



**DUNDAS CITY COUNCIL  
REGULAR MEETING AGENDA  
Monday, January 8, 2024, 2023  
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 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
- 6. Regular Agenda**
  - a. Appoint Acting Mayor
  - b. Appoint Officers and Members of Boards, Commissions, Committees
  - c. Appoint Council Members to City Council Committees
- 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, 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
- 9. Adjourn**



**DUNDAS CITY COUNCIL  
REGULAR MEETING MINUTES  
Monday, December 11, 2023  
7:00 p.m. City Hall**

Present: Mayor Glenn Switzer, Councilors Ashley Gallagher, Luke LaCroix, Grant Modory  
Absent: Council member Luke Swartwood  
Staff: City Engineer Dustin Tipp, Finance Director Jessi Sturtz, City Administrator/Clerk Jenelle Teppen

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

**Motion by Gallagher, second by LaCroix, to approve the agenda. Motion Carried Unanimously (MCU)**

**CONSENT AGENDA**

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

- a. Regular Minutes of November 27, 2023
- b. Disbursements - \$265,835.76

**REGULAR AGENDA**

- a. Public Hearing
  - Consider Adopting Resolution 2023-27 Approving 2024 Proposed General Fund Budget and 2024 Final Property Tax Levy
    - i. Open Public Hearing at 7:02 p.m
    - ii. Staff Presentation
    - iii. Public Comment
    - iv. Closed Public Hearing at 7:25 p.m

**Motion by Modory, second by LaCroix, to approve Resolution 2023-27 2024 Proposed General Fund Budget and 2024 Final Property Tax Levy. MCU**

- b. Public Hearing
  - Consider Amending Chapter §34.01 of the Dundas City Code Adopting Fees and Charges
    - i. Open Public Hearing at 7:27 p.m
    - ii. Staff Presentation
    - iii. Public Comment
    - iv. Close Public Hearing at 7:30 p.m

**Motion by LaCroix, second by Gallagher, to approve Amending Chapter §34.01 of the Dundas City Code. MCU**

- c. Consider Appointing Ryan Ringel to the Parks and Recreation Advisory Board for a 3-Year Term beginning January 2024 through December 2026

**Motion by Gallagher, second by LaCroix, to appoint Ryan Ringel to the Parks and Recreation Advisory Board for a three-year term of January 2024 through December 2026. MCU**

- d. Consider Amending Personnel Policy to Comply with Earned Safe and Sick Time Law

**Motion by LaCroix, second by Gallagher, to Amend Personnel Policy to Comply with Earned Safe and Sick Time Law. MCU**

**c. Reports of Officers, Boards and Committees**

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

**d. Announcements**

- a. City Council Meeting – Monday, January 8 and 22, 2024 at 7 PM City Hall
- b. Park & Recreation Advisory Board Meeting – Tuesday, January 9, 2024 at 7 PM City Hall
- c. Planning Commission Meeting – Thursday, January 18, 2024 at 7 PM City Hall

**e. Adjourn**

**Motion by Gallagher, second by LaCroix, to adjourn the meeting at 7:52 PM. MCU**

**CITY OF DUNDAS  
COUNTY OF RICE  
STATE OF MINNESOTA**

**RESOLUTION NUMBER 2024-01**

*A Resolution Designating Depositories and Establishing Procedures  
for Depositing and Investing Funds*

**WHEREAS**, Minnesota Statutes §118A.02 requires the governing body of each government entity to designate one or more financial institutions as depositories of funds; and

**WHEREAS**, Minnesota Statutes §118A.01 Sub. 3 defines financial institution as "...savings association, commercial bank, trust company, credit union..."; and

**WHEREAS**, the financial institutions to be designated meets the requirements of the State of Minnesota and the City of Dundas;

**NOW, THEREFORE BE IT RESOLVED**, that Frandsen Bank and Trust of Dundas, Minnesota; is hereby designated as a depository for the funds of the City of Dundas; the City Administrator/Clerk is authorized to deposit City funds therein in accordance with Minnesota Statutes §118A.01 to 118A.06; and

**BE IT FURTHER RESOLVED**, that, in accordance with Minnesota Statutes §118A, Sub.1, Sec. b, the City Administrator/Clerk be authorized to designate additional depositories; and

**BE IT FURTHER RESOLVED**, for deposits beyond insurance the depositories will furnish collateral in the manner and to the extent permitted by law. All such collateral must be approved by the Dundas City Council and accompanied by a written assignment providing that, upon default, the financial institution shall release to the Dundas City Council on demand, free of exchange or any other charges, the collateral pledged; and

**BE IT FURTHER RESOLVED**, that all collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that has furnished the collateral. The selection must be approved by the Dundas City Council. In case of default upon the part of the depository, the Dundas City Council shall have full power and authority to sell such collateral or, as much as may be necessary, to realize the full amount due the City over such federal guarantee.

**ADOPTED**, by the Dundas City Council of Dundas, Minnesota, on this 8th day of January 2024.

**CITY OF DUNDAS BY:**

**ATTEST:**

\_\_\_\_\_  
Glenn Switzer, Mayor

\_\_\_\_\_  
Jenelle Teppen, City Administrator/Clerk



## REQUEST FOR COUNCIL ACTION

TO: City Council Members  
FROM: Jenelle Teppen, City Administrator  
SUBJECT: Consider Approving 2024 Salary Adjustments  
DATE: For the City Council Meeting of January 8, 2024

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### PURPOSE/ACTION REQUESTED

Consider approving salary adjustments for 2024.

### SUMMARY

The Compensation Plan that the City Council approved in 2022 contemplated two items with respect to annual salary adjustments for city staff;

- 1) All positions were placed in a pay structure with grades and steps to allow movement from one step to the next based upon length of service; and
- 2) An annual COLA adjustment, the wages of the pay plan are adjusted upwards each year using a cost of living factor or percentage.

Employees who are at the top of their respective ranges receive only the COLA.

Attached is the 2024 Compensation Plan based on the 4% COLA adjustment approved as part of the 2024 budget process.

### RECOMMENDATION

Motion to approve 2024 salary adjustments for non-union City staff.

2024  
Compensation Plan

Evaluation Points			Range Steps									
Grade	Point Minimum	Point Maximum	1	2	3	4	5	6	7	8	9	10
1	0	150	\$18.03	\$18.72	\$19.43	\$20.11	\$20.81	\$21.54	\$22.28	\$22.94	\$23.63	\$24.34
2	151	171	\$18.94	\$19.66	\$20.40	\$21.11	\$21.85	\$22.62	\$22.39	\$24.09	\$24.81	\$25.31
3	172	182	\$19.88	\$20.63	\$21.42	\$22.17	\$22.94	\$23.75	\$24.55	\$25.29	\$26.05	\$26.83
4	183	203	\$22.27	\$23.12	\$23.99	\$24.84	\$25.70	\$26.60	\$27.51	\$28.33	\$29.18	\$30.06
5	204	234	\$23.61	\$24.50	\$25.43	\$26.32	\$27.25	\$28.19	\$29.15	\$30.04	\$30.93	\$31.86
6	235	275	\$25.02	\$25.97	\$26.96	\$27.90	\$28.88	\$29.89	\$30.91	\$31.83	\$32.79	\$33.77
7	276	304	\$26.52	\$27.53	\$28.58	\$29.58	\$30.61	\$31.68	\$32.76	\$33.74	\$34.76	\$35.80
8	305	347	\$28.39	\$29.46	\$30.59	\$31.66	\$32.77	\$33.91	\$35.07	\$36.12	\$37.20	\$38.31
9	348	418	\$30.66	\$31.82	\$33.03	\$34.18	\$35.39	\$36.63	\$37.87	\$39.01	\$40.18	\$41.38
10	419	469	\$32.79	\$34.04	\$35.33	\$36.57	\$37.85	\$39.17	\$40.51	\$41.71	\$42.97	\$44.26
11	470	520	\$35.41	\$36.76	\$38.16	\$39.49	\$40.87	\$42.31	\$43.74	\$45.04	\$46.40	\$47.80
12	521	590	\$38.25	\$39.70	\$41.20	\$42.65	\$44.15	\$45.69	\$47.25	\$48.66	\$50.12	\$51.63
13	591	641	\$41.31	\$42.88	\$44.50	\$46.06	\$47.67	\$49.35	\$51.02	\$52.55	\$54.13	\$55.75
14	642	692	\$44.62	\$46.31	\$48.07	\$49.75	\$51.49	\$53.29	\$55.10	\$56.75	\$58.46	\$60.22
15	693	743	\$48.18	\$50.01	\$51.91	\$53.73	\$55.61	\$57.55	\$59.51	\$61.30	\$63.14	\$65.03

**CITY OF DUNDAS DISBURSEMENT REPORT**

December 6 - 20

**Council Meeting January 8, 2023**

<b>DATE</b>	<b>PAYABLE</b>	<b>AMOUNT</b>
12/14/2023	PERA	\$4,258.00
12/15/2023	PERA	\$2,245.84
12/14/2023	State of MN Empower Retirement	\$474.54
12/14/2023	State of MN Empower Retirement	\$350.00
12/14/2023	MN Dept of Revenue	\$1,285.37
12/15/2023	MN Dept of Revenue	\$361.80
12/14/2023	IRS	\$6,480.25
12/15/2023	IRS	\$801.10
12/14/2023	Payroll PP# 25 Employees	\$19,506.26
12/15/2023	Payroll PP# 25.01 Police Holiday Pay	\$5,662.20
12/14/2023	Payroll PP# 12 Council	\$1,960.19
	<b>Subtotal Paid Payroll Liabilities</b>	<b><u>\$43,385.55</u></b>
12/12/2023	MN Dept of Revenue (Sales Tax)	\$1,401.00
12/21/2023	2023 Invoices - Payment December 21, 2023	\$55,029.00
	<b>Subtotal Paid Claims and Service Liabilities</b>	<b><u>\$56,430.00</u></b>
<b>TOTAL</b>	<b>Disbursement for December 21, 2023</b>	<b><u><u>\$99,815.55</u></u></b>

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## Payments

Current Period: December 2023

Payments Batch 122623AP		\$55,029.00	
Refer	0 AFLAC	-	
Cash Payment	G 101-21710 Other Deductions	Employee Reimbursed HB065	\$257.16
Invoice	348848 12/14/2023		
Transaction Date	12/14/2023	Frandsen Bank 10100	<b>Total</b> \$257.16
Refer	0 AMAZON CAPITAL SERVICES	-	
Cash Payment	E 101-41000-200 Supplies	Office Supplies	\$45.87
Invoice	1VXJJ1JFDCXY 12/15/2023		
Cash Payment	E 101-42100-200 Supplies	Office Supplies	\$12.45
Invoice	1VXJJ1JFDCXY 12/15/2023		
Cash Payment	E 101-43100-200 Supplies	Office Supplies	\$47.37
Invoice	1VXJJ1JFDCXY 12/15/2023		
Transaction Date	12/15/2023	Frandsen Bank 10100	<b>Total</b> \$105.69
Refer	0 BAKER TILLY MUNICIPAL ADVISO	-	
Cash Payment	E 300-47000-300 Professional Services	Arbitrage Compliance - GO Bond 2013A	\$3,100.00
Invoice	BTMA23288 12/13/2023		
Cash Payment	E 304-47000-300 Professional Services	Arbitrage Compliance - GO Bond 2018A	\$3,100.00
Invoice	BTMA23288 12/13/2023		
Transaction Date	12/13/2023	Frandsen Bank 10100	<b>Total</b> \$6,200.00
Refer	0 CORE & MAIN, LP	-	
Cash Payment	E 601-49400-200 Supplies	Hydrant grease	\$391.80
Invoice	U019465 12/1/2023		
Cash Payment	E 601-49400-400 Repairs and Maintenan	KANO PENOPHITE OIL	\$115.61
Invoice	U002586 11/29/2023		
Transaction Date	12/1/2023	Frandsen Bank 10100	<b>Total</b> \$507.41
Refer	0 ENDRES WINDOW CLEANING	-	
Cash Payment	E 101-41000-440 Cleaning Service	Window cleaning	\$147.15
Invoice	153707 12/11/2023		
Transaction Date	12/11/2023	Frandsen Bank 10100	<b>Total</b> \$147.15
Refer	0 EPIC ENTERPRISES, INC	-	
Cash Payment	E 101-42100-440 Cleaning Service	PD	\$33.15
Invoice	16192 11/30/2023		
Cash Payment	E 101-43100-440 Cleaning Service	PW	\$33.15
Invoice	16192 11/30/2023		
Transaction Date	11/30/2023	Frandsen Bank 10100	<b>Total</b> \$66.30
Refer	0 HAWKINS INC.	-	
Cash Payment	E 601-49400-200 Supplies	Chemicals	\$5,703.93
Invoice	6648673 12/15/2023		
Transaction Date	12/15/2023	Frandsen Bank 10100	<b>Total</b> \$5,703.93
Refer	0 JOHNSON-REILAND BUILDERS	-	
Cash Payment	G 430-22022 Escrow- Johnson-Reiland	CUP cancelled. Refund per Admin	\$567.40
Invoice	G43022022 12/11/2023		
Transaction Date	12/11/2023	Frandsen Bank 10100	<b>Total</b> \$567.40
Refer	0 LAW ENFORCEMENT LABOR SVC	-	

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Payments

Current Period: December 2023

Cash Payment	G 101-21707	LELSI Union Dues	Union Dues		\$202.50
Invoice	23-Nov	12/15/2023			
Transaction Date	12/15/2023		Frandsen Bank	10100	<b>Total</b> \$202.50
Refer	0	MENARDS, INC	-		
Cash Payment	E 601-49400-400	Repairs and Maintenanc	HYDROFLEX HOSE		\$54.99
Invoice	58624	12/7/2023			
Cash Payment	E 101-43100-400	Repairs and Maintenanc	Nylon Lock Nuts		\$1.58
Invoice	58463	12/4/2023			
Transaction Date	12/7/2023		Frandsen Bank	10100	<b>Total</b> \$56.57
Refer	0	METERING & TECH SOLUTIONS	-		
Cash Payment	E 601-49400-210	Supplies/Water Meter, E	Meter endpoint		\$173.06
Invoice	INV3905	12/11/2023			
Transaction Date	12/11/2023		Frandsen Bank	10100	<b>Total</b> \$173.06
Refer	0	MIDWEST MACHINERY CO	-		
Cash Payment	E 101-43100-200	Supplies	General pruner, chain oil		\$41.99
Invoice	9877912	12/7/2023			
Cash Payment	E 101-43100-200	Supplies	CONSTR. GREY SPRAY PAINT		\$17.63
Invoice	9877917	12/7/2023			
Transaction Date	12/7/2023		Frandsen Bank	10100	<b>Total</b> \$59.62
Refer	0	MINNESOTA VALLEY TESTING LA	-		
Cash Payment	E 601-49400-310	Professional Services	Water testing		\$53.90
Invoice	1230685	12/8/2023			
Transaction Date	12/8/2023		Frandsen Bank	10100	<b>Total</b> \$53.90
Refer	0	MN PEIP	-		
Cash Payment	G 101-21706	Hospitalization/Medical Ins	Medical		\$1,591.64
Invoice	1342028	12/10/2023			
Cash Payment	G 101-21711	Dental Insurance	Dental		\$87.15
Invoice	1342028	12/10/2023			
Cash Payment	G 101-21712	Life Insurance	Life		\$14.22
Invoice	1342028	12/10/2023			
Transaction Date	12/10/2023		Frandsen Bank	10100	<b>Total</b> \$1,693.01
Refer	0	MUNICIPAL INSPECTIONS INC.	-		
Cash Payment	E 101-42400-311	Bldg Permit Expense	Nov 23 - Bldg Official Permit & Review Exp		\$462.88
Invoice	23-Nov	11/1/2023			
Cash Payment	E 101-42400-312	Plan Review Expense	Nov 23 - Bldg Official Permit & Review Exp		\$1,434.72
Invoice	23-Nov	11/1/2023			
Cash Payment	E 101-42400-311	Bldg Permit Expense	Oct 23 - Bldg Official Permit & Review Exp		\$5,250.45
Invoice	23-Oct	10/2/2023			
Cash Payment	E 101-42400-312	Plan Review Expense	Oct 23 - Bldg Official Permit & Review Exp		\$4,630.62
Invoice	23-Oct	10/2/2023			
Transaction Date	11/1/2023		Frandsen Bank	10100	<b>Total</b> \$11,778.67
Refer	0	NCPERS GROUP LIFE INS	-		
Cash Payment	G 101-21712	Life Insurance	Life Insurance Jan 24		\$32.00
Invoice	433600012024	12/1/2023			
Transaction Date	12/1/2023		Frandsen Bank	10100	<b>Total</b> \$32.00
Refer	0	RICE COUNTY ADMINISTRATION	-		

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## Payments

Current Period: December 2023

<b>Cash Payment</b>	E 101-41000-310 Professional Services	2024 TNT Statements (834 parcels)			\$277.02
Invoice	202398	12/13/2023			
Transaction Date	12/13/2023	Frandsen Bank	10100	<b>Total</b>	\$277.02
Refer	0 <i>STAPLES</i>				
<b>Cash Payment</b>	E 101-41000-200 Supplies	Office Supplies			\$22.30
Invoice	3554567240	12/10/2023			
<b>Cash Payment</b>	E 101-43100-200 Supplies	Office Supplies			\$85.01
Invoice	3554567240	12/10/2023			
<b>Cash Payment</b>	E 101-43100-200 Supplies	Credit for overpaying on item - Inv#3554567240			-\$27.28
Invoice	27283163	12/17/2023			
Transaction Date	12/10/2023	Frandsen Bank	10100	<b>Total</b>	\$80.03
Refer	0 <i>SUMMER MATTHEW</i>				
<b>Cash Payment</b>	E 101-42100-208 Training and Licensing	Mileage to training			\$179.50
Invoice	23-Dec	12/14/2023			
<b>Cash Payment</b>	E 101-42100-208 Training and Licensing	Meal reimbursement			\$21.88
Invoice	23-Dec	12/14/2023			
Transaction Date	12/14/2023	Frandsen Bank	10100	<b>Total</b>	\$201.38
Refer	0 <i>SUMMIT FIRE PROTECTION</i>				
<b>Cash Payment</b>	E 101-42100-400 Repairs and Maintenan	Fire Extinguisher Recharge			\$117.95
Invoice	140014742	12/19/2023			
Transaction Date	12/19/2023	Frandsen Bank	10100	<b>Total</b>	\$117.95
Refer	0 <i>US POSTAL SERVICE</i>				
<b>Cash Payment</b>	E 101-42100-413 Rental	PD PO Box			\$98.00
Invoice	23-Dec	12/1/2023			
Transaction Date	12/1/2023	Frandsen Bank	10100	<b>Total</b>	\$98.00
Refer	0 <i>VERIZON</i>				
<b>Cash Payment</b>	E 101-42100-321 Telephone & Communi	PD Cell Phones			\$128.56
Invoice	9951557281	12/11/2023			
Transaction Date	12/11/2023	Frandsen Bank	10100	<b>Total</b>	\$128.56
Refer	0 <i>WSB &amp; ASSOC INC</i>				
<b>Cash Payment</b>	E 101-41000-303 Engineering Fees	General Engineering			\$2,958.25
Invoice	23-Oct	12/6/2023			
<b>Cash Payment</b>	E 101-43100-303 Engineering Fees	Streets			\$1,533.00
Invoice	23-Oct	12/6/2023			
<b>Cash Payment</b>	E 101-41000-303 Engineering Fees	Retainer			\$800.00
Invoice	23-Oct	12/6/2023			
<b>Cash Payment</b>	E 602-49450-303 Engineering Fees	Preliminary Effluent Review Study			\$4,982.00
Invoice	23-Oct	12/6/2023			
<b>Cash Payment</b>	E 602-49450-303 Engineering Fees	Comp Sanitary Sewer System Plan			\$3,143.50
Invoice	23-Oct	12/6/2023			
<b>Cash Payment</b>	E 410-43100-500 Capital Outlay	PW Cold Storage			\$178.50
Invoice	23-Oct	12/6/2023			
<b>Cash Payment</b>	G 430-22006 Escrow - 80 West Ave	80 West Ave Apts			\$1,490.00
Invoice	23-Oct	12/6/2023			
<b>Cash Payment</b>	E 101-41910-303 Engineering Fees	Public Planning Projects - N Sparks			\$1,685.00
Invoice	23-Oct	12/6/2023			

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Payments

Current Period: December 2023

Cash Payment	G 430-22023	Escrow-Tractor Supply	Tractor Supply - N Sparks		\$577.50
Invoice	23-Oct	12/6/2023		Project 22023	
Cash Payment	G 430-22023	Escrow-Tractor Supply	Tractor Supply - Plan Review		\$1,249.75
Invoice	23-Oct	12/6/2023		Project 22023	
Transaction Date	12/6/2023		Frandsen Bank	10100	<b>Total</b> \$18,597.50
Refer	0	XCEL ENERGY	-		
Cash Payment	E 101-43124-381	Electricity	Other Recurring Charges		\$2,264.78
Invoice	857120664	12/14/2023			
Cash Payment	E 101-43124-381	Electricity	403 STAFFORD RDN UNIT SIGNAL		\$37.37
Invoice	857120664	12/14/2023			
Cash Payment	E 101-45200-381	Electricity	101 RAILWAY STS		\$13.77
Invoice	857120664	12/14/2023			
Cash Payment	E 101-45200-381	Electricity	214 1ST STS		\$168.36
Invoice	857120664	12/14/2023			
Cash Payment	E 601-49400-381	Electricity	108 HAGERTY ST		\$167.61
Invoice	857120664	12/14/2023			
Cash Payment	E 602-49450-381	Electricity	1000 RAILWAY ST N UNIT LIFT/PMP		\$341.15
Invoice	857120664	12/14/2023			
Cash Payment	E 601-49400-381	Electricity	1000 CANNON RD		\$119.87
Invoice	857120664	12/14/2023			
Cash Payment	E 602-49450-381	Electricity	1000 CANNON RD		\$119.87
Invoice	857120664	12/14/2023			
Cash Payment	E 601-49400-381	Electricity	800 COUNTY ROAD 1 UNIT PUMP/PRB		\$205.20
Invoice	857120664	12/14/2023			
Cash Payment	E 602-49450-381	Electricity	1618 PINNACLE ST UNIT LIFT/PMP		\$499.78
Invoice	857120664	12/14/2023			
Cash Payment	E 601-49400-381	Electricity	694 RAILWAY STS UNIT TOWER		\$99.72
Invoice	857120664	12/14/2023			
Cash Payment	E 601-49400-381	Electricity	1189 BRIDGEWATER PKWY		\$13.23
Invoice	857120664	12/14/2023			
Cash Payment	E 101-45200-381	Electricity	215 RAILWAY ST N		\$71.80
Invoice	857120664	12/14/2023			
Cash Payment	E 601-49400-381	Electricity	1185 BRIDGEWATER PKWY UNIT WELLHSE		\$2,418.92
Invoice	857120664	12/14/2023			
Cash Payment	E 101-45200-381	Electricity	1205 BRIDGEWATER PKWY		\$95.56
Invoice	857120664	12/14/2023			
Cash Payment	E 101-42100-381	Electricity	108 DEMANN CT		\$140.66
Invoice	857120664	12/14/2023			
Cash Payment	E 101-43100-381	Electricity	108 DEMANN CT		\$140.65
Invoice	857120664	12/14/2023			
Cash Payment	E 101-43124-381	Electricity	6156 110TH ST E UNIT RAB LGHTS		\$110.08
Invoice	857120664	12/14/2023			
Cash Payment	E 101-41000-381	Electricity	100 RAILWAY ST N UNIT CITY HALL		\$435.29
Invoice	857120664	12/14/2023			
Cash Payment	E 101-41000-381	Electricity	100 RAILWAY ST N		\$460.52
Invoice	857120664	12/14/2023			
Transaction Date	12/14/2023		Frandsen Bank	10100	<b>Total</b> \$7,924.19

Payments

Current Period: December 2023

Fund Summary

	10100 Frandsen Bank
101 GENERAL FUND	\$26,161.71
300 2013A GO BONDS	\$3,100.00
304 2018A GO BONDS	\$3,100.00
410 PUBLIC WORKS CAPITAL OUTLAY	\$178.50
430 ESCROW DEPOSITS	\$3,884.65
601 WATER	\$9,517.84
602 SEWER	\$9,086.30
	<hr/>
	\$55,029.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$55,029.00
Total	<hr/>
	\$55,029.00

**CITY OF DUNDAS DISBURSEMENT REPORT**

December 22, 2023 - January 4, 2024

**Council Meeting January 8, 2024**

<b>DATE</b>	<b>PAYABLE</b>	<b>AMOUNT</b>
12/26/2023	PERA	\$4,258.00
1/3/2024	PERA	\$143.92
12/26/2023	State of MN Empower Retirement	\$550.00
12/26/2023	MN Dept of Revenue	\$1,357.38
12/26/2023	IRS	\$6,436.29
12/26/2023	Payroll PP# 26 Employees	\$22,550.45
	<b>Subtotal Paid Payroll Liabilities</b>	<b>\$35,296.04</b>
12/26/2023	Nextiva VOIP	\$190.23
12/29/2023	ACH per item	\$13.50
12/29/2023	RDC Monthly Fee	\$59.00
12/29/2023	Low ACH Volume Maintenance	\$5.00
1/2/2024	Quadient Leasing	\$207.96
1/3/2024	Neopost Inc.	\$700.00
1/4/2024	PSN Payment Service	\$377.00
1/8/2024	2023 Invoices - Payment January 8, 2024	
1/8/2024	2024 Invoices - Payment January 8, 2024	
	<b>Subtotal Paid Claims and Service Liabilities</b>	<b><u>\$1,552.69</u></b>
<b>TOTAL</b>	<b>Disbursement for January 8, 2024</b>	<b><u><u>\$36,848.73</u></u></b>

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## Payments

Current Period: January 2024

Payments Batch 010824AP 2023Inv				Total
Refer	0 ALDRICH TECNNOLGY CONSULT	-		
Cash Payment	E 101-41000-309 EDP, Software and Desi	Microsoft Exchange Online (Plan 2)- Monthly		\$160.00
Invoice	9313	12/21/2023		
Transaction Date	12/21/2023	Frandsen Bank	10100	Total \$160.00
Refer	0 APG MEDIA OF SOUTHERN MN	-		
Cash Payment	E 101-41000-351 Legal Notices Publishing	Ord 2023-12C, PH Notice, Budget Summary		\$266.15
Invoice	111301223	12/31/2023		
Transaction Date	12/31/2023	Frandsen Bank	10100	Total \$266.15
Refer	0 BADGER METER	-		
Cash Payment	E 601-49400-210 Supplies/Water Meter, E	ORION CELLULAR LTE SERV		\$1,006.86
Invoice	80146162	12/28/2023		
Transaction Date	12/28/2023	Frandsen Bank	10100	Total \$1,006.86
Refer	0 BLUECROSS BLUESHIELD OF MN	-		
Cash Payment	G 101-21713 Vision Insurance	Vision		\$12.82
Invoice	231229349454	12/29/2023		
Transaction Date	12/29/2023	Frandsen Bank	10100	Total \$12.82
Refer	0 CITY OF NORTHFIELD	-		
Cash Payment	E 602-49450-385 Sewer Utilities	Sewer utilities		\$20,239.62
Invoice	23-Nov	12/20/2023		
Transaction Date	12/20/2023	Frandsen Bank	10100	Total \$20,239.62
Refer	0 CUMMINS INC	-		
Cash Payment	E 601-49400-400 Repairs and Maintenanc	WELL 2 - STANDARD PM FULL SERVICE		\$1,049.79
Invoice	E421746	12/15/2023		
Cash Payment	E 602-49450-400 Repairs and Maintenanc	LIFT STATION #1- STANDARD PM FULL SERVICE		\$546.00
Invoice	E421762	12/15/2023		
Cash Payment	E 602-49450-400 Repairs and Maintenanc	BRIDGEWATER HTS LIFT ST - STANDARD PM FULL SERVICE		\$667.77
Invoice	E421759	12/15/2023		
Transaction Date	12/15/2023	Frandsen Bank	10100	Total \$2,263.56
Refer	0 GOPHER STATE ONE CALL	-		
Cash Payment	E 601-49400-310 Professional Services	Gopher One Calls		\$8.78
Invoice	3120352	12/31/2023		
Cash Payment	E 602-49450-310 Professional Services	Gopher One Calls		\$8.77
Invoice	3120352	12/31/2023		
Transaction Date	12/31/2023	Frandsen Bank	10100	Total \$17.55
Refer	0 LEAGUE OF MN CITIES	-		
Cash Payment	E 101-42100-433 Dues and Subscriptions	PATROL subscription		\$460.00
Invoice	397425	12/21/2023		
Transaction Date	12/21/2023	Frandsen Bank	10100	Total \$460.00
Refer	0 LITTLE, AARON	-		
Cash Payment	E 426-45200-500 Capital Outlay	New dog park- use of equipment, digger & drag		\$400.00
Invoice	23-Dec	12/29/2023		

CITY OF DUNDAS

Payments

Current Period: January 2024

Cash Payment	E 101-43100-413	Rental	Pot hole patching- use of equipment, plate packer	\$110.00
Invoice 23-Dec		12/29/2023		
Cash Payment	E 410-43100-500	Capital Outlay	PW Cold Storage- use of equipment, lazer level	\$70.00
Invoice 23-Dec		12/29/2023		
Transaction Date	12/29/2023	Frandsen Bank	10100	<b>Total</b> \$580.00
Refer	0	MARCO, INC	-	
Cash Payment	E 101-41000-413	Rental	Copier Lease	\$244.93
Invoice 35596747		12/21/2023		
Transaction Date	12/21/2023	Frandsen Bank	10100	<b>Total</b> \$244.93
Refer	0	MENARDS, INC	-	
Cash Payment	E 101-42100-400	Repairs and Maintenanc	Tire repair	\$128.20
Invoice 59138		12/18/2023		
Cash Payment	E 601-49400-400	Repairs and Maintenanc	Shovel, gloves, conduit	\$106.13
Invoice 59001		12/15/2023		
Cash Payment	E 101-43100-580	Equipment	56 11 drawer tool cabinet	\$949.99
Invoice 59304		12/22/2023		
Transaction Date	12/18/2023	Frandsen Bank	10100	<b>Total</b> \$1,184.32
Refer	0	MN DEPT OF LABOR & INDUSTRY	-	
Cash Payment	G 101-20820	Bldg State Surcharge	2023Q4 State surcharge	\$329.84
Invoice 2023Q4		1/3/2024		
Transaction Date	1/3/2024	Frandsen Bank	10100	<b>Total</b> \$329.84
Refer	0	MUNICIPAL INSPECTIONS INC.	-	
Cash Payment	E 101-42400-311	Bldg Permit Expense	Dec 23 Bldg Official Permit & Review Exp	\$2,201.86
Invoice 23-Dec		12/1/2023		
Cash Payment	E 101-42400-312	Plan Review Expense	Dec 23 Bldg Official Permit & Review Exp	\$898.31
Invoice 23-Dec		12/1/2023		
Transaction Date	12/1/2023	Frandsen Bank	10100	<b>Total</b> \$3,100.17
Refer	0	T-MOBILE	-	
Cash Payment	E 101-43100-321	Telephone & Communi	PW Director Cell Service	\$64.43
Invoice 23-Dec		12/16/2023		
Transaction Date	12/16/2023	Frandsen Bank	10100	<b>Total</b> \$64.43
Refer	0	FRANSEN BANK & TRUST	-	
Cash Payment	G 101-21708	H.S.A. Withholdings	HSA PP#26 - M Summer	\$70.00
Invoice				
Transaction Date	1/3/2024	Frandsen Bank	10100	<b>Total</b> \$70.00
Refer	0	DICKS SANITATION INC	-	
Cash Payment	E 603-49500-384	Refuse/Garbage Dispos	Garbage Service Dec 23	\$8,840.74
Invoice 10021105T460				
Transaction Date	1/4/2024	Frandsen Bank	10100	<b>Total</b> \$8,840.74

Payments

Current Period: January 2024

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND		\$5,896.53
410 PUBLIC WORKS CAPITAL OUTLAY		\$70.00
426 PARKS & REC. CAPITAL OUTLAY		\$400.00
601 WATER		\$2,171.56
602 SEWER		\$21,462.16
603 REFUSE		\$8,840.74
		<hr/>
		\$38,840.99

Pre-Written Checks		\$0.00
Checks to be Generated by the Computer		\$38,840.99
		<hr/>
Total		\$38,840.99

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## Payments

Current Period: January 2024

<b>Payment Batch 010824AP 2024Inv</b>					<b>\$53,393.78</b>
Refer	0 <i>NAFRS</i>		Ck# 030879	1/8/2024	
Cash Payment	E 101-42200-300 Professional Services		January 2024 - 1st operating installment		\$53,024.80
Invoice	12282023-D	12/28/2023			
Transaction Date	12/28/2023		Frandsen Bank	10100	<b>Total \$53,024.80</b>
Refer	0 <i>SEMLM</i>		Ck# 030880	1/8/2024	
Cash Payment	E 101-41000-433 Dues and Subscriptions		Annual Dues 2024		\$50.00
Invoice	28	1/2/2024			
Transaction Date	1/2/2024		Frandsen Bank	10100	<b>Total \$50.00</b>
Refer	0 <i>METRONET</i>		Ck# 030876	1/8/2024	
Cash Payment	E 101-41000-321 Telephone & Communic		City Hall		\$122.29
Invoice	23-Dec	1/1/2024			
Cash Payment	E 101-42100-321 Telephone & Communic		PD		\$61.58
Invoice	23-Dec	1/1/2024			
Cash Payment	E 602-49450-321 Telephone & Communic		PW		\$135.11
Invoice	23-Dec	1/1/2024			
Transaction Date	1/1/2024		Frandsen Bank	10100	<b>Total \$318.98</b>

**Fund Summary**

	10100 Frandsen Bank
101 GENERAL FUND	\$53,258.67
602 SEWER	\$135.11
	\$53,393.78

Pre-Written Checks	\$53,393.78
Checks to be Generated by the Computer	\$0.00
Total	\$53,393.78



**City of Dundas**  
**Public Works Staff Meeting / City Engineer Update 1/3/24**  
**January 4, 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. 2023 Storm Sewer Maintenance
  - Hester Street
    - On the south side of Hester Street between the Menard and City ponds; the storm sewer outlet from 3<sup>rd</sup> Street will be extended, and the pond side slopes flattened in this area. 9-12-22 Easement documents were approved by Council. Staff is working with Menard to get the documents executed.
2. 2023 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.
3. 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.***
4. 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.***

#### 5. ECRT Parking Lot and Dog Park Relocation

- The concept plan was approved by Council March 13<sup>th</sup> 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.

#### 6. 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 will be held at the end of January.***

#### 7. 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.

#### 8. Public Works Tasks

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

#### 9. 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.

#### 10. 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.

#### 11. 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, 2023.

#### 12. Pavement Management Plan and Franchise Fees

- Council approved Ordinances 2023-09 and 2023-11 to implement electric and gas franchise fees at the 9-25-23 Council meeting.

#### 13. 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 22<sup>nd</sup> 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.

#### 14. Sanitary Sewer and Water Comprehensive Plan

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

#### 15. 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.**

#### 16. 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.

#### 17. 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.