource Committee;

Ashley Gallagher and Luke Swartwood to the Public Safety Committee;

Grant Modory and Ashley Gallagher to the Public Works Committee;

Glenn Switzer and Luke LaCroix to the Business Development Committee;

Jenelle Teppen, City Administrator/Clerk, to all standing committees. MCU

b. Reports of Officers, Boards and Committees

- a. City Engineer
- b. City Administrator/Clerk
- c. Mayor, Councilors and Committees

c. Announcements

- a. City Council Meeting – Monday, January 22 and February 12, 2024 at 7 PM City Hall
- b. Park & Recreation Advisory Board Meeting – Tuesday, January 9, 2024 at 7 PM City Hall
- c. Special Planning Commission Meeting – Monday, January 22, 2024 at 6 PM City Hall

d. Adjourn

Motion by LaCroix, second by Gallagher, to adjourn the meeting at 7:13 PM. MCU

CITY OF DUNDAS DISBURSEMENT REPORT
Council Meeting January 22, 2024

DATE	PAYABLE	AMOUNT
1/11/2024	PERA	\$5,000.24
1/11/2024	State of MN Empower Retirement	\$550.00
1/11/2024	State of MN Empower Retirement (HCSP)	\$501.58
1/11/2024	MN Dept of Revenue	\$1,550.12
1/11/2024	IRS	\$7,207.05
1/11/2024	Payroll PP# 1 Employees	\$22,475.33
1/11/2024	Payroll PP# 1 City Council	\$1,967.55
	Subtotal Paid Payroll Liabilities	<u>\$39,251.87</u>
1/17/2024	MN Dept of Revenue - Sales Tax	\$1,283.00
1/18/2024	MN Dept of Revenue - Sales Tax	\$26.00
1/22/2024	2023 Invoices - Payment January 22, 2024	\$22,268.83
1/22/2024	2024 Invoices - Payment January 22, 2024	\$33,523.42
	Subtotal Paid Claims and Service Liabilities	<u>\$57,101.25</u>
TOTAL	Disbursement for January 22, 2024	<u><u>\$96,353.12</u></u>

CITY OF DUNDAS

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Payments

Current Period: January 2024

Payments Batch 012224AP 2023Inv				\$22,268.83
Refer	0 CAMPBELL KNUTSON	-		
Cash Payment	E 101-41000-304 Legal Fees	General Matters		\$294.50
Invoice 23-Dec	12/31/2023			
Transaction Date	12/31/2023	Frandsen Bank	10100	Total \$294.50
Refer	0 ECKBERG LAMMERS	-		
Cash Payment	E 101-42100-304 Legal Fees	Dundas Prosecution - Dec23		\$659.83
Invoice 122023	12/31/2023			
Transaction Date	12/31/2023	Frandsen Bank	10100	Total \$659.83
Refer	0 GUTH ELECTRIC, LLC	-		
Cash Payment	E 101-43124-400 Repairs and Maintenanc	Hang winter banners on light poles		\$302.50
Invoice 3023	12/30/2023			
Transaction Date	12/30/2023	Frandsen Bank	10100	Total \$302.50
Refer	0 KWIK TRIP INC	-		
Cash Payment	E 101-42100-418 Vehicle Fuels	PD		\$588.79
Invoice Dec-23	1/2/2024			
Cash Payment	E 101-43100-418 Vehicle Fuels	PW		\$382.10
Invoice 23-Dec	1/2/2024			
Transaction Date	1/2/2024	Frandsen Bank	10100	Total \$970.89
Refer	0 LANGUAGE LINE SERVICES INC	-		
Cash Payment	E 101-42100-310 Professional Services	OVER-THE-PHONE INTERPRETATION		\$36.45
Invoice 11181730	12/31/2023			
Transaction Date	12/31/2023	Frandsen Bank	10100	Total \$36.45
Refer	0 MINNESOTA UNEMPLOYMENT INS	-		
Cash Payment	E 101-41000-141 Unemploy Comp Insura	2023Q4 Unemployment Benefits Paid and Reimbursable Bill		\$2.86
Invoice 106002	1/9/2024			
Transaction Date	1/9/2024	Frandsen Bank	10100	Total \$2.86
Refer	0 MUNICIPAL INSPECTIONS INC.	-		
Cash Payment	E 101-42400-311 Bldg Permit Expense	2023Q4 Quarterly Permit Fee		\$37.50
Invoice 2023Q4	12/31/2023			
Cash Payment	E 101-42400-315 Plumbing Permit Expens	2023Q4 Quarterly Permit Fee		\$4.80
Invoice 2023Q4	12/31/2023			
Transaction Date	12/31/2023	Frandsen Bank	10100	Total \$42.30
Refer	0 WSB & ASSOC INC	-		
Cash Payment	E 101-41000-303 Engineering Fees	General Engineering		\$1,791.00
Invoice 23-Nov	1/3/2024			
Cash Payment	E 101-43100-303 Engineering Fees	Streets		\$2,137.50
Invoice 23-Nov	1/3/2024			
Cash Payment	E 101-41000-303 Engineering Fees	Survey		\$3,138.00
Invoice 23-Nov	1/3/2024			
Cash Payment	E 101-43100-310 Professional Services	Dundas Transportation Study		\$187.50
Invoice 23-Nov	1/3/2024			
Cash Payment	E 602-49450-303 Engineering Fees	Preliminary Effluent Review Study		\$2,120.00
Invoice 23-Nov	1/3/2024			

Payments

Current Period: January 2024

Cash Payment	E 602-49450-303	Engineering Fees	Comp Sanitary Sewer System Plan		\$1,328.00
Invoice 23-Nov	1/3/2024				
Cash Payment	E 410-43100-500	Capital Outlay	PW Cold Storage		\$125.00
Invoice 23-Nov	1/3/2024				
Cash Payment	E 426-45200-500	Capital Outlay	TH 3 CR 1 Pedestrian Crossing		\$587.00
Invoice 23-Nov	1/3/2024				
Cash Payment	E 101-41000-303	Engineering Fees	Retainer		\$800.00
Invoice 23-Nov	1/3/2024				
Cash Payment	G 430-22006	Escrow - 80 West Ave	80 West Ave		\$298.00
Invoice 23-Nov	1/3/2024				
Cash Payment	E 101-41910-303	Engineering Fees	Public Planning Projects - N Sparks		\$1,995.00
Invoice 23-Nov	1/3/2024				
Cash Payment	G 430-22023	Escrow-Tractor Supply	Tractor Supply - N Sparks		\$742.50
Invoice 23-Nov	1/3/2024		Project 22023		
Cash Payment	E 235-46500-310	Professional Services	Phase 1 ESA		\$4,600.00
Invoice 23-Nov	1/3/2024				
Cash Payment	E 415-43100-500	Capital Outlay	Forest Ave & Depot St Reconstruction		\$110.00
Invoice 23-Nov	1/3/2024				
Transaction Date	1/3/2024		Frandsen Bank	10100	Total \$19,959.50

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND		\$12,358.33
235 ECONOMIC DEVELOPMENT AUTHORITY		\$4,600.00
410 PUBLIC WORKS CAPITAL OUTLAY		\$125.00
415 STREET REPLACEMENT CIP		\$110.00
426 PARKS & REC. CAPITAL OUTLAY		\$587.00
430 ESCROW DEPOSITS		\$1,040.50
602 SEWER		\$3,448.00
		<u>\$22,268.83</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$22,268.83
Total	<u>\$22,268.83</u>

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Payments

Current Period: January 2024

Payments Batch 012224AP 2024Inv				Total
\$33,523.42				
Refer	0 ABDO FINANCIAL SOLUTIONS, LL			-
Cash Payment	E 101-41000-301	Auditing and Acct g Ser	Auditing & Acct g Services	\$5,200.00
Invoice	482164	1/1/2024		
Cash Payment	E 225-43150-301	Auditing and Acct g Ser	Auditing & Acct g Services	\$400.00
Invoice	482164	1/1/2024		
Cash Payment	E 601-49400-301	Auditing and Acct g Ser	Auditing & Acct g Services	\$1,000.00
Invoice	482164	1/1/2024		
Cash Payment	E 602-49450-301	Auditing and Acct g Ser	Auditing & Acct g Services	\$1,000.00
Invoice	482164	1/1/2024		
Cash Payment	E 603-49500-301	Auditing and Acct g Ser	Auditing & Acct g Services	\$400.00
Invoice	482164	1/1/2024		
Transaction Date	1/1/2024	Frandsen Bank	10100	Total \$8,000.00
Refer	0 AFLAC			-
Cash Payment	G 101-21710	Other Deductions	Employee Reimbursed HB065	\$257.16
Invoice	683714	1/16/2024		
Transaction Date	1/16/2024	Frandsen Bank	10100	Total \$257.16
Refer	0 ALDRICH TECNNOLOGY CONSULT			-
Cash Payment	E 101-41000-309	EDP, Software and Desi	Malwarebytes Premium	\$59.98
Invoice	9374	1/4/2024		
Cash Payment	E 101-41000-310	Professional Services	Financial PC - fixed user acct issues, activated malwarebyte	\$37.50
Invoice	9374	1/4/2024		
Transaction Date	1/4/2024	Frandsen Bank	10100	Total \$97.48
Refer	0 AMAZON CAPITAL SERVICES			-
Cash Payment	E 101-45200-200	Supplies	Igloo Inflatable- Scavenger Hunt	\$56.34
Invoice	17R1LP7JMM3V	1/11/2024		
Transaction Date	1/11/2024	Frandsen Bank	10100	Total \$56.34
Refer	0 BAKER TILLY MUNICIPAL ADVISO			-
Cash Payment	E 601-47000-310	Professional Services	2023 Continuing Disclosure Services	\$320.00
Invoice	BTMA23640	1/4/2024		
Cash Payment	E 602-47000-310	Professional Services	2023 Continuing Disclosure Services	\$320.00
Invoice	BTMA23640	1/4/2024		
Cash Payment	E 300-47000-300	Professional Services	2023 Continuing Disclosure Services	\$320.00
Invoice	BTMA23640	1/4/2024		
Cash Payment	E 304-47000-300	Professional Services	2023 Continuing Disclosure Services	\$320.00
Invoice	BTMA23640	1/4/2024		
Cash Payment	E 305-47000-300	Professional Services	2023 Continuing Disclosure Services	\$320.00
Invoice	BTMA23640	1/4/2024		
Transaction Date	1/4/2024	Frandsen Bank	10100	Total \$1,600.00
Refer	0 GALLS, LLC			-
Cash Payment	E 101-42100-217	Uniforms	Shirts, gloves	\$248.87
Invoice	26727160	1/8/2024		
Transaction Date	1/8/2024	Frandsen Bank	10100	Total \$248.87
Refer	0 LAW ENFORCEMENT LABOR SVC			-
Cash Payment	G 101-21707	LELSI Union Dues	Union Dues - Jan 24	\$211.50
Invoice	Jan-24	1/1/2024		

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Payments

Current Period: January 2024

Transaction Date	1/1/2024	Frandsen Bank	10100	Total	\$211.50
Refer	0 <i>METERING & TECH SOLUTIONS</i>	-			
Cash Payment	E 601-49400-210	Supplies/Water Meter, E	1-1/2 Elliptical Low Lead Bronze Flange Set		\$133.60
Invoice INV4125	1/10/2024				
Transaction Date	1/10/2024	Frandsen Bank	10100	Total	\$133.60
Refer	0 <i>MINNESOTA VALLEY TESTING LA</i>	-			
Cash Payment	E 601-49400-310	Professional Services	Water Testing		\$57.50
Invoice 1234602	1/4/2024				
Transaction Date	1/4/2024	Frandsen Bank	10100	Total	\$57.50
Refer	0 <i>MN PEIP</i>	-			
Cash Payment	G 101-21706	Hospitalization/Medical Ins	Medical		\$1,591.64
Invoice 1352617	1/10/2024				
Cash Payment	G 101-21711	Dental Insurance	Dental		\$87.15
Invoice 1352617	1/10/2024				
Cash Payment	G 101-21712	Life Insurance	Life		\$14.22
Invoice 1352617	1/10/2024				
Transaction Date	1/10/2024	Frandsen Bank	10100	Total	\$1,693.01
Refer	0 <i>NCPERS GROUP LIFE INS</i>	-			
Cash Payment	G 101-21712	Life Insurance	Life Insurance Feb 24		\$32.00
Invoice 433600022024	1/1/2024				
Transaction Date	1/1/2024	Frandsen Bank	10100	Total	\$32.00
Refer	0 <i>SERVICEMASTER BY AYOTTE</i>	-			
Cash Payment	E 101-41000-440	Cleaning Service	Janitorial Services		\$193.35
Invoice 910966	1/1/2024				
Transaction Date	1/1/2024	Frandsen Bank	10100	Total	\$193.35
Refer	0 <i>US BANK</i>	-			
Cash Payment	E 602-47000-620	Fiscal Agent s Fees	GO BONDS 2014A		\$550.00
Invoice 7161445	12/22/2023				
Transaction Date	12/22/2023	Frandsen Bank	10100	Total	\$550.00
Refer	0 <i>UTILITY SERVICE CO., INC</i>	-			
Cash Payment	E 601-49400-400	Repairs and Maintenanc	300,000 PEDISPHERE EAST TOWER-Quarterly		\$9,136.65
Invoice 596131	1/1/2024				
Cash Payment	E 601-49400-400	Repairs and Maintenanc	500,000 COMPOSITE WEST TANK-Quarterly		\$10,707.87
Invoice 596132	1/1/2024				
Transaction Date	1/1/2024	Frandsen Bank	10100	Total	\$19,844.52
Refer	0 <i>WATERFORD OIL COMPANY INC</i>	-			
Cash Payment	E 601-49400-211	Equipment Fuel	DIESEL RED W/ BIO		\$274.04
Invoice 197586	1/10/2024				
Cash Payment	E 602-49450-211	Equipment Fuel			\$274.05
Invoice 197586	1/10/2024				
Transaction Date	1/10/2024	Frandsen Bank	10100	Total	\$548.09

Payments

Current Period: January 2024

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND		\$7,989.71
225 STORM SEWER		\$400.00
300 2013A GO BONDS		\$320.00
304 2018A GO BONDS		\$320.00
305 2020A GO BONDS		\$320.00
601 WATER		\$21,629.66
602 SEWER		\$2,144.05
603 REFUSE		\$400.00
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		\$33,523.42

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$33,523.42
Total	<hr/>
	\$33,523.42

MEMORANDUM

TO: MAYOR AND CITY COUNCIL, CITY OF DUNDAS
FROM: AMY SCHMIDT, CITY ATTORNEY
DATE: JANUARY 19, 2024
RE: CONVEYANCE OF PROPERTY FROM CITY TO EDA



CAMPBELL KNUTSON
PROFESSIONAL ♦ ASSOCIATION

On October 2, 2023, the City Council adopted a Resolution approving the acquisition of the property located at 315 Railway Street. The acquisition was completed on October 30, 2023, with a Quit Claim Deed in the City's favor recorded with the Rice County Registrar of Titles on November 2, 2023.

Prior to acquisition of the property, the City Council has discussed the possibility of conveying the property to the Dundas Economic Development Authority. Because an EDA has statutory powers related to the development of real estate in order to spur economic development and investment in the City, it is advantageous to the City to convey ownership of the property to the Dundas EDA.

The attached documents and resolution are required to complete the transfer of the property from the City to the EDA.

**CITY OF DUNDAS
RICE COUNTY, MINNESOTA**

RESOLUTION NO. 2024-02

**A RESOLUTION APPROVING CONVEYANCE OF REAL PROPERTY
FOR ECONOMIC DEVELOPMENT PURPOSES**

WHEREAS, the City of Dundas is the owner of certain real property located at 315 Railway Street, in the City of Dundas, County of Rice, State of Minnesota, and is legally described set forth on **Exhibit A**, which is attached hereto and incorporated herein (the "Property"); and

WHEREAS, the City has determined that it is in the public interest that the Property be transferred to the Economic Development Authority of the City of Dundas ("EDA") for the purpose of development of the Property under the authority granted to the EDA; and

WHEREAS, Minnesota Statutes § 462.356, subd. 2, requires that the Planning Commission review the City's proposed sale of real property for compliance with the comprehensive plan and to report to the City Council in writing its findings; and

WHEREAS, Minnesota Statutes § 462.356, subd. 2, further provides for an exception from the requirement for review by the Planning Commission upon 2/3 vote of the City Council dispensing with the requirement and finding that the acquisition or disposal of the real property has no relationship to the comprehensive municipal plan.

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

1. The conveyance of the Property has no relationship to the comprehensive municipal plan and review by the Planning Commission of the acquisition of the Subject Property is hereby dispensed with.

2. The Mayor and City Administrator are authorized and directed to execute all documents and take all appropriate measures necessary to effectuate the conveyance of the Property, including but not limited to the execution of any and all documents necessary to transfer title to the EDA.

3. This resolution shall take effect immediately upon adoption.

ADOPTED by the City Council of the City of Dundas this _____ day of _____, 2024.

CITY OF DUNDAS

By: _____
Glenn Switzer, Mayor

ATTEST: _____
Jenelle Teppen, City Administrator

EXHIBIT A

Legal Description of the Property

THAT PART OF THE N1/2 OF THE SE1/4 OF SECTION 10, TOWNSHIP 111, RANGE 20, RICE COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWESTERLY CORNER OF BLOCK 24 IN THE TOWN OF DUNDAS, RICE COUNTY, MINNESOTA; THENCE S89°32'46"E, ALONG THE SOUTH LINE OF SAID N1/2 OF THE SE1/4, A DISTANCE OF 27.79 FEET TO THE POINT OF BEGINNING OF THE LAND TO BE DESCRIBED; THENCE N34°46'18"E, A DISTANCE OF 121.97 FEET; THENCE S89°32'46"E, A DISTANCE OF 41.79 FEET; THENCE N40°28'30"E, A DISTANCE OF 149.05 FEET; THENCE S49°31'30"E, A DISTANCE OF 93.00 FEET; THENCE S37°20'56"W, A DISTANCE OF 193.91 FEET TO A POINT ON THE SOUTH LINE OF SAID N1/2 OF THE SE1/4, A DISTANT 189.00 FEET EAST OF THE NORTHWESTERLY CORNER OF SAID BLOCK 24; THENCE N89°32'46"W, ALONG SAID SOUTH LINE, A DISTANCE OF 161.21 FEET TO THE POINT OF BEGINNING.

THAT PART OF BLOCK 24, TOWN OF DUNDAS, RICE COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWESTERLY CORNER OF SAID BLOCK 24; THENCE S63°03'29"E, ALONG THE SOUTHWESTERLY LINE OF SAID BLOCK 24, A DISTANCE OF 25.00 FEET TO THE POINT OF BEGINNING OF THE LAND TO BE DESCRIBED; THENCE S63°03'29"E, ALONG THE SOUTHWESTERLY LINE OF SAID BLOCK 24, A DISTANCE OF 60.00 FEET; THENCE N27°59'17"E, A DISTANCE OF 177.22 FEET; THENCE N77°16'39"E, A DISTANCE OF 103.08 FEET; THENCE N26°22'17"E, A DISTANCE OF 215.51 FEET TO A POINT ON THE NORTH LINE OF SAID BLOCK 24, A DISTANT 189.00 FEET EAST OF THE NORTHWESTERLY CORNER OF SAID BLOCK 24; THENCE N89°32'46"W, ALONG SAID NORTH LINE, A DISTANCE OF 161.21 FEET TO THE SOUTHEASTERLY LINE OF THE NORTHWESTERLY 25 FEET OF SAID BLOCK 24 (SAID NORTHWESTERLY 25 FEET IS MEASURED AT RIGHT ANGLES TO AND IS PARALLEL WITH THE NORTHWESTERLY LINE OF SAID BLOCK 24); THENCE S26°22'17"W, PARALLEL WITH THE NORTHWESTERLY LINE OF SAID BLOCK 24, A DISTANCE OF 386.60 FEET TO THE POINT OF BEGINNING.

EXHIBIT A

Legal Description of the Property

THAT PART OF THE N1/2 OF THE SE1/4 OF SECTION 10, TOWNSHIP 111, RANGE 20, RICE COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWESTERLY CORNER OF BLOCK 24 IN THE TOWN OF DUNDAS, RICE COUNTY, MINNESOTA; THENCE S89°32'46"E, ALONG THE SOUTH LINE OF SAID N1/2 OF THE SE1/4, A DISTANCE OF 27.79 FEET TO THE POINT OF BEGINNING OF THE LAND TO BE DESCRIBED; THENCE N34°46'18"E, A DISTANCE OF 121.97 FEET; THENCE S89°32'46"E, A DISTANCE OF 41.79 FEET; THENCE N40°28'30"E, A DISTANCE OF 149.05 FEET; THENCE S49°31'30"E, A DISTANCE OF 93.00 FEET; THENCE S37°20'56"W, A DISTANCE OF 193.91 FEET TO A POINT ON THE SOUTH LINE OF SAID N1/2 OF THE SE1/4, A DISTANT 189.00 FEET EAST OF THE NORTHWESTERLY CORNER OF SAID BLOCK 24; THENCE N89°32'46"W, ALONG SAID SOUTH LINE, A DISTANCE OF 161.21 FEET TO THE POINT OF BEGINNING.

THAT PART OF BLOCK 24, TOWN OF DUNDAS, RICE COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWESTERLY CORNER OF SAID BLOCK 24; THENCE S63°03'29"E, ALONG THE SOUTHWESTERLY LINE OF SAID BLOCK 24, A DISTANCE OF 25.00 FEET TO THE POINT OF BEGINNING OF THE LAND TO BE DESCRIBED; THENCE S63°03'29"E, ALONG THE SOUTHWESTERLY LINE OF SAID BLOCK 24, A DISTANCE OF 60.00 FEET; THENCE N27°59'17"E, A DISTANCE OF 177.22 FEET; THENCE N77°16'39"E, A DISTANCE OF 103.08 FEET; THENCE N26°22'17"E, A DISTANCE OF 215.51 FEET TO A POINT ON THE NORTH LINE OF SAID BLOCK 24, A DISTANT 189.00 FEET EAST OF THE NORTHWESTERLY CORNER OF SAID BLOCK 24; THENCE N89°32'46"W, ALONG SAID NORTH LINE, A DISTANCE OF 161.21 FEET TO THE SOUTHEASTERLY LINE OF THE NORTHWESTERLY 25 FEET OF SAID BLOCK 24 (SAID NORTHWESTERLY 25 FEET IS MEASURED AT RIGHT ANGLES TO AND IS PARALLEL WITH THE NORTHWESTERLY LINE OF SAID BLOCK 24); THENCE S26°22'17"W, PARALLEL WITH THE NORTHWESTERLY LINE OF SAID BLOCK 24, A DISTANCE OF 386.60 FEET TO THE POINT OF BEGINNING.

(Reserved for Recording Data)

QUIT CLAIM DEED

The consideration for this transfer was less than \$3,000.00.

STATE DEED TAX DUE HEREON: \$1.65

Dated: _____, 2024.

FOR VALUABLE CONSIDERATION, the **CITY OF DUNDAS**, a Minnesota municipal corporation, Grantor, hereby conveys and quitclaims to the **ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF DUNDAS**, a public body corporate and politic under the laws of the State of Minnesota, Grantee, real property in Ramsey County, Minnesota, legally described on **Exhibit A**, attached hereto and made a part hereof by reference (the “Property”).

Grantee takes title to the Property **AS-IS, WHERE IS, AND WITH ALL FAULTS**.

Check here if part or all of the land is Registered (Torrens) X

together with all hereditaments and appurtenances belonging thereto. See **Exhibit B**, attached hereto and made a part hereof by reference.

EXHIBIT A

Legal Description of the Property

THAT PART OF THE N1/2 OF THE SE1/4 OF SECTION 10, TOWNSHIP 111, RANGE 20, RICE COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWESTERLY CORNER OF BLOCK 24 IN THE TOWN OF DUNDAS, RICE COUNTY, MINNESOTA; THENCE S89°32'46"E, ALONG THE SOUTH LINE OF SAID N1/2 OF THE SE1/4, A DISTANCE OF 27.79 FEET TO THE POINT OF BEGINNING OF THE LAND TO BE DESCRIBED; THENCE N34°46'18"E, A DISTANCE OF 121.97 FEET; THENCE S89°32'46"E, A DISTANCE OF 41.79 FEET; THENCE N40°28'30"E, A DISTANCE OF 149.05 FEET; THENCE S49°31'30"E, A DISTANCE OF 93.00 FEET; THENCE S37°20'56"W, A DISTANCE OF 193.91 FEET TO A POINT ON THE SOUTH LINE OF SAID N1/2 OF THE SE1/4, A DISTANT 189.00 FEET EAST OF THE NORTHWESTERLY CORNER OF SAID BLOCK 24; THENCE N89°32'46"W, ALONG SAID SOUTH LINE, A DISTANCE OF 161.21 FEET TO THE POINT OF BEGINNING.

THAT PART OF BLOCK 24, TOWN OF DUNDAS, RICE COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWESTERLY CORNER OF SAID BLOCK 24; THENCE S63°03'29"E, ALONG THE SOUTHWESTERLY LINE OF SAID BLOCK 24, A DISTANCE OF 25.00 FEET TO THE POINT OF BEGINNING OF THE LAND TO BE DESCRIBED; THENCE S63°03'29"E, ALONG THE SOUTHWESTERLY LINE OF SAID BLOCK 24, A DISTANCE OF 60.00 FEET; THENCE N27°59'17"E, A DISTANCE OF 177.22 FEET; THENCE N77°16'39"E, A DISTANCE OF 103.08 FEET; THENCE N26°22'17"E, A DISTANCE OF 215.51 FEET TO A POINT ON THE NORTH LINE OF SAID BLOCK 24, A DISTANT 189.00 FEET EAST OF THE NORTHWESTERLY CORNER OF SAID BLOCK 24; THENCE N89°32'46"W, ALONG SAID NORTH LINE, A DISTANCE OF 161.21 FEET TO THE SOUTHEASTERLY LINE OF THE NORTHWESTERLY 25 FEET OF SAID BLOCK 24 (SAID NORTHWESTERLY 25 FEET IS MEASURED AT RIGHT ANGLES TO AND IS PARALLEL WITH THE NORTHWESTERLY LINE OF SAID BLOCK 24); THENCE S26°22'17"W, PARALLEL WITH THE NORTHWESTERLY LINE OF SAID BLOCK 24, A DISTANCE OF 386.60 FEET TO THE POINT OF BEGINNING.

EXHIBIT B

Permitted Encumbrances

- (a) All outstanding property taxes and special assessments for the Property for the current year and all future years.
- (b) Easements for Driveway and Parking Purposes dated May 20, 1996, filed May 28, 1996, as Document Number 21068.
- (c) Easement by City of Dundas in Order dated February 19, 1997, filed February 20, 1997, as Document Number 22032.
- (d) Grant of Utility Easement in favor of City of Dundas dated February 25, 1997, filed July 25, 1997, as Document Number 22474.
- (e) Easement Agreement dated January 3, 2004, filed February 11, 2004, as Document Number 35337.
- (f) Covenants, conditions, restrictions, declarations, and easements of record, if any.

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

SELLER'S AFFIDAVIT

JENELLE TEPPEN, being first duly sworn on oath, says that:

1. She is the City Administrator for the City of Dundas, a Minnesota municipal corporation, which is named as the **GRANTOR** in that certain Quit Claim Deed dated _____, 2024, and filed for record _____, 2024, in the Office of the Registrar of Titles, Rice County, Minnesota, as Document No. _____.

2. The City of Dundas is a Minnesota municipal corporation with its place of business located at:

City of Dundas
100 Railway Street
Dundas, Minnesota 55019

3. There have been no:

- a. Bankruptcy or dissolution proceedings involving the City of Dundas during the time the City of Dundas has had any interest in the Premises described in the Quit Claim Deed described above for the Premises legally described and attached hereto as **Exhibit A**;
- b. Unsatisfied judgments of record against the City of Dundas nor any actions pending in any courts, which affect the Premises; and
- c. Tax liens against the City of Dundas.

4. Any bankruptcy or dissolution proceedings of record against parties with the same or similar names, during the time period in which the City of Dundas has had any interest in the Premises, are not against the City of Dundas.

5. Any judgments, or tax liens of record against parties with the same or similar names are not against the City of Dundas.

6. There has been no labor or materials furnished to the Premises for which payment has not been made.

7. There are no unrecorded contracts, leases, easements, or other agreements or interests relating to the Premises.

8. There are no persons in possession of any portion of the Premises other than the City of Dundas pursuant to a recorded document.

9. There are no encroachments or boundary line questions affecting the Premises of which Affiant has knowledge.

Affiant knows the matters herein stated are true and makes this Affidavit for the purpose of inducing the passing of title to the Premises.

Jenelle Teppen

Subscribed and sworn to before me
this _____ day of _____, 2024.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (651) 452-5000
AKLS

EXHIBIT A

Legal Description of the Premises

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Subject to the interests shown by the following memorials and to the following rights or encumbrances set forth in Minnesota statutes chapter 508, namely:

- (a) All outstanding property taxes and special assessments for the Property for the current year and all future years.
- (b) Easements for Driveway and Parking Purposes dated May 20, 1996, filed May 28, 1996, as Document Number 21068.
- (c) Easement by City of Dundas in Order dated February 19, 1997, filed February 20, 1997, as Document Number 22032.
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(e) Easement Agreement dated January 3, 2004, filed February 11, 2004, as Document Number 35337.

(f) Covenants, conditions, restrictions, declarations, and easements of record, if any.

[PID 17.10.4.75.003]

Torrens Property

STATE OF MINNESOTA)
) ss.
COUNTY OF RICE)

BUYER’S AFFIDAVIT

JENELLE TEPPEN, being first duly sworn, on oath says that:

1. She is the _____ for the Economic Development Authority of the City of Dundas, a public body corporate and politic and a political subdivision of the state of Minnesota, which is named as **GRANTEE** in the Quit Claim Deed dated _____, 2024, and filed for record _____, 2024, in the Office of the Registrar of Titles for Rice County, Minnesota as Document No. _____.

2. Said entity’s place of business is at:

Economic Development Authority of the City of Dundas
100 Railway Street North
Dundas, MN 55019

and said entity has had the same principal place of business during the past ten years.

3. There have been no:

- a. Bankruptcy or dissolution proceedings involving said entity during the time said entity has had any interest in the Premises described in the Quit Claim Deed described above for the Premises legally described and attached hereto as **Exhibit A**;
- b. Unsatisfied judgments of record against said entity nor any actions pending in any courts, which affect the Premises;
- c. Tax liens against said entity.

4. Any bankruptcy or dissolution proceedings of record against entities with the same or similar names, during the time period in which the above-named corporation has had any interest in the Premises, are not against the above-named entity.

5. Any judgments, or tax liens of record against corporations with the same or similar names are not against the above-named corporation.

6. There has been no labor or materials furnished to the Premises for which payment has not been made.

7. There are no unrecorded contracts, leases, easements, or other agreements or interests relating to the Premises.

8. There are no persons in possession of any portion of the Premises other than pursuant to a recorded document except.

9. There are no encroachments or boundary line questions affecting the Premises of which Affiant has knowledge.

Affiant knows the matters herein stated are true and makes this Affidavit for the purpose of inducing the acceptance of title to the Premises.

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF DUNDAS**

By: _____
Jenelle Teppen, _____

Subscribed and sworn to before me
this ____ day of _____, 2024

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (651) 452-5000
AKLS

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[PID 17.10.4.75.003]

Torrens Property

PLANNING REPORT

TO: Dundas City Council
Dundas Planning Commission
Jenelle Teppen, City Administrator

FROM: Nate Sparks, City Planner

DATE: January 22, 2024

RE: Comprehensive Plan Update – Transportation Plan

BACKGROUND

The City recently updated the Comprehensive Plan. The transportation plan element (Chapter 8) of this document was essentially carried forward from the previous version of the plan. Recently, a transportation study was completed that used the City's updated Land Use Plan as its basis. This study is presented to be included in Chapter 8 of the Comprehensive Plan. A public hearing is required for this action. Upon approval, City Staff will place this document into the larger plan document.

PROPOSED TRANSPORTATION PLAN ELEMENTS

The plan generally addresses three major areas: access management guidelines, a functional classification system, and trail connectivity. Also, the plan obviously depicts future generalized road corridors.

NEXT STEPS

Any comments from the Planning Commission and City Council can be addressed in the document. Upon adoption, Staff will ensure that this portion of the plan is properly reflected in the Subdivision Ordinance, where road standards are typically presented.

RECOMMENDATION

After a public hearing, Staff recommends adoption of this element and authorization of its inclusion into the Comprehensive Plan document.



CITY OF DUNDAS TRANSPORTATION STUDY

Date: June 2023

Prepared for:

City of Dundas

100 Railway St N

Dundas, MN 55019

Prepared by:



Contents

- I. Study Introduction & Goals 1
 - Existing Transportation Network Overview 1
- II. Access Management Guidelines 3
 - 2025 Rice County Transportation Plan - Access Management Policy and Spacing Guidelines . 4
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I. Study Introduction & Goals

The City of Dundas initiated the Transportation Study (Study) in early 2023. The goal of the Study is to ensure the City's transportation network - including the roadway system and the trail system - is prepared to accommodate the transportation needs presented by future growth and new development.

The Study included three primary tasks, to establish the following guidelines and plans:

- Access Management Guidelines,
- Functional Classification Plan, and
- Trail, Sidewalk, and Bikeway Connectivity Plan.

This report summarizes the existing conditions of the transportation network in Dundas and includes recommendations related to the three tasks. The Transportation Study will serve as a tool that will be used to guide the city's transportation network and to focus and prioritize on multimodal transportation system investments over the next several years.

Existing Transportation Network Overview

Roadways in Dundas are under the jurisdiction of MnDOT (Trunk Highway [TH] 3), Rice County (County State-Aid Highway [CSAH] 20, CSAH 1/Railway Street (**Figure 1**), CSAH 8, CSAH 78/Dundas Ave, and the City of Dundas (municipal streets). **Figure 2** depicts the existing roadways by jurisdiction. There is a Canadian Pacific Railway line that runs through the western portion of the city, just south of Dundas Ave / CSAH 78, that sees a total of six trains per day. The existing Functional Classification of each roadway is shown in [Section III](#). The Mill Towns State Trail and the East Cannon River Trail are both located in Dundas, and several roadways have sidewalks or trails adjacent to them. More information on the city's sidewalk and trail network is in [Section IV](#).



Figure 1: The intersection of Railway Street and Hester Street, looking south. Image credit: Google

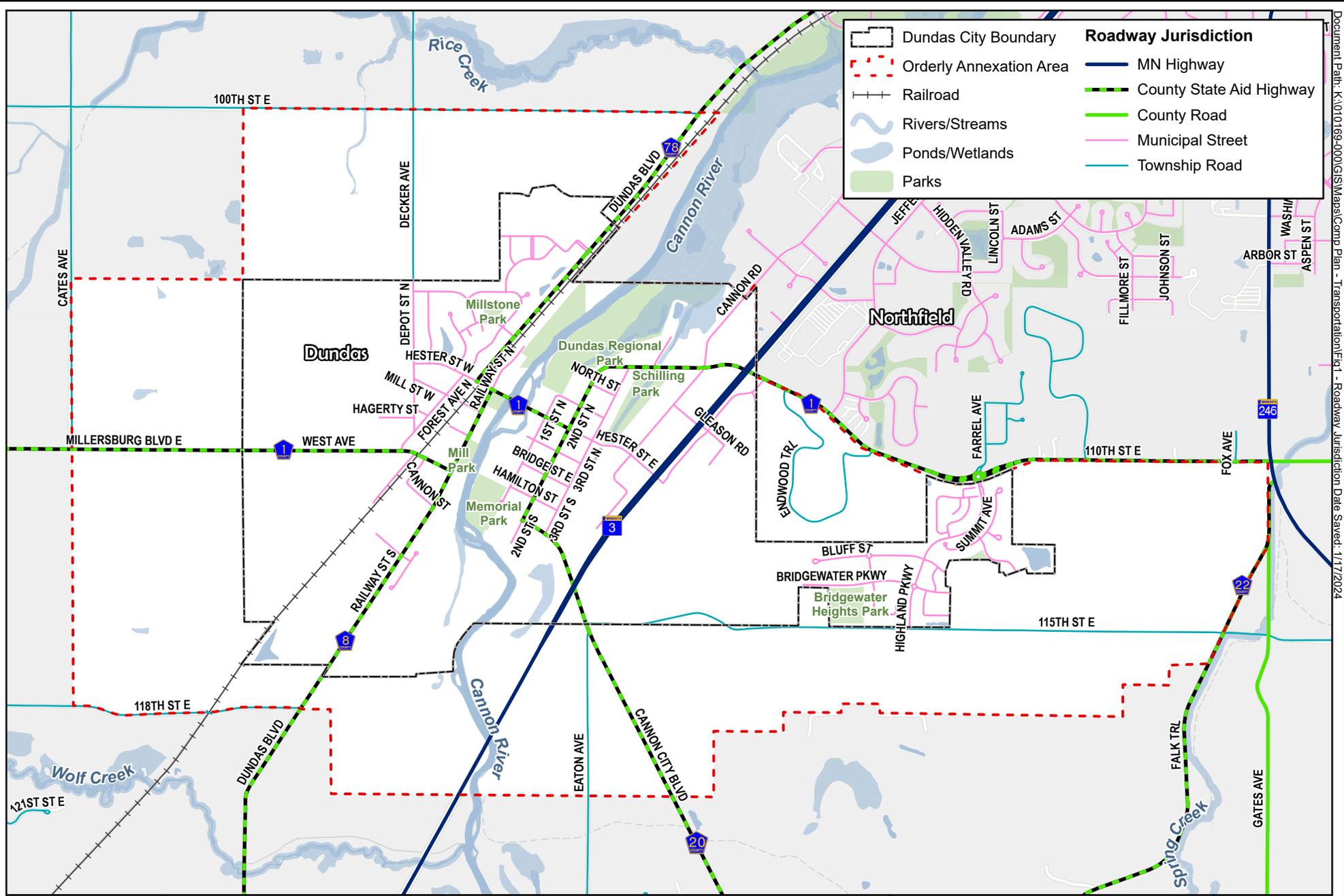


Figure 2 - Existing Roadway Jurisdiction

Transportation Study
Dundas, Minnesota



0 0.4
Miles
1 inch = 2,000 feet

II. Access Management Guidelines

Balancing roadway access locations (intersections and driveways) and mobility is key to a well-balanced transportation system. The degree of mobility depends on a number of factors, including the ability of the roadway system to perform its functional duty, roadway capacity, and the roadway system’s operational level of service. **Figure 3** shows the relationship between access and mobility based on the roadways designated functional classification.

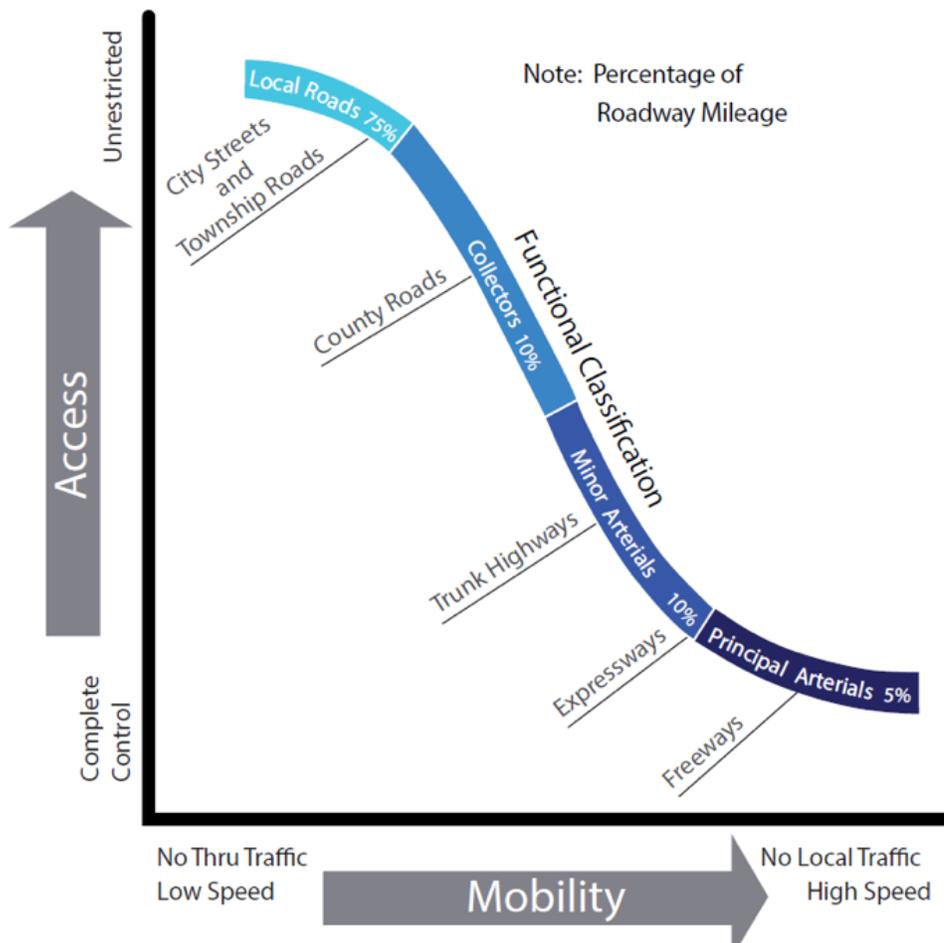


Figure 3: Functional Classification Relationship Source: FHWA

Table 1 shows the recommended spacing guidelines of functionally classified roadways for developed areas, developing areas, and rural areas.

Table 1: Spacing Guidelines for Functionally Classified Roadways

Land Use Characteristics	Principal Arterials	Minor Arterials	Collectors (Major and Minor)	Local Streets
Developed Areas	2 to 3 miles	¼ to ½ mile	1/8 to 1/2 mile	As needed to access land uses
Developing Areas	3 to 6 miles	1 to 2 miles	1/2 to 1 mile	As needed to access land uses
Rural Areas	6 to 12 miles	4 or more miles	As needed to access land uses	As needed to access land uses

Source: Metropolitan Council, Metropolitan Development Guide (Appendix F) and Federal Highway Administration, Highway Functional Classification (FHWA)

The sections below summarize the guidance from Spacing Guidelines included in the 2025 Rice County Transportation Plan, MnDOT’s Access Management Manual and the Access Management Policy, and FHWA’s Highway Functional Classification. The information from these documents should be used to inform access management and spacing guidance for the City of Dundas. These guidelines could be applied to new development and redevelopment that occurs within the city.

2025 Rice County Transportation Plan - Access Management Policy and Spacing Guidelines

Access management balances the need for getting to local, adjacent land uses with the need for mobility on the transportation network. Access locations create potential points of contact between vehicles entering and exiting a roadway and vehicles traveling along the roadway. For roadways with high levels of through traffic and/or high traffic speeds, the number of access points should be minimized. Accordingly, for roadways with a high number of access points, the speed and level of mobility should be minimized to reduce the potential for crashes.

Rice County’s access spacing guidelines, shown in **Table 2** on the following page, are consistent with MnDOT’s. These guidelines apply to County roadways only. MnDOT has access authority on all Principal Arterials and Minor Arterials under their jurisdiction.

Table 2: Access Spacing Guidelines

Type of Access	Minor Arterials			Collectors		
	Urban Core	Urbanizing	Rural	Urban Core	Urbanizing	Rural
Primary, Full Movement, Public Street	1/8-mile	1/4-mile	1/2-mile	1/8-mile	1/8-mile	1/2-mile
Conditional Secondary, Public Street	1/8-mile	1/8-mile	1/4-mile	1/16-mile	1/8-mile	1/4-mile
Traffic Signal Spacing	1/4-mile	1/4-mile	1/2-mile	1/8-mile	1/4-mile	1/2-mile
Site/Property Access	Permitted, Subject to Conditions	Not Permitted	Permitted, Subject to Conditions			

Primary, Full Movement Public Street Access – These access types include other collector or arterial roadways that provide continuity in the roadway network and access to large geographic areas.

Conditional Secondary Public Street – These access types include other collector and other public (local) roadways. These accesses are subject to restricted movements, if needed, including right-in/right-out, left-in.

Traffic Signal Spacing – Traffic signal installation requires a Signal Justification Report (SJR) and is subject to the warrants provided in the Minnesota Manual of Uniform Traffic Control Devices. Signal placement typically coincides with a Primary, Full Movement Public Street Access.

Site/Property Access – These access types include any public or private access to a specific adjacent property. Examples of these type of accesses include private residences, townhome association roadways, retail malls, industrial sites, public and private schools, government offices. Site/Property access that is permitted but subject to restrictions shall be at the discretion of the County engineer.

MnDOT Access Management Manual

Access Types

Access Type is based on the traffic volume served. MnDOT has established four Access Types that reflect the volume of traffic served and whether the access is a public street intersection or a driveway. These types are described below in **Table 3**. Chapter 3, Section 2 of the MnDOT Access Management Manual provides additional guidance for the spacing of public street connections; Chapter 3 Section 3 of the document provides additional guidance regarding driveways and property access.

Table 3: Summary of Access Types

Access Type	Access Destination
Access Type 1 Single Family or Field Access	Includes driveways that serve up to three single-family homes or provide field access. (Does NOT include agri-business driveways.)
Access Type 2 Low-Volume Driveway <100 Trips/Day	Includes driveways that serve small commercial, industrial, public, and institutional developments; small residential complexes and subdivisions; or small agri-business operations. <ul style="list-style-type: none"> • May be designated as a private street serving ten or fewer lots; • Generates fewer than 100 trips per day.
Access Type 3 High-Volume Driveway >100 Trips/Day	Includes driveways that serve large commercial, industrial, public, and institutional developments; shopping centers; industrial and office parks; colleges; large residential complexes and subdivisions, or large agricultural operations. <ul style="list-style-type: none"> • May be designated as a private street serving more than ten lots; • Generates 100 trips per day or more.
Access Type 4 Public Street	All public street or roadway intersections. <ul style="list-style-type: none"> • Should be part of an integrated network that serves multiple properties.

Trip – A trip is a one-way movement.

Typically, 100 trips per day would mean 50 vehicles entering an access and 50 vehicles exiting an access.

The city should work to apply the guidelines discussed above as opportunities arise such as when city roadways are reconstructed, and new roadways are constructed in anticipation of new development. The City of Dundas should coordinate with the County and MnDOT on applying these guidelines to state and county roadways.

III. Functional Classification Plan

Functional Classification Overview

Functional classification refers to the role roads play in the transportation system – including the intended level of mobility and land access provided. Roads are classified based on the number and type of motor vehicle trips carried, surrounding land uses, and the level of development (i.e. urban or rural).

A functional class network is intended to distribute traffic on the transportation network based on trip lengths and trip types. Ideally, roadways are located, spaced, and designed to perform a designated function. Roadway networks are composed of these classifications:

- Principal arterial
- Minor arterial
- Major collector
- Minor collector
- Local street

Planning for and operating a roadway system consistent with the defined functional classification system provides a variety of benefits, including:

- Supporting a safe and efficient transportation system that meets user needs;
- Providing mobility benefits to the regional transportation systems by maintaining network balance;
- Restricting new driveways and access points on high-speed and/or congested corridors;
- Reducing through traffic within neighborhoods;
- Preserving mobility from changes in land use and development; and
- Supporting economic growth and development in appropriate locations.

Existing Functional Classification Network

The current roadway functional classification map for the City of Dundas is shown on **Figure 4**. **Table 1** shows the recommended spacing guidelines of functionally classified roadways for developed areas, developing areas, and rural areas. Typical roadway characteristics for each roadway functional classification are documented in **Table 4**. A list of arterial and collector roadways in the City of Dundas is shown in **Table 5**.

Table 4: General Roadway Characteristics for Each Roadway Functional Class

	Local	Collector (Major and Minor)	Minor Arterials	Principal Arterial
State Aid Designation	MSAS or none	MSAS, CSAH or none	CSAH	None
System Mileage	65-75%	20-25%	6-12%	2-4%
Percentage of Vehicle Miles Travelled (VMT)	5-20%	20-35%	45-75%	30-55%
System Spacing	As needed to provide access to property	1/2 mile – 1 mile	1 – 2 miles	6 – 12 miles
Traffic Volumes - Annual Average Daily Traffic (AADT)	Less than 1,000	250 – 2,500+	1,000 – 10,000+	5,000 – 50,000+
Posted Speed	Max. 30mph	35 – 45 mph	45 – 65 mph	55 – 70 mph
Roadway Type	2-Lane Undivided	2-Lane or 4-Lane Divided or Undivided	2-Lane or 4-Lane Divided or Undivided	4-Lane or more Divided
System and Place Connections	-Serves neighborhoods or local destinations -Connects to other local roads or collectors	-Serves neighborhoods, commercial and employment centers -Connects to arterials or other collectors	-Serves major employment centers, economic generators, and communities -Connects to other arterials	-Connects regional job concentrations and freight terminals within the urban service area -Connects to arterials
Land Use/Access	-High amount of direct property access -High amount of roadway intersections	-Low to medium amount of direct property access -Low to medium amount of roadway intersections	-Low amount of direct property access -High amount of roadway intersections	-No direct property access -Low amount of grade separated roadway intersections. No at-grade intersections
Lane/Inside Shoulder/Outside Shoulder Widths	10-11 ft / 0 ft/ 0-2 ft	10–12 ft / 0 ft/ 1-6 ft	10-12 ft / 0 ft/ 4-8 ft	11-12 ft / 0-6 ft/ 10-12 ft
Intersection Spacing Density	>10 intersections per mile	5-10 intersections per mile	fewer than 5 intersections per mile	fewer than 5 intersections per mile
Parking	Unrestricted; permitted as necessary	Restricted	Not Allowed	Not Allowed

Source: MnDOT and Highway FHWA (2013)

Table 5: Arterial and Collector Roadways in Dundas

Functional Class	Roadway	From	To	Number Travel Lanes (total)
Principal Arterial	MN 3	Northern City Limits	Southern City Limits	4
Major Collector	CSAH 1	Western City Limits	Eastern City Limits	2
Major Collector	CSAH 20	Southern City Limits	MN 3	2
Major Collector	CSAH 78	Northern City Limits	CSAH 1	2
Minor Collector	CSAH 8	Southern City Limits	CSAH 1	2
Minor Collector	CSAH 20	Eastern City Border	-	2

Principal Arterials

As the highest roadway classification, the main purpose of principal arterials is to provide mobility for regional trips. Principal arterials are intended to interconnect regional population centers and large urban areas with major cities and destinations. They accommodate the longest trips in the roadway network, typically greater than 8 miles. The emphasis is focused on mobility rather than access. Principal arterials typically have travel speeds of 55 mph or greater. The only Principal Arterial in Dundas is MN 3, which connects north to Dakota County, St Paul, and the rest of Ramsey County, and south to Faribault and Interstate 35.

Minor Arterials

Minor arterial roadways connect important locations with access points and to other roadways. They are intended to serve trips of four to eight miles in length, connect cities and towns within a region, and link to regional business and commercial concentrations. Minor arterials link large urban areas and rural principal arterials to larger towns and regional business concentrations. They facilitate inter-county travel and connectivity. Minor arterials typically have travel speeds of 30-55 mph in urban and urbanizing areas, and 55 mph in rural areas. While no minor arterials run through Dundas, MN 248 passes through the intersection of 110th St E and Gates Ave on the east side of the city.

Major and Minor Collectors

Collectors provide a balance of mobility and land-use access functions and link to minor arterials, other collectors, and local streets. Major and minor collectors link to larger developments and community amenities, generally favoring access to the transportation system over mobility. Collectors are generally lower speed than arterial routes and are intended to serve trips of one to four miles in length. They establish local connectivity within Cities by connecting neighborhoods, commercial areas, and arterial roadways. Collectors also provide secondary connectivity between smaller towns. Collectors typically have travel speeds of 30-45 mph in urban and urbanizing areas, and 30-55 mph in rural areas. Major collectors are typically spaced at wider intervals and carry more traffic than minor collectors. As shown in **Table 5**, major collectors in Dundas include CSAH 1, CSAH 20, and CSAH 78. Minor collectors in Dundas include CSAH 8 and CSAH 20.

Local Streets

Local streets serve adjacent properties and are designed as low-speed, low-capacity roadways. They primarily serve residential areas and are most commonly owned and operated by cities and townships. Medium distance travel is purposefully directed away from these streets and onto the collector and arterial system. Local streets facilitate the collection of local traffic and convey it to

Collectors and Minor Arterials. They accommodate short trips within neighborhoods, emphasize access over mobility, and typically have travel speeds of 30 mph or less. As shown in **Table 1** and on **Figure 4**, local streets do not have designated spacing guidelines and are instead spaced on an as needed basis.

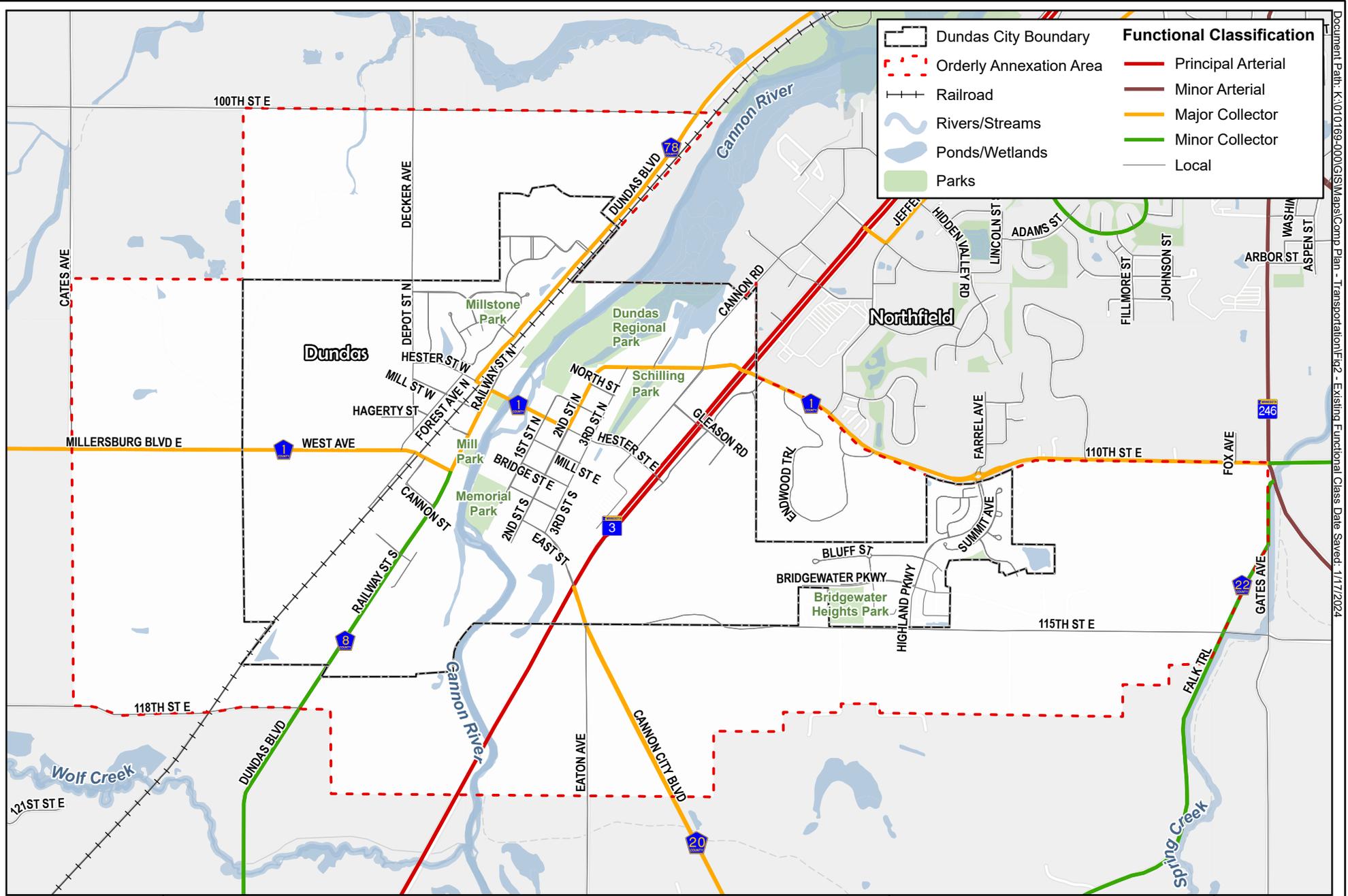


Figure 4 - Existing Roadway Functional Classification

Transportation Study
Dundas, Minnesota



0 0.4
Miles
1 inch = 2,000 feet

Future Functional Classification Network

The City of Dundas is anticipating growth in the next 10-20 years, particularly in the northwest and southeast portions of the city that includes an orderly annexation area. To accommodate the anticipated growth, a new, future functional classification network was developed that identified future major collectors and minor collectors in Dundas. The future functional classification network was developed based on the existing roadway network and functional classification (**Figure 4**), roadway spacing guidance (see **Table 1** in *Section II: Access Management Guidelines*), connectivity to community destinations, and anticipated growth areas within the orderly annexation area. **Figure 5** shows the orderly annexation area and the future functional classification network.

The majority of the planned roadways identified in the future functional classification plan are located in the northwest and southeast portions of the city where significant growth is anticipated. Major and minor collectors are proposed in grid pattern in most areas, while still connecting to existing roadways and following county and state roadway spacing guidance. Future local roadways are not shown in **Figure 5**, but are anticipated to be developed within the roadway grid over time as new residential and commercial development takes place, and following the development of new collector roadways.

The future functional classification network also includes proposed roadway closures at select locations. The proposed roadway closures are all near the intersection of TH 3 and CSAH 20 / Cannon City Blvd. The closures are proposed for reasons related to roadway network spacing, roadway realignment, and enhanced safety at intersections.

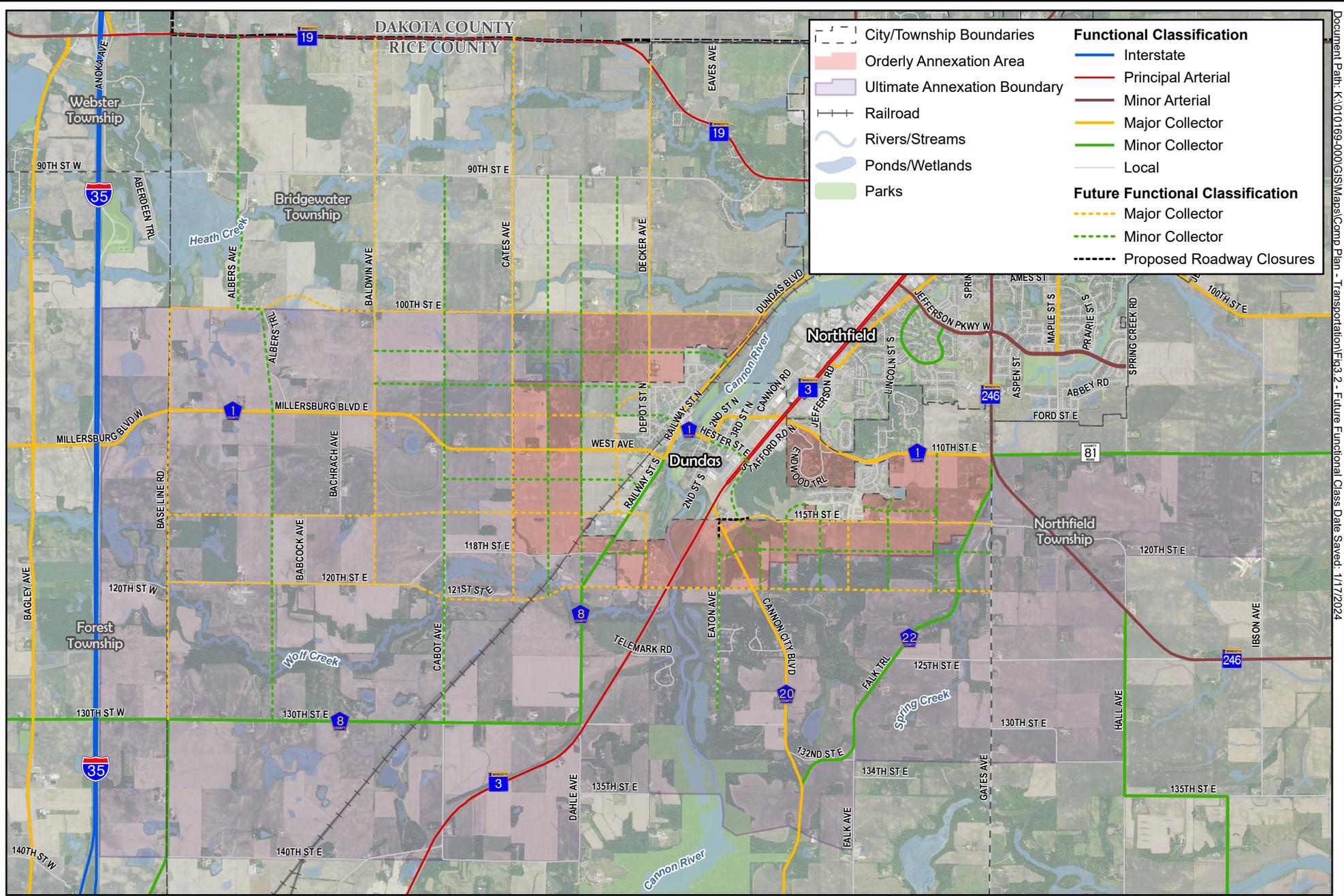


Figure 5 - Future Roadway Functional Classification

Transportation Study
Dundas, Minnesota



0 1
1 inch = 5,000 feet

IV. Trail, Sidewalk, and Bikeway Plan

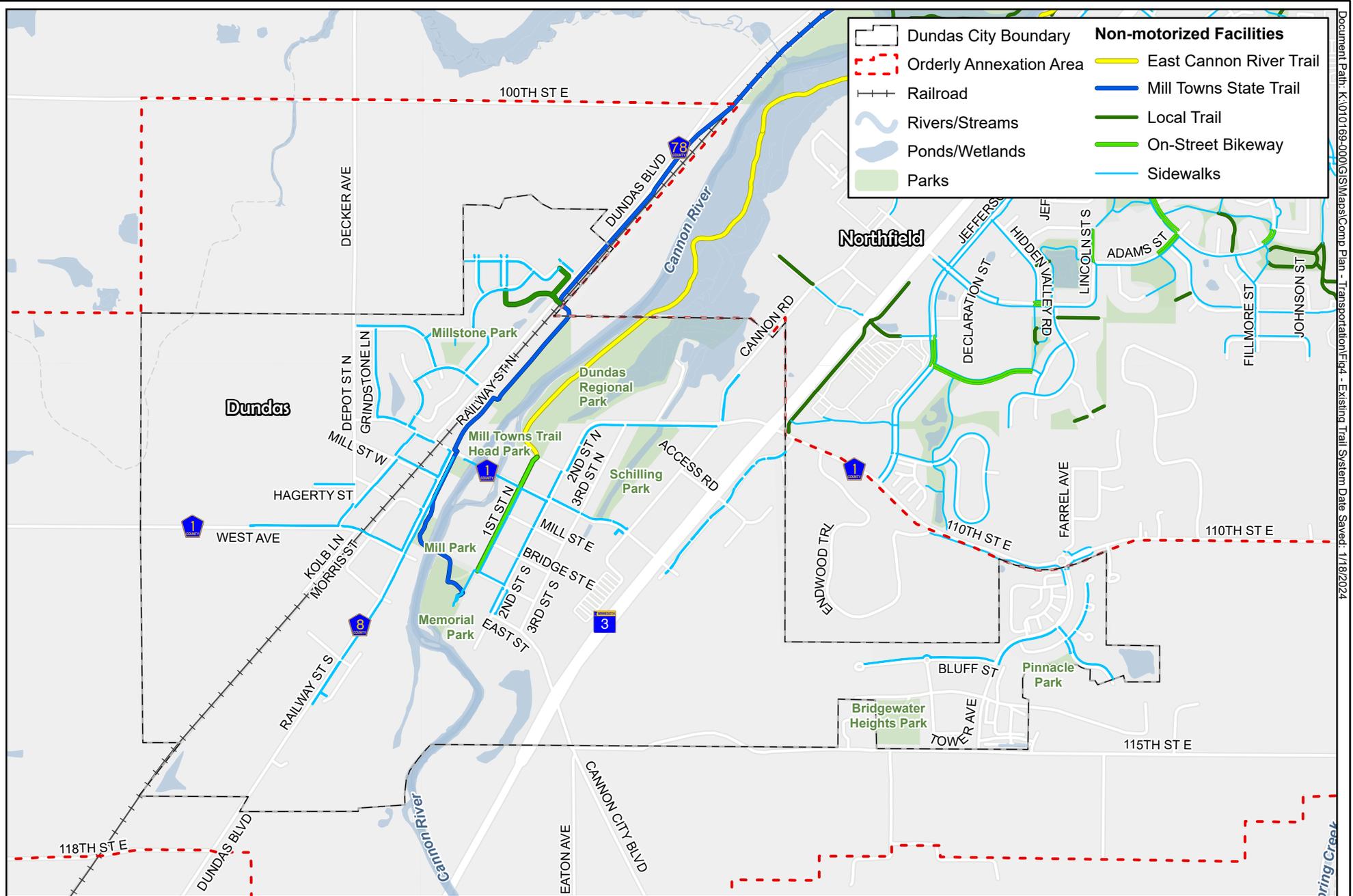
This section describes the trail, sidewalk, and bikeway plan, which will help guide development of a connected network of trails, on-street bikeways, and sidewalks throughout the city. This task included reviewing existing and planned trails, bikeways, sidewalks, and other pedestrian infrastructure and developing recommendations to enhance local connections to the Mill Towns State Trail, the East River Trail, and other community destinations such as parks, schools, and commercial/employment centers.

Existing Walking and Biking Network

The Mill Towns State Trail (**Figure 6**) and the East River Trail both provide walking and biking connections through the northern part of the city and across the city border into Northfield. There are also some sidewalks in the community, although sidewalk coverage is sporadic and there are many gaps in the walking network (**Figure 7**). The community would benefit from better access and connections to the existing Mill Towns State Trail and the East Cannon River Trail, as well as improved connections to other community destinations. Improved intersection crossing treatments would also make it easier for residents to access these destinations.



Figure 6: The Mill Towns State Trail runs along the east side of Railway Street near Mill Park. Image credit: Google



	Dundas City Boundary	Non-motorized Facilities	
	Orderly Annexation Area		East Cannon River Trail
	Railroad		Mill Towns State Trail
	Rivers/Streams		Local Trail
	Ponds/Wetlands		On-Street Bikeway
	Parks		Sidewalks

Figure 7 - Existing Trail System

Transportation Study
Dundas, Minnesota



0 0.3
Miles
1 inch = 1,600 feet

Proposed Walking and Biking Network

The Dundas planned walking and biking network is shown in **Figure 8** and includes existing and planned off-street trails, sidewalks, on-street bikeways¹. The development of the planned trail and bikeway network in Dundas is a result of existing conditions analysis, past planning efforts, and recommendations from project team members based on local knowledge of the community. **Figure 9** shows the MnDOT Bicycle Investment Routes that were identified during the planning process for the [MnDOT District 6 Bicycle Plan](#), which are intended to guide future investments in bicycle facilities across the District.

In addition to the planned facilities shown in **Figure 8**, new trails, sidewalks, and/or on-street bikeways should be considered on all new major and minor collector streets that are developed in the future (**Figure 5**). **Figure 8** only depicts planned facilities that are recommended on existing roadway, but additional facilities should be built in the future as new roadways are built and new development occurs.

Intersection Crossing Enhancements

There are several intersections in Dundas that are dangerous and uncomfortable to cross for people walking or biking and would benefit from crossing enhancements. **Figure 8** also identifies intersections where crossing improvements are proposed. These locations should be considered for design treatments that enhance the crossings and make them safer and more inviting for bicyclists and pedestrians. Potential crossing enhancements may include adding high visibility crosswalks, curb extensions, rectangular rapid flashing beacons, pedestrian crossing islands, and more. **Table 6** identifies key intersections with pedestrian and bicycle safety challenges and potential design treatments for consideration. Further analysis is needed to determine the specific design of each intersection, which should be determined through the project development process.

Table 6: Crossing Enhancement Considerations

Crossing Location	Potential Crossing Enhancements
Dundas Blvd / County Rd 78 where it connects with the Mill Towns State Trail	Pedestrian crossing island; RRFB
Hamilton St and 2 nd St	High visibility crosswalk on NW leg of intersection

¹ On-street bikeways are typically recommended on streets that have lower traffic volumes or speeds, and/or on streets that have a limited right-of-way which makes adding a shared use path more difficult. The type of on-street bikeway for each planned route is not specifically identified in **Figure 8**, but may include bike lanes, buffered bike lanes, separated bike lanes, or bicycle boulevards. The specific on-street facility type for each planned on-street bikeway should be determined through the project development process. Several factors should be considered such as motor vehicle traffic volumes, motor vehicle speeds, implementation cost, anticipated users, and community member preferences. The [MnDOT Bicycle Facility Design Manual](#) and the [FHWA Bikeway Selection Guide](#) should be referenced when making those decisions.

Crossing Location	Potential Crossing Enhancements
TH 3 and Hester St	High visibility crosswalk on western leg of intersection
TH 3 and 110 th St E / CSAH 1	Crosswalks on all four legs
Railway St S and West Ave	Crosswalk on NE leg of intersection
Railway St and Bridge St	Curb Extensions on Railway St at existing crosswalk
Railway St and Hester St	Curb Extensions on Railway St at existing crosswalk
Hester St and Forest Ave N	Crosswalk and curb extensions on western leg of intersection; crosswalk on northern leg of intersection to cross Hester St
Forest Ave and Decker Ave	Crosswalk on western leg of intersection

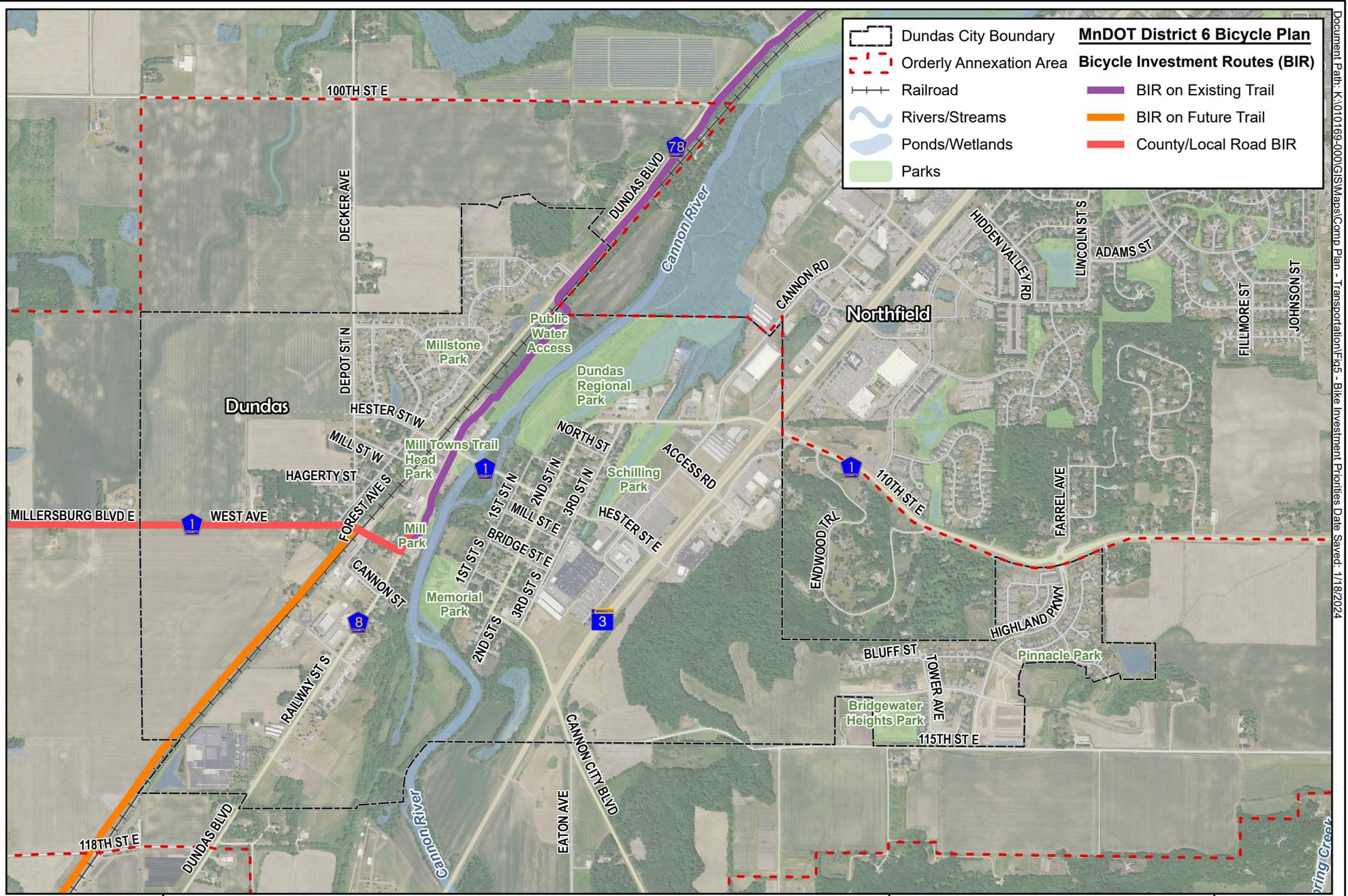


Figure 9 - Bicycle Investment Priorities

Transportation Study
Dundas, Minnesota



0 0.3
Miles
1 inch = 1,600 feet

V. Implementation and Next Steps

The purpose of the Dundas Transportation Study is to ensure the City's transportation network - including the roadway system and the trail system - is prepared to accommodate the transportation needs presented by future growth and new development. Implementation of the recommendations in the report will be an incremental process that should be executed over the course of many years. The City of Dundas and its partners (MnDOT, Rice County, City of Northfield) should reference this report to guide future transportation network and growth decisions. As new development is proposed within the city, the future functional classification network (**Figure 5**) should guide future roadway development. This will ensure that growth is managed properly and the City's transportation network can serve the needs of future residents and businesses in the City of Dundas. The City and its partners should use the report as a guide as new roadways are considered, and as existing roadways are programmed for rehabilitation or reconstruction.

The implementation of trails and bikeways will be based on available funding and willing partners and will be prioritized and developed as opportunities present themselves. The most prudent and cost-effective strategy is to seek out implementation opportunities based on projects that are already programmed in the City's Capital Improvement Program, Rice County's highway improvement plan, or MnDOT's capital highway investment plan (CHIP) for MnDOT District 6. These projects may include pavement mill and overlays, chip sealing, full road reconstruction, or traffic signal replacement projects. This strategy eliminates some of the costs for trail and bikeway project implementation such as pavement removals, pavement marking eradication, and pedestrian ramp replacements because those items are typically already included in the programmed project. **Figure 8** should be referenced to guide the development of new trails, sidewalks, and on-street bikeways in Dundas.



REQUEST FOR COUNCIL ACTION

TO: City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Quote for City Council Chambers Microphone System
DATE: For the City Council Meeting of January 22, 2024

PURPOSE/ACTION REQUESTED

Consider approving quote for City Council Chambers microphone system.

SUMMARY

Staff has solicited quotes for a microphone system in the City Council's Chambers. Three quotes were received:

Advanced System Integration	\$20,384.53
Televic:	\$ 9,595.00
Downtown Sound Music	\$ 5,271.40

Staff recommends approval of the quote from Downtown Sound Music out of New Prague. They came recommended from the City of Lonsdale where they have installed a similar system.

There is \$12,000 identified in the 2024 Budget for the project.

RECOMMENDATION

Motion to approve amendment to the personnel policy to exchange the Good Friday holiday with a Floating holiday.



REQUEST FOR COUNCIL ACTION

TO: City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Amendment to Personnel Policy
DATE: For the City Council Meeting of January 22, 2024

PURPOSE/ACTION REQUESTED

Consider approving an amendment to the Personnel Policy.

SUMMARY

The City observes the following holidays for its non-union benefitted staff:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	½ day Christmas Eve
Juneteenth	Christmas Day
Independence Day	

After discussion with non-union employees, staff proposes exchanging the Good Friday holiday with a Floating Holiday. Floating holidays can be used anytime after mutual agreement with a Supervisor before December 31 of each year. Floating holidays can not be carried over to the following year. It's either use it or lose it.

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	½ day Christmas Eve
Juneteenth	Christmas Day
Independence Day	<u>Floating Holiday</u>

Attached is the section from the City's Personnel Policy with the new language underlined.

RECOMMENDATION

Motion to approve amendment to the personnel policy to exchange the Good Friday holiday with a Floating holiday.

Article I. HOLIDAYS

The city observes the following official holidays for all regular full-time and part-time employees:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	½ day Christmas Eve
Juneteenth	Christmas Day
Independence Day	<u>Floating Holiday</u>

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for city operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from the city is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

In addition to the authorized days listed above, each benefitted employee shall receive one Floating Holiday to be used between January 1 and December 31 and shall not carry over to the following calendar year and shall be forfeited. Floating Holidays shall be scheduled by mutual agreement between the employee and their Supervisor.

Employees wanting to observe holidays other than those officially observed by the city may request either vacation leave or unpaid leave for such time off.

City of Dundas
Public Works Staff Meeting / City Engineer Update 1/17/24
January 18, 2024
Agenda

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

1. 2024 Street Lighting
 - On Railway Street down to West Avenue; and including lights at each end of the pedestrian bridge over the Cannon River.
 - The poles and fixtures have been delivered.
 - Council approved the removal of the concrete walk just north of Bridge Street to Hester Street. The street light installation will be completed within the next 2-3 weeks. The concrete walk will be removed at the light pole locations. The remaining walk will be removed after the light installation.
 - Staff are soliciting additional quotes, with the work being done in the spring of 2024.
2. Comprehensive Transportation Planning
 - 4-13-22 Staff prepared a Joint Road Policy, and the policy was reviewed with Bridgewater Township officials. Staff is waiting on comments from BWT officials with regards to the JRP. Staff met with BWT representatives on 6-21-2023 and 7-26-23 to discuss the Joint Road Policy. A follow-up meeting was held 9-13-23.
 - Staff prepared a preliminary road design and estimate of project costs for street improvements for a portion of 115th Street between CSAH 20 and CSAH 22. Staff have begun internal discussions on the future alignment between Highland Parkway and Cannon City Boulevard.
 - 4/12/21 the City Council approved a resolution in support of Rice County preparing a planning Study of Decker Avenue from TH 19 to CSAH 1. 8-3-23 The County has received proposals from consultants for the study. A meeting is scheduled for 1-25-24 with Rice County to discuss the study.
3. CSAH 1/TH 3 Pedestrian Crossing
 - The scope of work includes installing a trail along CSAH 1, connecting to the existing sidewalks on Schilling Drive, Cannon Road, and North Stafford Road. A trail connection would also be made to the existing trail along TH 3. Pedestrian crossing improvements would be made to the intersection of TH 3 and CSAH 1. Ditch grading and storm sewer improvements would be made to accommodate the trails.
 - Funding in the amount of \$370,000 has been allocated to the project in the State's 2023 Capital Budget under Grants to Political Subdivisions.
 - A kick-off meeting was held on 11-15-23 with MnDOT and Rice County representatives to discuss the project. The funds will be administered through State Aid, which means Rice County will be the fiscal agent for the project. The grant funding will

cover consultant costs and construction costs for the project. Staff has revised the scope of work to include the concrete walk along Schilling Drive and are looking at costs to extend the concrete walk from the Dundas Dome to the City limits on Cannon Road. Once project scope is finalized, staff will prepare a proposal for consultant services to submit to the State to secure funding for design.

4. ECRT Parking Lot and Dog Park Relocation

- The concept plan was approved by Council March 13th Council Meeting.
- The dog park relocation is in the CIP for 2023 and the parking lot improvements in 2024.
- Staff met with Canines at Play to discuss participation in the project.
- Council awarded the Contract for the dog park fence to Caron fence on 5-22-23.
- The entrance has been closed off to restrict access until the gates have been completed.
- ***Staff plans to send out a request for quotes in February and award the contract at last council meeting in March.***

5. Forest Avenue and Depot Street

- Based on the soil borings for Forest Avenue and Depot Street, extensive pavement repair is necessary. Future construction will likely include pavement reclamation and a bituminous overlay.
- Staff will begin plan preparation in October and bid the project in Spring of 2024. City will bond for the project.
- 10-9-23 Council authorized staff to proceed with project. Survey was completed on 10-18-23.
- ***A neighborhood meeting is scheduled for 1-25-24 to discuss the improvements with the residents on the project. Mailings were sent out on 1-12-24 to notify residents of the meeting.***
- ***Staff plans to bid the project in late February and award contract at last Council meeting in March.***

6. Northfield Wastewater Treatment

- Northfield received written approval from the PCA for the permit amendment. The City of Northfield will approve future sanitary sewer extension permits and the surcharge will be discontinued while the City's flows remain within the revised limits.

7. Public Works Tasks

- The storm water code and fees are under review, including sump pump connection requirements.

8. Regional Storm Water and Wetland

- The work in the pond south of County Road 1, within Schilling Park, will be completed in 2025 to allow time for the dog park to be moved and the existing fence to be removed. The project will include the pond slope grading in the Menard Pond south of Hester.

9. Stoneridge Hills 2nd

- 6-13-22 Preliminary Plat, Final Plat and Developer's Agreement were approved by Council.
- Because the plat was not recorded within the required 100 days of approval, the Developer will need to reapply for final plat approval.

- The City will require a signed Developer's Agreement with securities, signed mylars and the final revised construction and landscape plans to move forward with the development.

10. West Avenue Apartments

- Grading and excavation began on the site on 5/2/22.
- Council approved an amendment to the Developer's agreement to extend the completion date to May 30, 2024.

11. Public Works Cold Storage

- The preliminary site plan and building details were presented to Council on 2-27-23.
- Project information and proposed quote package for building and site grading were brought to Council for review at the May 22nd Council meeting.
- Council awarded the contract to Raw Construction, LLC for the site grading on 7-10-23. The contractor completed the site grading. Contractor needs to complete restoration to complete the project.
- Quotes were due 8-4-23 for the cold storage building. A total of 3 contractors submitted quotes for the work. Information was reviewed by Council on 9-11-23. Estimated project costs and available funding were reviewed by the Public Works Committee on 10-4-23.
- 10-27-23 Staff met to review and discuss the project scope to work towards finalizing building details.

12. Sanitary Sewer and Water Comprehensive Plan

- Staff are working to schedule an internal review of the draft comp plans.

13. Transportation Comprehensive Plan

- 1-5-23 Staff has started work on the comprehensive plan. The work is budgeted for 2023 in the general fund budget. The draft plan has been completed and is currently under review by Staff. **Public hearing will be held on 1-22-24.**

14. Tractor Supply

- 8-28-23 Council approved the Developer's Agreement with Conditions.
- A new submittal to address the engineering comments has been received from the Developer's Engineer. Remaining comments to be addressed have been sent back to the Developer.
- The Developer signed the Development Agreement and has submitted securities.
- Site grading began on 9-25-23.

15. 2024 Schilling Drive Sanitary Sewer Repairs

- 10-9-23 Council authorized staff to proceed with project.
- The scope of work includes a sanitary sewer connection between two manholes at the intersection of Hester Street and Schilling Drive. The project will redirect sanitary sewer flows from the north and east to bypass the sanitary sewer line on Schilling Drive that has settlement issues.
- The project will be bid and constructed in 2024.