

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, JUNE 27, 2022
7:00 p.m. Dundas City Hall**

- 1. Call to Order/Pledge Allegiance**
- 2. Roll Call:** Mayor Glenn Switzer; Councilors Larry Fowler, Luke LaCroix, Grant Modory, Luke Swartwood
- 3. Public Forum**
- 4. Approval of Agenda***
Motion _____, second _____
- 5. Consent Agenda** *(All items on the Consent Agenda are considered routine and have been made available to the City Council at least two (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 so requests, in which event the item will be removed from this agenda and considered in normal sequence.)*
 - a. Regular Minutes of June 13, 2022*
 - b. Memorial Park Pay Voucher No. 1*- \$101,160.03
 - c. Disbursement Report* - \$70,518.62**Motion _____, second _____**
- 6. Old Business**
- 7. Ordinances and Resolutions**
- 8. New Business**
 - a. Consider Awarding 2022 Seal Coat Project*
Motion by _____, second by _____
 - b. Consider Approving Appointing Cody Kruse as Full Time Police Officer*
Motion by _____, second by _____
- 9. Reports of Officers, Boards and Committees**
 - a. City Attorney
 - b. City Engineer*
 - c. City Administrator
 - d. Mayor, Councilors and Committees
- 10. Work Session**
 - a. Overview of Process and Cost of Wastewater Treatment Facility
- 11. Announcements**
 - a. City Hall CLOSED Monday, July 4 Holiday
 - b. City Council Meeting – Monday, July 11 at 7:00 p.m. City Hall
 - c. Parks & Recreation Advisory Board – Tuesday, July 12 at 7:00 pm City Hall
 - d. Planning Commission Meeting – Thursday, July 21 at 7:00 pm City Hall
- 12. Adjourn**

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES**

**Monday, JUNE 13, 2022
7:00 p.m. Dundas City Hall**

UNOFFICIAL MINUTES

Present: Mayor Glenn Switzer; Councilors Larry Fowler, Luke LaCroix, Grant Modory, Luke Swartwood
Staff: City Engineer Dustin Tipp; City Planner Nate Sparks, Administrator/Clerk Jenelle Teppen

CALL TO ORDER

Mayor Switzer called the meeting to order at 7:00 p.m. A quorum was present.

PUBLIC FORUM – No one presented to Council.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Motion by Fowler, second Swartwood, to approve the consent agenda as follows:

Regular Minutes of May 23, 2022;

**Resolution 2022-12 – A Resolution Approving the Transfer and Closing of Funds 401 Capital
Projects and Fund 408 City Hall Construction;**

**New On Sale Wine with Strong Beer Liquor License for Dundas Baseball Association d/b/a
Dundas Dukes at 214 First Street South; and**

Disbursement Report - \$256,755.93. MCU

OLD BUSINESS – No old business brought before Council.

ORDINANCES AND RESOLUTIONS

Resolution 2022-13– A Resolution Approving a Preliminary Plat for Stoneridge Hills Second Addition
City Planner Sparks stated the Preliminary Plat was reviewed by the Planning Commission with minor additions and explained the plat needs to be reapproved by the Council due to it not being recorded when it was originally approved in 2005. He indicated the Planning Commission discussed intersection design for speed control and indicated park dedication from First Addition would cover the Second Addition, and consideration of grading change for slab on grade homes. Sparks reviewed the proposed plans for specifics on sidewalk and tree planting. Mayor Switzer commented on landscaping plan not showing the continuation of sidewalks in specific areas and crossing areas. City Engineer Tipp explained adjustments for large ramps on corners and into the trail can be added to the landscaping plan and added in the Resolution. Mayor Switzer asked for clarification on types of trees selected for landscaping with Sparks indicating types. Councilor Modory asked for clarification on sidewalk vs pavement areas with Tipp responding. Councilor LaCroix ask clarification on park dedication with Sparks reviewing Stoneridge Hills First Addition documentation and stated no amount owing. Mayor Switzer asked for more permanent markings or signs on Lot 4, 5, and 6 property lines since City owns land next to them. Mayor stated preference for trees is Sugar Maple and Red Oak. Councilor LaCroix asked the medians match the current medians for landscaping.

Motion by Swartwood, second by Fowler, to approve Resolution 2022-13 with noted changes on medians, sidewalks, pedestrian crossing, property line defined and trees per discussion. MCU

Resolution 2022-14– A Resolution Approving a Final Plat for Stoneridge Hills Second Addition

City Planner Sparks reviewed the Final Plat noting conditions of sidewalks adjustment, landscaping plan with street trees and medians, development agreement with adjusted amount in letter of credit with all having final approval by staff. Sparks stated developer requested three model homes versus the one model home included in the development agreement.

ORDINANCES AND RESOLUTIONS

Resolution 2022-14– A Resolution Approving a Final Plat for Stoneridge Hills Second Addition (con't)

Council Modory asked clarification of model homes on occupancy with Sparks stating a Certificate of Occupancy would not be issued until such time as any house in the subdivision would be able to be occupied.

Motion by Modory, second by Fowler, to approve Resolution 2022-14 with all items discussed included and clarified. MCU

NEW BUSINESS

Consider Accepting First Quarter 2022 Financial Report

Jessi Sturtz, the City's contracted Finance Director with ABDO Financial Solutions, presented and reviewed the unaudited First Quarter 2022 Financial Report with comments and explanations on revenue and expense including reasons for variances. She indicated property taxes will be received in June and Local Government Aid in July to increase revenue.

Motion by LaCroix, second by Swartwood, to accept the First Quarter 2022 Financial Report as presented and prepared by ABDO Financial. MCU

(Councilor Fowler left at 8:10 p.m.)

Consider Approving a Development Contract with Giles Properties, Inc

City Planning Sparks stated amount of the median changes would not be significant for a change to the letter of credit based on actual cost of construction. Mayor Switzer stated the Contract is in a different format. Council Modory noticed a lot going back to staff on numbers.

Motion by Swartwood, second by LaCroix to approve the Development Contract between the City of Dundas and Giles Properties, Inc. relating to Stoneridge Hills Second Addition to include proposed Council comments relating to Preliminary and Final Plat. MCU

Consider Authorizing Staff Fence and Gate at Highland Parkway/115th Street**Mayor removed from table.**

Administrator Teppen explained the necessity for the fencing and gate to prevent vehicles from driving over the curb onto the trail but still allowing emergency vehicles access as well as pedestrians. She stated to prevent homeowners from leaving 115th Street to gain access to their backyards she is recommending to consider use of jersey barriers placed in the right-of-way and 12-foot gate. Mayor Switzer indicated staff has sent letters and talked to residents not to use to no avail. Administrator Teppen stated the Interim Fire Chief expressed concern on only one entrance and suggested second one with gate. Discussion followed and included a recommendation to approach Bridgewater Township to support a permanent access.

Motion by Switzer, second by Swartwood, to approve installation of 100 ft of chain link fencing and a 12-foot gate from Caron Fence in the amount not to exceed \$6,400 to be install at Highland Parkway and 115th Street. MCU

Consider Authorizing Staff to Recruit for Full-Time Police Officer

Administrator Teppen reported full time police officer Sarah Hubacher resigned and request staff be allowed to recruit for this position.

Motion by Modory, second by LaCroix, to approve allowing staff to recruit for a Full-Time Police Officer. MCU

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

City Engineer – Dustin Tipp

Tipp reviewed his report to Council with updates.

Mayor, Councilors and Committees

Mayor Switzer reported NAFRS has no money in reserve due to unanticipated expenditures in 2021 and the 2023 budget will likely increase due to a recommendation for a full-time Fire Chief. Teppen stated the interim chief has begun to do fire code work which NAFRS has not done in the past. She reported she is meeting with interim chief and administrator of Northfield to look at coordinating an update for both cities respective code language around the fire code.

ADJOURN

Motion by LaCroix, second by Swartwood, to adjourn the meeting at 8:48 p.m. MCU

Submitted by:

Attest:

Jenelle Teppen, Administrator/Clerk

Glenn Switzer, Mayor



MEMORANDUM

To: Honorable Mayor and City Council
Dundas, Minnesota

From: Dustin M. Tipp, PE
City Engineer

Date: June 20, 2022

Subject: Consideration of Pay Voucher No. 1 to
Heselton Construction, LLC. in the amount of \$101,160.63
2022 Memorial Park Improvements
WSB Project No. 010169-000

Action Requested: *Motion to approve Pay Voucher No. 1 to Heselton Construction, LLC. in the amount of \$101,160.63.*

Introduction/Background/Justification:

The pre-construction meeting for this project was held on April 28, 2022, and construction activity on the site started on May 2, 2022. The Substantial Completion date for the project was May 31, 2022.

The City Council is being requested to consider approval of Pay Voucher No. 1 in the amount of \$101,160.63 for work completed through June 6, 2022. Work items completed as part of this payment include:

- Excavation
- Paving
- Concrete work
- Topsoil and seeding
- Drainage improvements at 1st Street and Everett Street

Fiscal Impact:

Based on quantities to date and work progress, construction costs are tracking to be below budgeted amounts. With the project being Substantially Complete, about 87% of the original contract value will have been paid with this payment. The payment amount reflects the standard five percent retainage as required by the Contract.

Alternatives:

1. Motion to Approve Pay Voucher No. 1 to Heselton Construction, LLC. in the amount of \$101,160.63.
2. Do not approve Pay Voucher No. 1.

Recommendation:

Alternative No. 1: Motion to Approve Pay Voucher No. 1 to Heselton Construction, LLC. in the amount of \$101,160.63.

The work represented on the attached application for payment has been completed in accordance with the plans and specifications for the project. It is the recommendation of the City Engineer to approve Pay Voucher No. 1 as presented.

Attachments:

1. Letter of transmittal from WSB dated June 20, 2022.
2. Pay Voucher No. 1.



June 20, 2022

Jenelle Teppen
City of Dundas
100 Railway Street N
Dundas, MN 55019

Re: Memorial Park Improvements
City of Dundas, Minnesota
WSB Project No. 010169-000

Dear Ms. Teppen:

Please find enclosed Construction Pay Voucher No. 1 for the above referenced project in the amount of \$101,160.63. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Dundas approve Construction Pay Voucher No. 1 for Heselton Construction, LLC.

The amount indicated above reflects work certified through June 6, 2022, with a 5% retainage applied. Please include one executed copy with the payment to Heselton Construction, LLC and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at 651.286.8453. Thank you.

Sincerely,

WSB



Dustin Tipp, PE
Project Manager

Attachments

kkp

Memorial Park and 1st St.
Improvements

Pay Voucher 1



Client: Dundas 216 Railway St. North Dundas, MN 55019	Contractor: Heselton Construction, LLC. P.O. Box 246 Faribault, MN 55021
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WSB Project No.: 010169-000 and 019661-000
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$122,701.00	Original	\$122,701.00
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$122,701.00	Total	\$122,701.00

Work Certified To Date	
Base Bid Items	\$106,484.87
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$106,484.87

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$106,484.87	\$106,484.87	\$5,324.24	\$0.00	\$101,160.63	\$101,160.63
Percent Retained: 5%			Percent Complete: 86.78%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB

Approved By Heselton Construction, LLC.


Project Engineer



6/20/2022
Date

6/20/22
Date

Approved By Dundas

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	06/17/22	\$106,484.87	\$5,324.24	\$101,160.63

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$106,484.87	\$5,324.24	\$0.00	\$101,160.63	\$101,160.63

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$101,160.63	\$122,701.00	\$122,701.00	\$101,160.63

Contract Item Status

Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$11,500.00	1	1	\$11,500.00	1	\$11,500.00
2	2104.503	REMOVE CONCRETE CURB	LF	\$22.00	25	25	\$550.00	25	\$550.00
3	2104.518	REMOVE CONCRETE WALK	SF	\$4.25	270	270	\$1,147.50	270	\$1,147.50
4	2106.507	EXCAVATION - COMMON	CY	\$33.50	285	260	\$8,710.00	260	\$8,710.00
5	2106.507	EXCAVATION - SUBGRADE	CY	\$40.00	25	0	\$0.00	0	\$0.00
6	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$41.00	25	0	\$0.00	0	\$0.00
7	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$160.00	3	1	\$160.00	1	\$160.00
8	2130.523	WATER	MGAL	\$65.00	5	0	\$0.00	0	\$0.00
9	2211.509	AGGREGATE BASE CLASS 5	TON	\$31.00	640	543.01	\$16,833.31	543.01	\$16,833.31
10	2232.504	MILL BITUMINOUS SURFACE	SY	\$5.25	670	0	\$0.00	0	\$0.00
11	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$0.01	125	100	\$1.00	100	\$1.00
12	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	\$112.00	240	235.78	\$26,407.36	235.78	\$26,407.36
13	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	\$100.00	170	169.82	\$16,982.00	169.82	\$16,982.00
14	2411.502	CONCRETE FLUME	EACH	\$2,100.00	1	1	\$2,100.00	1	\$2,100.00
15	2511.507	RANDOM RIPRAP CLASS III	CY	\$105.00	15	11.24	\$1,180.20	11.24	\$1,180.20
16	2531.503	CONCRETE CURB & GUTTER DESIGN D412	LF	\$77.00	25	0	\$0.00	0	\$0.00
17	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SY	\$128.00	100	100	\$12,800.00	100	\$12,800.00

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
18	2563.601	TRAFFIC CONTROL	LS	\$1,000.00	1	1	\$1,000.00	1	\$1,000.00
19	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$275.00	2	2	\$550.00	2	\$550.00
20	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	\$5.55	160	0	\$0.00	0	\$0.00
21	2574.507	COMMON TOPSOIL BORROW	C Y	\$47.75	95	42	\$2,005.50	42	\$2,005.50
22	2574.508	FERTILIZER TYPE 3	LB	\$1.10	55	55	\$60.50	55	\$60.50
23	2575.505	SEEDING	ACRE	\$1,650.00	0.15	0.15	\$247.50	0.15	\$247.50
24	2575.508	SEED MIXTURE 25-151	LB	\$7.75	20	20	\$155.00	20	\$155.00
25	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$5.00	450	450	\$2,250.00	450	\$2,250.00
26	2582.503	4" SOLID LINE MULTI COMP	LF	\$9.00	200	205	\$1,845.00	205	\$1,845.00
Bid Totals:							\$106,484.87	\$106,484.87	

Project Category Totals		
Category	Amount This Voucher	Amount To Date
Memorial Park Improvements	\$106,484.87	\$106,484.87

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Memorial Park and 1st St.
Improvements

Pay Voucher 1



Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

DISBURSEMENT REPORT

City of Dundas
Council Meeting June 27, 2022

DATE	PAYABLE	AMOUNT
6/16/2022	PERA	\$4,041.11
6/16/2022	State of MN Empower Retirement	\$700.00
6/16/2022	MN Dept of Revenue	\$1,368.63
6/15/2022	IRS	\$6,494.44
6/16/2022	Payroll PP# 12 Employees	<u>\$19,759.74</u>
	Sub Total Paid Payroll and Sales Liabilities	\$32,363.92
6/23/2022	Cardmember Service	\$1,911.29
6/23/2022	Bill Payments	<u>\$36,243.41</u>
	Sub Total Paid Claims and Service Liabilities	\$38,154.70
TOTAL	Disbursements for June 27, 2022	\$70,518.62

City of Dundas

Payments

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Current Period: June 2022

Payments Batch 062722AP		\$36,243.41	
Refer	0	ABDO FINANCIAL SOLUTIONS, LL	-
Cash Payment	E 101-41000-301	Auditing and Acct g Servi	Escrow reconciliation
Invoice	458074	4/30/2022	\$1,173.75
Transaction Date	6/22/2022	Frandsen Bank	10100
			Total
			\$1,173.75
Refer	0	ALDRICH TECNNOLOGY CONSULT	-
Cash Payment	E 101-41000-309	EDP, Software and Desi	Microsoft Exchange Online - Plan 2
Invoice	7079	6/21/2022	\$160.00
Transaction Date	6/22/2022	Frandsen Bank	10100
			Total
			\$160.00
Refer	0	ALDRICH TECNNOLOGY CONSULT	-
Cash Payment	E 101-41000-310	Professional Services	Resolve send to email issue, set up new sharepoint
Invoice	7033	6/8/2022	\$750.00
Transaction Date	6/22/2022	Frandsen Bank	10100
			Total
			\$750.00
Refer	0	AMAZON CAPITAL SERVICES	-
Cash Payment	E 101-42400-200	Supplies	colored cardstock
Invoice	1YFW-FC7X-LFD	6/19/2022	\$15.49
Cash Payment	E 101-41000-200	Supplies	clasp envelopes
Invoice	1YFW-FC7X-LFD	6/19/2022	\$11.49
Transaction Date	6/22/2022	Frandsen Bank	10100
			Total
			\$26.98
Refer	0	BY ALL MEANS GRAPHICS	-
Cash Payment	E 101-42100-200	Supplies	ordinance violation doorhangers
Invoice	14282	6/17/2022	\$67.00
Transaction Date	6/22/2022	Frandsen Bank	10100
			Total
			\$67.00
Refer	0	CAMPBELL KNUTSON	-
Cash Payment	E 101-41000-304	Legal Fees	Legal Fees - General Matters
Invoice	MAY22 3509-000	5/31/2022	\$959.20
Transaction Date	6/22/2022	Frandsen Bank	10100
			Total
			\$959.20
Refer	0	CAMPBELL KNUTSON	-
Cash Payment	G 430-22018	Escrow - Stoneridge Hills	Legal Fees - Stoneridge Development
Invoice	MAY22 3509-050	5/31/2022	\$1,178.00
Transaction Date	6/22/2022	Frandsen Bank	10100
			Total
			\$1,178.00
Refer	0	CHARLES R GLEASON COMPANY	-
Cash Payment	E 101-43100-408	Sand/Rock/Dirt	53.80 tons recycled asphalt
Invoice	37435	6/14/2022	\$693.30
Transaction Date	6/22/2022	Frandsen Bank	10100
			Total
			\$693.30
Refer	0	EPIC ENTERPRISES, INC	-
Cash Payment	E 101-42100-440	Cleaning Service	Misc services Police and PW
Invoice	15771	5/31/2022	\$16.27
Cash Payment	E 101-43100-440	Cleaning Service	Misc services Police and PW
Invoice	15771	5/31/2022	\$16.28
Transaction Date	6/22/2022	Frandsen Bank	10100
			Total
			\$32.55
Refer	0	GUTH ELECTRIC, LLC	-
Cash Payment	E 601-49400-400	Repairs and Maintenanc	Well #2 install venting PVC
Invoice	1646	6/14/2022	\$511.14

City of Dundas

Payments

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Current Period: June 2022

Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$511.14
Refer	0 HAWKINS INC.	-			
Cash Payment	E 601-49400-200 Supplies	Chlorine cylinders			\$20.00
Invoice	6211084	6/15/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$20.00
Refer	0 KEITH PUMPER PLUMBING & HEA	-			
Cash Payment	E 601-49400-400 Repairs and Maintenanc	replace 9 meters - materials and labor			\$1,920.60
Invoice	49049	6/8/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$1,920.60
Refer	0 LMCIT	-			
Cash Payment	E 101-41000-362 Property Insurance	Property/Casualty Insurance Premium			\$14.31
Invoice		6/16/2022			
Cash Payment	E 101-42100-362 Property Insurance	Property/Casualty Insurance Premium			\$62.15
Invoice		6/16/2022			
Cash Payment	E 101-43100-362 Property Insurance	Property/Casualty Insurance Premium			\$16.27
Invoice		6/16/2022			
Cash Payment	E 101-45200-362 Property Insurance	Property/Casualty Insurance Premium			\$113.53
Invoice		6/16/2022			
Cash Payment	E 601-49400-362 Property Insurance	Property/Casualty Insurance Premium			\$49.82
Invoice		6/16/2022			
Cash Payment	E 602-49450-362 Property Insurance	Property/Casualty Insurance Premium			\$31.92
Invoice		6/16/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$288.00
Refer	0 METERING & TECH SOLUTIONS	-			
Cash Payment	E 601-49400-210 Supplies/Water Meter, Et	64 Orion LTE end points			\$9,808.00
Invoice	23150	6/27/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$9,808.00
Refer	0 MINNESOTA AG GROUP	-			
Cash Payment	E 101-43100-400 Repairs and Maintenanc	parts			\$6.93
Invoice	IN03163	6/13/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$6.93
Refer	0 NCPERS GROUP LIFE INS	-			
Cash Payment	G 101-21712 Life Insurance	Life Insurance July 2022			\$48.00
Invoice	433600072022	6/5/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$48.00
Refer	0 MN PEIP	-			
Cash Payment	G 101-21712 Life Insurance	Life Insurance			\$12.15
Invoice	1203674	6/10/2022			
Cash Payment	G 101-21711 Dental Insurance	Dental Insurance			\$93.76
Invoice	1203674	6/10/2022			
Cash Payment	G 101-21706 Hospitalization/Medical Ins	Medical Insurance			\$774.36
Invoice	1203674	6/10/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$880.27
Refer	0 PLUNKETTS PEST CONTROL	-			
Cash Payment	E 101-41000-400 Repairs and Maintenanc	General pest control			\$225.00
Invoice	7578344	6/13/2022			

City of Dundas

Payments

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Current Period: June 2022

Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$225.00
Refer	0 SPRINT	-			
Cash Payment	E 101-43100-321 Telephone & Communic	Phone service 5/15/22-6/14/22			\$116.03
Invoice	292583318-247	6/18/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$116.03
Refer	0 STREICHERS	-			
Cash Payment	E 101-42100-217 Uniforms	PD uniforms			\$34.97
Invoice	I1571990	6/3/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$34.97
Refer	0 STREICHERS	-			
Cash Payment	E 101-42100-217 Uniforms	PD Uniforms			\$210.00
Invoice	I1571930	6/3/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$210.00
Refer	0 SVIEN, BENNY H.	-			
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit			\$1.04
Invoice	4366	6/20/2022			
Cash Payment	E 101-42400-312 Plan Review Expense	Plan Review Fee			\$22.51
Invoice	4366	6/20/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$23.55
Refer	0 SVIEN, BENNY H.	-			
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit			\$32.46
Invoice	7233	6/13/2022			
Cash Payment	E 101-42400-312 Plan Review Expense	Plan Review Fee			\$703.35
Invoice	7233	6/13/2022			
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Plumbing Fee			\$1.64
Invoice	7233	6/13/2022			
Cash Payment	E 101-42400-314 Mechanical Permit Expe	HVAC Fee			\$1.50
Invoice	7233	6/13/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$738.95
Refer	0 SVIEN, BENNY H.	-			
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit			\$32.46
Invoice	7232	6/13/2022			
Cash Payment	E 101-42400-312 Plan Review Expense	Plan Review Fee			\$703.35
Invoice	7232	6/13/2022			
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Plumbing Fee			\$1.82
Invoice	7232	6/13/2022			
Cash Payment	E 101-42400-314 Mechanical Permit Expe	HVAC Fee			\$1.50
Invoice	7232	6/13/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$739.13
Refer	0 VERIZON	-			
Cash Payment	E 101-42100-321 Telephone & Communic	cell phones			\$128.56
Invoice	9908655267	6/11/2022			
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$128.56
Refer	0 WSB & ASSOC INC	-			
Cash Payment	E 101-41000-303 Engineering Fees	City Engineering Retainer			\$800.00
Invoice	R-019660-000-5	6/16/2022			

City of Dundas Payments

06/22/22 4:09 PM

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Current Period: June 2022

Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$800.00
Refer	0 WSB & ASSOC INC	-			
Cash Payment	E 101-41000-303 Engineering Fees	General Engineering			\$378.75
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 101-41000-303 Engineering Fees	Meetings			\$1,062.50
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 101-41000-303 Engineering Fees	ROW Permit Review			\$145.00
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 101-41000-303 Engineering Fees	Streets			\$2,781.50
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 101-41000-303 Engineering Fees	CSAH 1/TH 3 Ped Crossing			\$62.50
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 602-49450-303 Engineering Fees	TSS Investigation			\$576.00
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 101-45200-303 Engineering Fees	Parks General			\$352.00
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 101-41000-303 Engineering Fees	GIS General			\$795.00
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 101-41000-303 Engineering Fees	GIS Base Maps			\$381.50
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 101-41000-303 Engineering Fees	Office Survey			\$546.00
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 101-41000-303 Engineering Fees	Survey 1 Person			\$1,590.00
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 101-41910-303 Engineering Fees	115th St Cost Take-off			\$72.50
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 426-45200-500 Capital Outlay	Memorial Park Project Mgmt			\$593.75
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 426-45200-500 Capital Outlay	Memorial Park Construction Inspection			\$1,390.00
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 426-45200-500 Capital Outlay	Project Management			\$208.75
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 426-45200-500 Capital Outlay	Concrete Field Testing			\$440.00
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 426-45200-500 Capital Outlay	Soils Field Testing			\$262.50
Invoice	R-019661-000-5 6/16/2022				
Cash Payment	E 426-45200-500 Capital Outlay	Material Lab Testing			\$345.00
Invoice	R-019661-000-5 6/16/2022				
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$11,983.25
Refer	0 WSB & ASSOC INC	-			
Cash Payment	G 430-22006 Escrow - 80 West Ave	Construction Administration - West Ave Aparts			\$382.50
Invoice	R-010168-000-60 6/16/2022				
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	Plan Review - Stoneridge Hills			\$2,337.75
Invoice	R-010168-000-60 6/16/2022				
Transaction Date	6/22/2022	Frandsen Bank	10100	Total	\$2,720.25

City of Dundas
Payments

Current Period: June 2022

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND		\$16,187.68
426 PARKS & REC. CAPITAL OUTLAY		\$3,240.00
430 ESCROW DEPOSITS		\$3,898.25
601 WATER		\$12,309.56
602 SEWER		\$607.92
		<hr/>
		\$36,243.41

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$36,243.41
Total	<hr/>
	\$36,243.41



MEMORANDUM

To: Honorable Mayor and City Council
Dundas, Minnesota

From: Dustin M. Tipp, P.E.
City Engineer

Date: June 22, 2022

Re: Receive the Quotes and Award a Contract for the 2022 Seal Coat Project

Introduction

City Staff has obtained quotes for the 2022 Seal Coat Project, attached is a map of the project area.

Background

Based on the estimated cost of this construction contract, the City was not required to publish an advertisement for bids. Instead, on June 3, 2022, a request for quotes was forwarded to three contractors that have completed similar work in the past.

Quotes were due via e-mail by 3:00 p.m. on June 21, 2022. A total of two (2) contractors submitted quotes as summarized below:

Contractor	Quote Amount
Pearson Bros. Inc.	\$ 27,667.50
Fahrner Asphalt Sealers, LLC	\$ 38,658.20

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

Fiscal Impact

The unit price has ranged from \$1.02 per square yard to \$1.72 per square yard in recent years; the lowest unit price quoted for 2022 is \$3.33 per square yard. The seal coat work is included in the General Fund budget for Road Maintenance.

Alternatives

1. Motion to Receive the Quotes and Award a Contract for the 2022 Seal Coat Project to Pearson Bros. Inc. for the quoted amount of \$27,667.50.
2. Deny the request.

Staff Recommendation

Alternative No. 1: Motion to Receive the Quotes and Award a Contract for the 2022 Seal Coat Project to Pearson Bros. Inc. for the quoted amount of \$27,667.50.

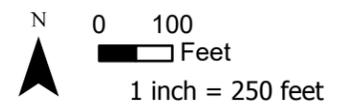
Attachments

1. Map of project area.
2. Quotes



2022 Seal Coat Project

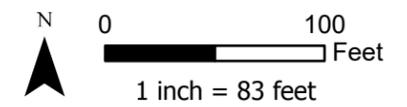
Figure 1 - 1st Street and Everett
City of Dundas, MN





2022 Seal Coat Project

Figure 2 - Highland Parkway
City of Dundas, MN



BID TABULATION SUMMARY

PROJECT:
2022 Seal Coat Project

OWNER:
City of Dundas

WSB PROJECT NO.:
010169-000/019611-000

Quotes Received June 21, 2022

Contractor	Total Bid
1 Pearson Bros., Inc.	\$27,667.50
2 Fahner Asphalt Service, Inc	\$38,658.20

I hereby certify that this is a true and correct tabulation of the quotes received on June 21, 2022.



Dustin Tipp, PE Project Manager

 Denotes corrected figure



REQUEST FOR COUNCIL ACTION

TO: City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Appointing Cody Kruse to the Position of Full-Time Police Officer
DATE: For the City Council Meeting of June 27, 2022

PURPOSE/ACTION REQUESTED

Consider appointing Cody Kruse to the position of full-time Police Officer.

SUMMARY

As the Council will recall, the City has a full-time Police Officer position vacant due to a recent resignation. The City Council authorized staff to move forward with that recruitment.

The position was posted internally and two applications were received from current part-time officers. The Chief and I interviewed both candidates and at the conclusion of those interviews we concurred on the recommendation to appoint Cody Kruse to the vacancy.

RECOMMENDATION

Motion to approve the appointment of Cody Kruse to the position of full-time Police Officer.



City of Dundas
Public Works Staff Meeting / City Engineer Update 6/22/22

June 23, 2022
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. 2021 Street Maintenance
 - 5% retainage will be held until spring of 2022 to reassess tack coat on driveway at 307 Hester Street W before approving final payment.
2. 2022 Sidewalk/Trail Improvements
 - ECRT North-south connection along 1st Street North.
 - Crosswalk markings will be installed on Hester Street at 1st Avenue will be coordinated with Rice County. 11/3/21 County will be responsible for the crossing markings on pavement on Hester Street and 1st Street. The existing pedestrian ramp on the SW corner of the intersection will be expanded for better access to 1st street to the southwest.
 - An 8-foot striped bike lane will be added in the street on the east side of 1st street, extending from the East Cannon River Trail to Memorial Park.
 - Staff plans to send out a request for quotes in February or March with work to begin in the spring.
 - On-street bike lane plan has been revised based on Council comments from the March 14th Council meeting. Revisions include adding bike lane crosswalks at all intersections and striping the west side of the road for on-street parking.
 - 1st Street will be seal coated as part of the 2022 seal coating project. All bike lane striping will be done after the seal coating. This project will be done separately from the Memorial Park Improvements project.
 - The SHIP grant funding application was approved by in the amount of \$4,680.00. The City will work with Rice County on media relations as part of the grant funding.
 - ***Staff will order materials for pedestrian and bicycle crossing advanced warning signage for the Hester Street and 1st Street crosswalk and Rice County will install the signage.***
 - ***A request for quotes has been sent out for the project. Quotes are due July 5th.***
3. 2022 Storm Sewer Maintenance
 - Hester Street
 - On the south side of Hester Street between the Menard and City ponds; the storm sewer outlet from 3rd Street will be extended, and the pond side slopes flattened in this area. 12-16-21 Menard Inc indicated that they are not willing to turn over the stormwater pond to the City. ***Staff is working with Menard to***

revise the draft grading and maintenance easement so the document can be finalized.

- Modification work to the catch basin near the Dundas Dome driveway. Structure cannot be lowered. Lower grade around casting and structure and rip rap area. Regrade from road and Dundas Dome swale to improve drainage with the possible addition of a concrete flume from street to catch basin. Work will be done in 2022 with potential sidewalk project. Staff is developing a concept plan for this work. Staff is preparing a plan to send out for quotes.
4. 2023 Street Lighting
- On Railway Street down to West Avenue; and including lights at each end of the pedestrian bridge over the Cannon River.
 - Updated pricing will be requested from the supplier.
 - As part of the project, the existing poles at City Hall will re-located to the Railway Street/Memorial Park area and shorter (16') poles will be installed.
5. Comprehensive Transportation Planning
- 8/9/21 Staff met with Bridgewater Township officials to discuss the road policy/plan referenced in the OAA. Township officials indicated they would submit initial drafts based on the discussion in September. Meeting was held with BWT on 10/27/21 to discuss initial draft. The Joint Road Policy from BWT has been reviewed and staff has prepared a City of Dundas JRP. Staff is in conversation with BWT to set up a meeting date.
 - Staff is preparing a preliminary road design and estimate of project costs for street improvements for a portion of 115th Street between CSAH 20 and CSAH 22. Costs are being prepared for state aid design option vs paving the existing gravel. Initial project funding has been identified in the draft CIP. 11-3-21 Staff met with Rice County. County plans to reconstruct CSAH 20 in 2025 and plans look at options to realign the intersection of CSAH 20, 115th Street and TH 3. Coordination between City, BWT, State and County will be required.
 - 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. 11-3-21 Staff met with Rice County. The County is planning to revisit the study in 2022.
6. CSAH 1/TH 3 Pedestrian Crossing
- The scope includes a crossing of CSAH 1 connecting the existing trail near the PRV to the sidewalk on Stafford Road North; and pedestrian connections west along the south side of CSAH 1 to Cannon Road.
 - A trail would be extended along CSAH 1 from TH 3 to connect to the existing sidewalk on Cannon Road and Stafford Road North. A trail connection would also be made from TH 3 to the existing trail to the northeast.
 - Storm sewer modifications would be made to accommodate the new trails.
 - The addition of ADA pedestrian curb ramps and crosswalk markings would be added to the intersection. Minor signal modifications and the addition of pedestrian push buttons would be included at all legs of the intersection.
 - MnDOT has reviewed the concept and has provided comments.
 - A trail would be extended along CSAH 1
 - Rice County does not have funding budgeted for cost sharing in 2022. Project would be done in 2023. Staff is exploring funding options and have reached out to Rice County and MnDOT to inquire about cost sharing. Staff is working on identifying cost participation from the County and State.

- A portion of the \$121,900 capital expenditure budgeted for Sidewalk/Trail in 2021 is to further preliminary design of these crossing concepts.
- Staff met with MnDOT on 5/4 to discuss cost participation through the Local Partnership Program funding. MnDOT will have internal conversations to discuss the project further. ***Staff has reached out to MnDOT to inquire about the internal review and is waiting to hear back.***
- ***Staff has provided the requested documentation to Rice County for review. Rice County has not yet reviewed the information.***

7. ECRT Parking Lot

- An aggregate base parking area is proposed to be created at the ECRT on the NE corner of 1st Street N / Everett Street.
- Project is in the 2023 CIP
- Staff contacted the DNR and they would welcome the addition of the parking lot but do not hold any formal interest in the land use of that area. Direction was given to notify Northfield of any improvements.
- A figure has been prepared for the future dog park location and parking lot. Staff is looking into using the excavated aggregate material from the Memorial Park project to establish a base for the future parking lot.

8. Forest Avenue and Depot Street

- Based on recent soil borings, extensive pavement repair has been included in the draft CIP, future construction which will likely include pavement reclamation and a bituminous overlay. The pavement rehabilitation needs of Forest Avenue will be reviewed again in the spring of 2022; mill and overlay needs for Depot Street may become a higher priority. Forest Avenue and Depot Street will be reviewed in the Spring to evaluate street conditions.
- Staff will be getting cores in the roadway on Depot Street from Hester Street to Forest Avenue, to evaluate the condition of the pavement and the subgrade conditions below the pavement. Coring has been completed on Depot Street. The recommendation for rehabilitation of the roadway is full pavement removal and replacement or full depth reclamation.
- Staff has reviewed the condition of Forest Avenue and Depot Street. Based on the current condition of the roadways, inflated pricing and contractor availability, reconstruction of the roadway is tentatively planned for 2023. Roadway patching will be done as necessary in problem areas. Staff is preparing preliminary costs for reconstruction options of the two roadways.

9. Memorial Park

- Staff will look at installing bike racks near the bleachers. Staff will coordinate this work internally and work will not be included in the project.
- Contract was awarded at the April 11th Council meeting to Heselton Construction, LLC.
- Preconstruction meeting was held on April 28th with Heselton Construction and work started on the project on May 2nd. Substantial completion date is May 31st.
- ***Project is substantially completed, including paving, concrete, topsoil and seeding.***
- ***Pay Voucher 1 will be presented to council for approval at the June 27th Council Meeting.***

10. Mill Town Trail Head

- The sculpture has been re-set.
- ***Staff is working to prepare the quote package to send out a request for quotes for the sculpture area landscaping.***

11. Northfield Wastewater Treatment

- Meeting was held with City of Northfield on 10/5/21 and 10/11/21
 - Staff performed survey on a section of the sewer shed with high TSS results. Survey results show potential problems with the lines. Staff is coordinating cleaning and televising of lines. Testing will be performed after lines are cleaned. Televising and cleaning of the lines is complete. One area of pipe has installation/settlement issues. Staff is working to identify solutions to correct the pipe in the area. Staff has prepared a plan for the repairs to the sewer system by Kwik Trip and Menards. Staff is looking at preliminary costs to evaluate the options.
 - Staff is exploring a new connection between existing manholes to bypass the area of concern. Private utility companies have submitted their maps. Staff will review City infrastructure in the area to create a concept plan and costs.
 - Meetings will be set up twice a year with the City of Northfield to discuss the City of Dundas' wastewater flows with respect to the limits set in the agreement and to stay updated on things Northfield is working on, such as the permit ammendment. First meeting with Northfield staff will be set up after PCA review period has ended.
 - Northfield staff indicated that they are planning to hire a consultant in 2023 to review the Wastewater Agreement. They expect the consultant would suggest modifications to the Agreement to reflect growth projections for both the City of Northfield and the City of Dundas.
 - The PCA provided information on the possibility of Dundas having its own wastewater facility. Staff is reviewing the information in order to determine the feasibility of the facility. ***The information will be presented at a Council work session on June 27th.***
 - 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.

12. Public Works Tasks

- The storm water code and fees are under review, including sump pump connection requirements. Staff met with Andrew Albers to discuss his concerns regarding the amount of City fees he pays and research he has done on fee options.
- The City received an inquiry regarding converting the Access Road west of TH 3 between CSAH 1 and Hester Street to a public street; a draft policy will be prepared for reviewing these types of requests.
- Staff is working on a concept to install a sidewalk from Railway Street to the future railroad crossing along Hester Street. Work will include relocating the retaining wall and stop sign at 236 Railway Street. Staff met on site to review the scope of work. Survey is complete. Staff is preparing a plan for the concrete sidewalk extension and retaining wall relocation. ***Based on the results of the survey, the grades along Hester Street are too steep to install a sidewalk that would meet ADA standards and be safe for pedestrians and bicyclists entering the Hester Street and Railway Street intersection. Staff is preparing a plan to relocate the stop sign to be mounted on the retaining wall and installing a new concrete driveway opening for the driveway behind 216 Railway Street.***
- Staff has reached out to Union Pacific Railroad to start conversations about making the sidewalk crossing over the tracks.
- 2022 Seal Coat Project will include the following streets: 1st Street from Memorial Park to Everett Street. Everett Street from 1st Street to 3rd Street and Highland Parkway from

Bluff Street to Bridgewater Parkway. *Quotes were received on June 21st and will be presented to council for consideration to award contract June 27th Council Meeting.*

- Staff will be replacing the No U-Turn Sign at Mills Town Road.
- *Staff is working to coordinate the 2022 Sanitary sewer cleaning and televising project.*

13. Regional Storm Water and Wetland

- This will be the next storm water pond cleaning project; the focus for work at the regional pond will be clearing trees/brush and removing sediment. A future study will be done to quantity treatment capacity and service area for the pond.
- Staff will be reviewing the scope of work in June.

14. Two Year Warranty Inspections

- Warranty inspections have been completed for the 2019 projects; Swenke will be contacted about one small settlement on Stafford Road North

15. AT&T East tower antenna modification

- 11/11/21 Staff has approved the submittals and is coordinating the work with AT&T.
- AT&T will provide the City with estimated dates of construction. A preconstruction meeting will be set up prior to any work being performed. Work to begin in February at the earliest. SEH run AT&T run project has been suspended.
- 3/22/22 Preconstruction meeting was held. Contractor will provide project schedule when it is known.

16. Dundas Dome Site

- A request for an extension of the completion date for parking lot work was approved by the City Council on 10/12/20. Extension is through October 2022.

17. Stoneridge Hills 2nd

- On 8/6/21 the City Planner forwarded a letter to the developer indicating their land use application was incomplete for review.
- 11/19/21 Staff and Developer executed a conditional grading permit. Developer has started minor site grading work.
- 3/10/2022 Staff and Developer are working on a conditional grading permit for grading in the City outlot for the stormwater pond in Stoneridge 1st Addition. Stormwater revisions for the City outlot stormwater pond have been reviewed and approved.
- 5-27 Developer submitted revised plans for City review. Staff has completed the stormwater and engineering review. *Staff is waiting on final submittal from Developer to address remaining City comments. Landscape plan has been submitted for review.*
- *6-13-22 Preliminary Plat, Final Plat and Developer's Agreement were approved by Council.*

18. Tower Heights

- Staff is preparing a plan to install fencing along 115th Street for the emergency vehicle connection on Highland Parkway and 115th Street. 2nd Quotes was obtained for the fence and gate to extend 50' in either direction from Highland Parkway along 115th Street. *Caron Fence indicated they are 6-8 weeks out until the work can be completed. A 2-week notice will be given to allow staff to lay out the configuration of the fence.*
- 8/12/21 a LOC reduction was authorized.
- 10/6/21 a LOC reduction was authorized.
- 11/30/21 a LOC reduction was authorized.

19. West Avenue Apartments

- 3/26/22 Preconstruction meeting was held with Developer. Developer will inform the City of project start date when it is known.
- Weekly and rainfall inspections will be done on behalf of the City through the duration of construction ensure erosion control issues do not arise.
- Grading and excavation began on the site on 5/2.

20. Industrial Zone – 600 Railway Street South

- Staff prepared a concept plan of street and utility improvements and preliminary cost estimate. Information was presented at the EDA meeting on 11/22/21

21. Pavement Management Plan

- Pavement Management Plan approved by Council at April 11th Council Meeting.
- Data collection and inspections for City roadways are scheduled for June and July of 2022.