

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, November 22, 2021
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 by _____, second by _____
- 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 November 8, 2021*
 - b. Disbursements* - \$65,281.89
Motion by _____, second by _____
- 6. Old Business**
- 7. Ordinances and Resolutions**
 - a. Resolution 2021-33* A Resolution Approving Final 2022 Economic Development Authority Budget and Final 2022 Property Tax Levy
Motion by _____, second by _____
- 8. New Business**
 - a. Update from Bridgewater and Forest Township Supervisors Regarding Proposed Development at County Road 1 and Hwy 35
 - b. Discuss Vision and Direction for Downtown Development*
 - c. Consider Appointing Gordon Kelley to Park & Recreation Advisory Board*
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. Announcements**
 - a. City Council Meeting and Public Input Meeting – Monday, December 13 at 7:00 pm
 - b. Park and Recreation Advisory Board – No Meeting in December
 - c. Planning Commission – Thursday, December 16 at 7:00 pm City Hall
 - d. City Hall CLOSED Fridays, December 24 and December 31
 - e. EDA Meeting – Monday, December 27 at 6:30 p.m. at City Hall
 - f. City Council Meeting – Monday, December 27 at 7:00 pm
- 11. Adjourn**

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES**

Monday, November 8, 2021

7:00 p.m. Dundas City Hall

UNOFFICIAL MINUTES

Present: Mayor Glenn Switzer; Councilors: Larry Fowler, Grant Modory, Luke Swartwood,
Go To Meeting: Councilor Luke LaCroix (able to participate but unable to vote or count toward quorum)
Staff Present: City Engineer Dustin Tipp, Administrator Jenelle Teppen, Deputy Clerk Linda Ripka

CALL TO ORDER/PLEDGE ALLEGIANCE

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

PUBLIC FORUM - No public input.

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

Regular Minutes of October 25, 2021;

Resolution 2021-31 A Resolution Certifying Unpaid Storm Water Fees;

Resolution 2021-32 A Resolution Certifying Unpaid Utility Charges; and

Disbursements - \$196,646.05. MCU

OLD BUSINESS – No old business brought before Council.

ORDINANCES AND RESOLUTIONS – No Ordinance brought before Council.

NEW BUSINESS

Consider Health/Dental Insurance Rates and City Contribution for 2022

Administrator Teppen indicated the City will renew with Public Employees Insurance Program (PEIP) for 2022 health, dental and life insurance. She noted the increase in health insurance of 9% is due to COVID and delayed procedures. She recommended Council approve an increase of City's contribution from \$725 to \$775 to cover cost of the HSA Single premium as well as for those employees who waive coverage. Teppen stated she will work on comparable benefits and pricing for 2023 plans and rates.

Motion by Modory, second by Swartwood, to approve renewal with PEIP for qualified employees on health, dental and life insurance coverage for 2022 with the City's contribution to increase to \$775 for health insurance including those who waive coverage, pay for single preventive dental coverage, and life insurance up to \$10,000. MCU

Consider Accepting Long Term Financial Plan

Motion by Swartwood, second by Fowler, to accept the Long Term Plan prepared by ABDO Financial Solutions, LLC for the period 2021 through 2026. MCU

Consider Accepting Water and Sewer Rate Study

Motion by Modory, second by Swartwood to accept the Water and Sewer Rate Study prepared by ABDO Financial Solutions for the years ending December 31, 2021 to December 31, 2026. MCU

Consider Accepting Third Quarter Financial Report

Blake Torbeck, ABDO Financial Solutions, summarized the Third Quarter Financial Report stating all bank accounts are reconciled through September 30, 2021, and reviewed activities in all funds.

Motion by Swartwood, second by Fowler, to accept the Third Quarter Financial Report as prepared by ABDO Financial Solutions, LLC. MCU

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

City Engineer – Dustin Tipp

Tipp gave updates to his report concerning meeting with the Rice County Engineer. He also reported on the ongoing testing for TSS in the sanitary sewer system before it makes its way to the Northfield Wastewater Treatment Plant. He stated the City has a discussion scheduled with the Minnesota Pollution Control Agency regarding the agreement with Northfield, and Northfield's pending submittal for an amendment to their permit.

City Administrator – Jenelle Teppen

Teppen referred to memo from City Attorney addressing the Open Meeting Law and City Council attendance via a remote method. She reported the Police will be enforcing the Winter Parking ban in effect as of October 31 which Council supported. Teppen reported the Police will now move forward to enforce parking and driveway violations per the letter sent to residents this past summer by leaving a door hanger with a notice stating owner has 10 days to comply with the City's requirements or receive a citation.

Mayor, Councilors and Committees

Discussion on recent meeting with Bridgewater Township supervisors and the joint road policy the Township developed.

WORK SESSION

Final 2022 Enterprise Funds Budget

Blake Torbeck, ABDO Financial Solutions, reviewed key items for consideration in this year's enterprise funds budget noting budget areas of increase and decrease along with debt service and depreciation. He showed the effects of increasing the water rates 3.0% and sewer rates 4.0%. Discussion and questions from Council followed.

Final 2022 Funds Budgets and Tax Levy

Blake Torbeck, ABDO Financial Solutions, presented and summarized key items for consideration in the 2022 governmental funds budget and the proposed tax levy. Discussion and questions from Council followed. He reviewed the time line and action by Council on budget for 2022 and levy.

ADJOURN

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

Submitted by:

Attest:

Jenelle Teppen, City Administrator

Glenn Switzer, Mayor

DISBURSEMENT REPORT

City of Dundas
Council Meeting November 22, 2021

DATE	PAYABLE Payroll and Sales Liabilities	AMOUNT
11/18/2021	PERA	\$2,949.57
11/18/2021	State of MN Empower Retirement	\$900.00
11/18/2021	MN Dept of Revenue	\$870.59
11/18/2021	IRS	\$4,250.60
11/11/2021	MN Revenue - Sales/Use Tax	\$1,665.00
11/18/2021	Payroll PP# 23 Employees	\$14,210.01
	Sub Total Paid Payroll and Sales Liabilities	\$24,845.77
DATE	PAYABLE - Claims and Service Liabilities	AMOUNT
11/22/2021	Bill Paid (Claims Register)	\$40,438.12
	Sub Total Paid Claims and Service Liabilities	\$40,438.12
TOTAL	Disbursements for November 22, 2021	\$65,283.89

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Payments

Current Period: November 2021

Payments Batch 112221ap		\$40,438.12	
Refer	0 <u>AHLMANS</u>	-	
Cash Payment	E 101-42100-200 Supplies	ammo for police	\$519.94
Invoice	151643 11/10/2021		
Transaction Date	11/17/2021	Frandsen Bank 10100	Total \$519.94
Refer	0 <u>ALBERS A & A PORTABLE SVCS</u>	-	
Cash Payment	E 101-45200-413 Rental	Portable Restroom Rental-October	\$400.00
Invoice	1630		
Transaction Date	11/17/2021	Frandsen Bank 10100	Total \$400.00
Refer	0 <u>AMAZON CAPITAL SERVICES</u>	-	
Cash Payment	E 101-41000-200 Supplies	office supplies	\$33.64
Invoice	17XH-JXTW-9GK 11/12/2021		
Transaction Date	11/17/2021	Frandsen Bank 10100	Total \$33.64
Refer	0 <u>AUTOMATIC SYSTEMS CO</u>	-	
Cash Payment	E 602-49450-400 Repairs and Maintenan	services performed Bridgewater LS and Railway LS	\$1,854.95
Invoice	36382 11/10/2021		
Transaction Date	11/17/2021	Frandsen Bank 10100	Total \$1,854.95
Refer	0 <u>BITUMINOUS MATERIALS LLC</u>	-	
Cash Payment	E 101-43100-411 Road Maintenance	Bridge Street street maintenance	\$4,574.25
Invoice	15220 10/29/2021		
Cash Payment	E 101-43100-411 Road Maintenance	Driveway west of Schulling Drive maintenance	\$855.00
Invoice	15221 10/29/2021		
Transaction Date	11/17/2021	Frandsen Bank 10100	Total \$5,429.25
Refer	0 <u>BY ALL MEANS GRAPHICS</u>	-	
Cash Payment	E 101-42100-200 Supplies	forms, doorhangers, adjust Ordinance Violation word document	\$25.50
Invoice	12710 10/28/2021		
Transaction Date	11/17/2021	Frandsen Bank 10100	Total \$25.50
Refer	0 <u>CAMPBELL KNUTSON</u>	-	
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	Stoneridge Development legal fees	\$1,512.00
Invoice	10/31/2021		
Transaction Date	11/17/2021	Frandsen Bank 10100	Total \$1,512.00
Refer	0 <u>CAMPBELL KNUTSON</u>	-	
Cash Payment	E 101-41000-304 Legal Fees	General mattter-October	\$1,064.46
Invoice	10/31/2021		
Transaction Date	11/17/2021	Frandsen Bank 10100	Total \$1,064.46
Refer	0 <u>EPIC ENTERPRISES, INC</u>	-	
Cash Payment	E 101-42100-440 Cleaning Service	misc services-police and PW	\$28.12
Invoice	15518 10/31/2021		
Cash Payment	E 101-43100-440 Cleaning Service	misc services-police and PW	\$28.13
Invoice	15518 10/31/2021		
Transaction Date	11/17/2021	Frandsen Bank 10100	Total \$56.25
Refer	0 <u>FIELDSTONE FAMILY HOMES</u>	-	

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Payments

Current Period: November 2021

Cash Payment	R 101-32210 Building Permits	Overpayment on permit #7214			\$10.00
Invoice	11/4/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$10.00
Refer	0 FIRST SYSTEMS TECH	-			
Cash Payment	E 602-49450-400 Repairs and Maintenanc	Verification of Effluent Flow Meter			\$495.00
Invoice 21283	11/8/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$495.00
Refer	0 GOPHER STATE ONE CALL	-			
Cash Payment	E 601-49400-310 Professional Services	gopher one calls			\$41.18
Invoice 1100347	10/31/2021				
Cash Payment	E 602-49450-310 Professional Services	gopher one calls			\$41.17
Invoice 1100347	10/31/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$82.35
Refer	0 HAWKINS INC.	-			
Cash Payment	E 601-49400-200 Supplies	chemicals			\$5,336.36
Invoice 6058136	11/3/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$5,336.36
Refer	0 KWIK TRIP INC	-			
Cash Payment	E 101-43100-418 Vehicle Fuels	fuel			\$244.21
Invoice					
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$244.21
Refer	0 KWIK TRIP INC	-			
Cash Payment	E 101-42100-418 Vehicle Fuels	fuel			\$668.05
Invoice					
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$668.05
Refer	0 THE LAWN GUY LLC	-			
Cash Payment	E 101-41000-406 Grounds Maintenance	application of fertilizer			\$76.24
Invoice 10037	10/31/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$76.24
Refer	0 LUZ CLEANING SERVICE	-			
Cash Payment	E 101-41000-440 Cleaning Service	October cleaning			\$600.00
Invoice 3723	10/27/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$600.00
Refer	0 MENARDS, INC	-			
Cash Payment	E 101-43100-200 Supplies	supplies			\$57.14
Invoice 18387	11/1/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$57.14
Refer	0 MENARDS, INC	-			
Cash Payment	E 101-43100-200 Supplies	supplies			\$2.69
Invoice 18397	11/1/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$2.69
Refer	0 MENARDS, INC	-			
Cash Payment	E 101-42100-200 Supplies	supplies			\$48.94
Invoice 18221	10/28/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$48.94

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Payments

Current Period: November 2021

Refer	0 MN PUMP WORKS	-			
Cash Payment	E 602-49450-400 Repairs and Maintenance	soft starter inside delta			\$2,753.00
Invoice	16331	11/10/2021			
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$2,753.00
Refer	0 MN RURAL WATER ASSN	-			
Cash Payment	E 601-49400-433 Dues and Subscriptions	Membership dues for 2022			\$634.50
Invoice		11/3/2021			
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$634.50
Refer	0 MINNESOTA VALLEY TESTING LA	-			
Cash Payment	E 601-49400-310 Professional Services	Coliform & Mo Chlorine Report			\$42.00
Invoice	1116344	11/8/2021			
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$42.00
Refer	0 NAC, INC.	-			
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	October Technical Assistance-City Projects			\$920.70
Invoice	25540	11/8/2021			
Cash Payment	E 101-41910-313 Planning Fees	October Technical Assistance-City Projects			\$108.90
Invoice	25540	11/8/2021			
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$1,029.60
Refer	0 NAC, INC.	-			
Cash Payment	E 101-41000-313 Planning Fees	October Technical Assistance-Meetings			\$250.00
Invoice	25541	11/8/2021			
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$250.00
Refer	0 NCPERS GROUP LIFE INS	-			
Cash Payment	G 101-21712 Life Insurance	life insurance-December			\$48.00
Invoice		11/10/2021			
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$48.00
Refer	0 MN PEIP	-			
Cash Payment	G 101-21712 Life Insurance	Health Insurance -December			\$10.35
Invoice	1135216	11/10/2021			
Cash Payment	G 101-21711 Dental Insurance	Health Insurance -December			\$82.04
Invoice	1135216	11/10/2021			
Cash Payment	G 101-21706 Hospitalization/Medical Ins	Health Insurance -December			\$1,416.64
Invoice	1135216	11/10/2021			
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$1,509.03
Refer	0 PLUNKETTS PEST CONTROL	-			
Cash Payment	E 101-41000-401 R & M Buildings	general pest control program			\$225.00
Invoice	7231314	9/8/2021			
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$225.00
Refer	0 SANFORD SERVICES	-			
Cash Payment	E 225-43150-409 St. Sweeping	2021 fall sweeping			\$2,541.00
Invoice	4016	11/12/2021			
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$2,541.00
Refer	0 BENNY H. SVIEN	-			
Cash Payment	E 101-42400-311 Bldg Permit Expense	Permit #7216			\$40.11
Invoice		11/9/2021			

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Payments

Current Period: November 2021

Cash Payment	E 101-42400-312 Plan Review Expense	Permit #7216			\$868.97
Invoice	11/9/2021				
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Permit #7216			\$2.25
Invoice	11/9/2021				
Cash Payment	E 101-42400-314 Mechanical Permit Expen	Permit #7216			\$2.42
Invoice	11/9/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$913.75
Refer	0 BENNY H. SVIEN				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Permit #7217			\$34.23
Invoice	11/9/2021				
Cash Payment	E 101-42400-312 Plan Review Expense	Permit #7217			\$741.57
Invoice	11/9/2021				
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Permit #7217			\$2.25
Invoice	11/9/2021				
Cash Payment	E 101-42400-314 Mechanical Permit Expen	Permit #7217			\$2.33
Invoice	11/9/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$780.38
Refer	0 BENNY H. SVIEN				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Permit #4187			\$138.88
Invoice	11/2/2021				
Cash Payment	E 101-42400-312 Plan Review Expense	Permit #4187			\$3,911.82
Invoice	11/2/2021				
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Permit #4187			\$24.27
Invoice	11/2/2021				
Cash Payment	E 101-42400-314 Mechanical Permit Expen	Permit #4187			\$5.87
Invoice	11/2/2021				
Cash Payment	E 101-42400-314 Mechanical Permit Expen	Permit #4187			\$165.24
Invoice	11/2/2021				
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Permit #4187			\$10.50
Invoice	11/2/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$4,256.58
Refer	0 VALLEY AUTOHAUS				
Cash Payment	E 101-43100-419 Vehicle Operations	vehicle inspection and oil change -2015 Ford Explorer			\$135.37
Invoice 4619	11/12/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$135.37
Refer	0 VALLEY AUTOHAUS				
Cash Payment	E 101-43100-419 Vehicle Operations	vehicle inspection and fix valve -2004 International 7400			\$760.94
Invoice 4517	11/3/2021				
Transaction Date	11/17/2021	Frandsen Bank	10100	Total	\$760.94
Refer	0 XCEL ENERGY				
Cash Payment	E 101-43124-381 Electricity	utilities			\$33.41
Invoice 754563294	11/2/2021				
Cash Payment	E 101-45200-381 Electricity	utilities			\$14.70
Invoice 754563294	11/2/2021				
Cash Payment	E 101-45200-381 Electricity	utilities			\$134.52
Invoice 754563294	11/2/2021				

CITY OF DUNDAS

Payments

Current Period: November 2021

Cash Payment	E 601-49400-381 Electricity	utilities	\$161.41
Invoice	754563294	11/2/2021	
Cash Payment	E 101-43100-381 Electricity	utilities	\$163.93
Invoice	754563294	11/2/2021	
Cash Payment	E 602-49450-381 Electricity	utilities	\$38.29
Invoice	754563294	11/2/2021	
Cash Payment	E 601-49400-381 Electricity	utilities	\$38.30
Invoice	754563294	11/2/2021	
Cash Payment	E 601-49400-381 Electricity	utilities	\$116.14
Invoice	754563294	11/2/2021	
Cash Payment	E 602-49450-381 Electricity	utilities	\$318.40
Invoice	754563294	11/2/2021	
Cash Payment	E 601-49400-381 Electricity	utilities	\$52.52
Invoice	754563294	11/2/2021	
Cash Payment	E 601-49400-381 Electricity	utilities	\$11.78
Invoice	754563294	11/2/2021	
Cash Payment	E 101-45200-381 Electricity	utilities	\$58.62
Invoice	754563294	11/2/2021	
Cash Payment	E 601-49400-381 Electricity	utilities	\$2,127.94
Invoice	754563294	11/2/2021	
Cash Payment	E 101-45200-381 Electricity	utilities	\$23.12
Invoice	754563294	11/2/2021	
Cash Payment	E 101-42100-381 Electricity	utilities	\$83.05
Invoice	754563294	11/2/2021	
Cash Payment	E 101-43100-381 Electricity	utilities	\$83.06
Invoice	754563294	11/2/2021	
Cash Payment	E 101-43124-381 Electricity	utilities	\$90.89
Invoice	754563294	11/2/2021	
Cash Payment	E 101-41000-381 Electricity	utilities	\$373.76
Invoice	754563294	11/2/2021	
Cash Payment	E 101-41000-381 Electricity	utilities	\$255.04
Invoice	754563294	11/2/2021	
Cash Payment	E 101-43124-381 Electricity	utilities	\$1,863.12
Invoice	754563294	11/2/2021	
Transaction Date	11/17/2021	Frandsen Bank	10100
			Total
			\$6,042.00

Fund Summary

10100 Frandsen Bank

101 GENERAL FUND	\$21,401.48
225 STORM SEWER	\$2,541.00
430 ESCROW DEPOSITS	\$2,432.70
601 WATER	\$8,562.13
602 SEWER	\$5,500.81
	<u>\$40,438.12</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$40,438.12
Total	<u>\$40,438.12</u>

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

RESOLUTION NUMBER 2021 - 33

*A Resolution Approving 2022 Final Economic Development Authority
Budget and 2022 Final Property Tax Levy*

WHEREAS, pursuant to Minnesota Statutes, Section 469.090 to 469.108 (the “EDA Act”), the City Council of the City of Dundas created the City of Dundas Economic Development Authority (the “Authority”); and

WHEREAS, Section 469.033, subdivision 6 of the Act authorizes the Authority to levy a tax upon all taxable property within the City to be expended for the purposes authorized by the EDA Act; and

WHEREAS, the permitted levy is 0.01813 percent of the estimated market value of the property in the City; and

WHEREAS, the Authority has filed its budget for the special benefit levy in accordance with the budget procedures of the City in the amount of \$34,840; and

WHEREAS, based upon such budgets the Authority will levy all or such portion of the authorized levy as it deems necessary and proper;

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

1. That approval is hereby given for the Authority to levy, for taxes payable in 2022, such tax upon the taxable property of the City as the Authority may determine, subject to the limitations contained in the EDA Act.

ADOPTED BY the City Council of Dundas, Minnesota, on this 22nd day of November 2021.

CITY OF DUNDAS BY:

ATTESTED:

Glenn Switzer, Mayor

Jenelle Teppen, Administrator/Clerk

Resolution 2021-33



REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Discuss Vision and Direction for Downtown Development

DATE: For the City Council Meeting of November 22, 2021

PURPOSE/ACTION REQUESTED

Consider discussing the vision and direction for development of the City's downtown – specifically the parcel next to City Hall.

SUMMARY

Council member LaCroix recently raised questions regarding the vision for the sale and development of the parcel of property next to City Hall.

The parcel is currently being marketed (via a sign on the property) as mixed use – any combination of retail/commercial/residential.

I have attached pertinent pages from the City's Comprehensive Plan that are related to the vision for the downtown, as well as another rendering that visually describes the downtown.

The City Council is asked to provide direction to staff regarding their vision for the downtown, especially with respect to the parcel next to City Hall.

RECOMMENDATION

The City Council is asked to provide direction to staff regarding their vision for the downtown, especially with respect to the parcel next to City Hall so that we can respond accurately to prospective developers.

Downtown Commercial

The Downtown Commercial designation is for the City's historic Downtown. The Downtown is a true traditional small town commercial district that is intended to be preserved and enhanced. Preservation of this key cultural asset serves to honor the City's heritage and preserve the City's sense of place. Preservation and enhancement of this area also serves to assist in maintaining economic balance and provide needed commercial activity. With its scenic riverfront area, the Downtown also provides access to natural resources.

The Downtown is the primary entertainment center of the City. This district should encourage redevelopment investment in the Downtown by recognizing the economic relationship between residential and commercial development while promoting the scenic riverfront amenities. Commercial uses within this designation should be principally retail, destination, and/or entertainment oriented. Uses such as retail shops, restaurants, and bars are encouraged. Multi-level development is also encouraged whereby offices and residential units may be located on the upper floors of buildings.

Within the "Core" of the Downtown, development is intended to be zero-lot line development matching the character of the existing area. Residential uses may be permitted but only on the upper levels of commercial buildings in a vertical mixed use setting. Within the Core, there should also be more of a strict adherence to traditional storefront building design utilizing both common elements and traditions specific to Dundas. The street level should be developed with continuous activity and building front. Parking areas should be in the rear of buildings or provided in public lots.

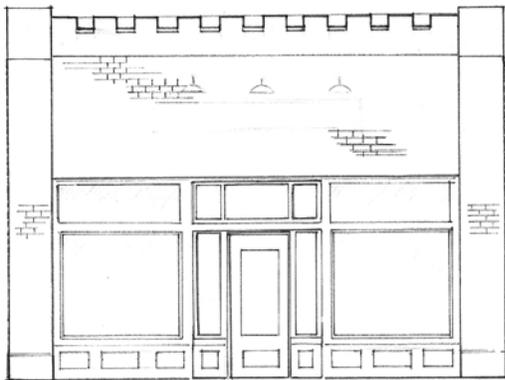
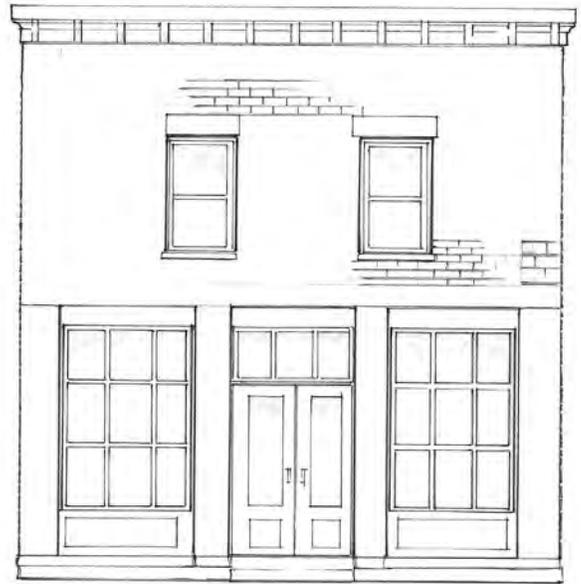
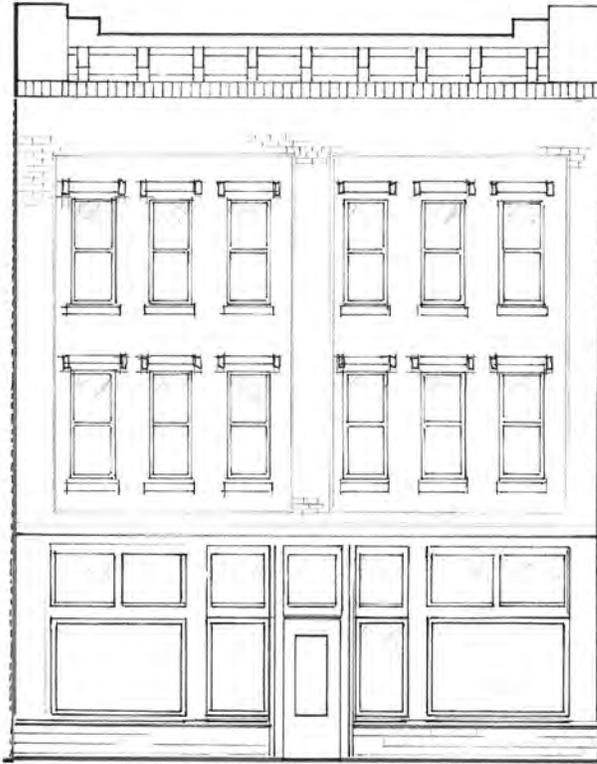
Outside of the Downtown core, in the "Periphery," the uses may include ground floor residential or more horizontal mixed uses. The commercial uses may also be less destination oriented. Buildings should still be street oriented, like in the Core, but there may be instances where parking areas or other such uses may be appropriate along the street level.

As the true center of the City, the trails and transportation systems of the City should prioritize connections to this area.

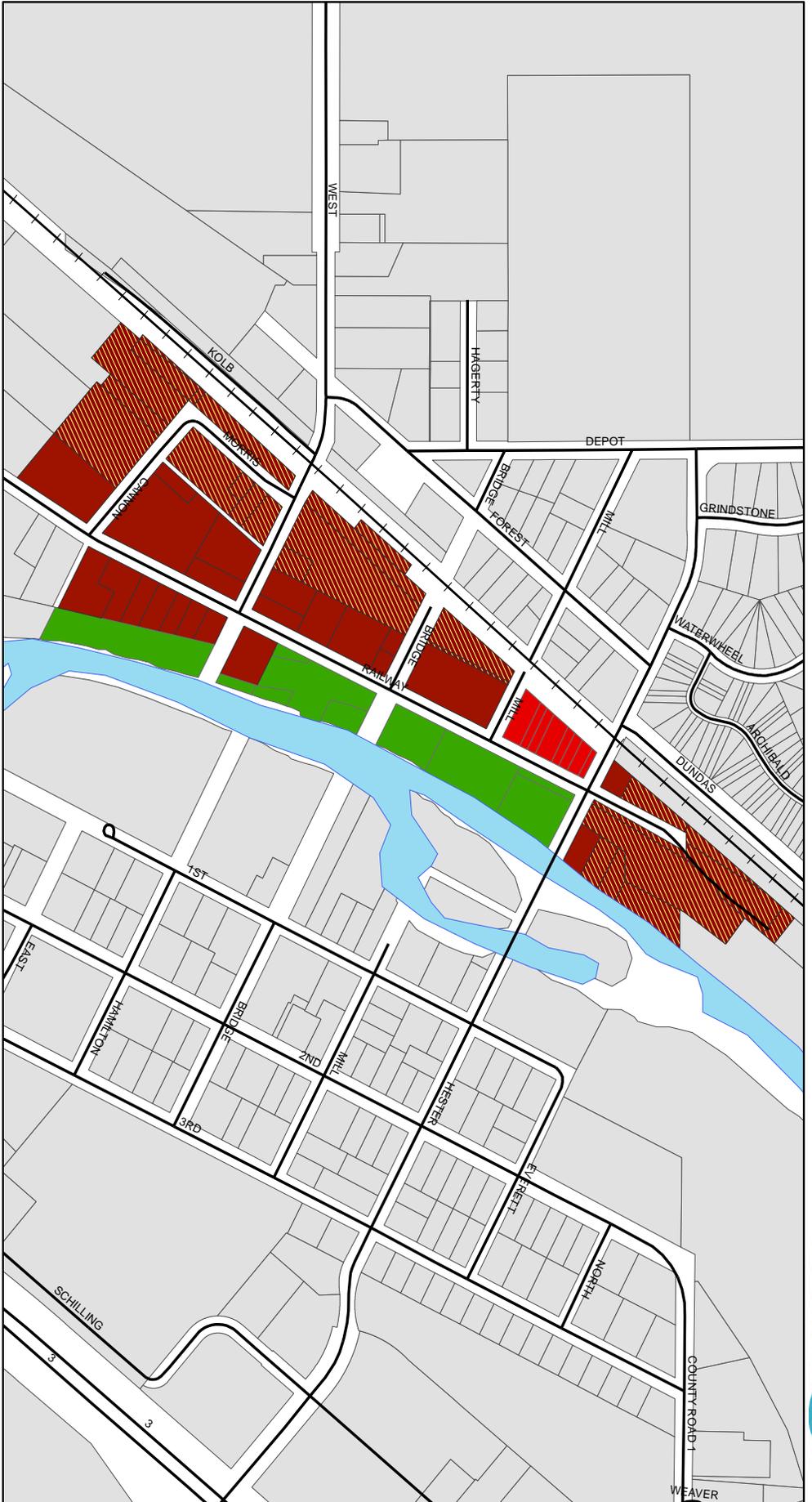
Architecture in the Downtown is intended to be that of a traditional small town downtown. The architecture should be generally brick or stone and preferably include historic elements and/or themes of the City. This includes items such as arches or ramparts from the old mill.

All buildings should lie directly on or close to the front lot line and flush with the sidewalk itself. This creates the effect of a single solid wall of buildings along the developed portions of the street, rather than having buildings at various depths. Building fronts should have large storefront windows, inviting entrances, and other important historic, traditional themes. The streetscape could be improved to include historic accents, street furniture, and private amenity areas on the sidewalks.

DUNDAS COMPREHENSIVE PLAN

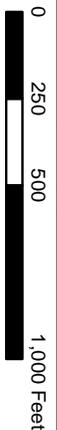


Downtown Land Use Sub Districts



Downtown Categories

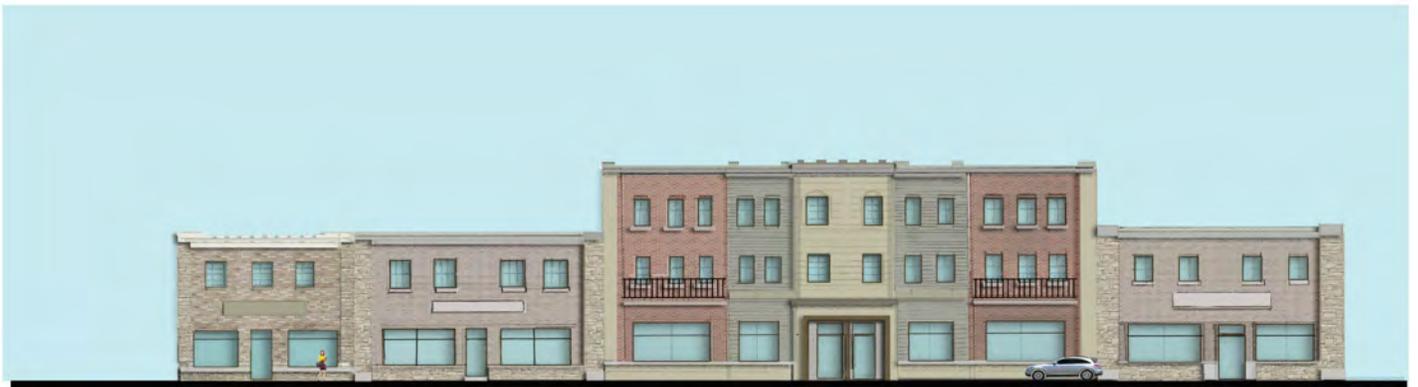
- Downtown Established Core
- Downtown Core Expansion
- Downtown Periphery
- Downtown Recreation
- Cannon River
- Roads
- Railroad

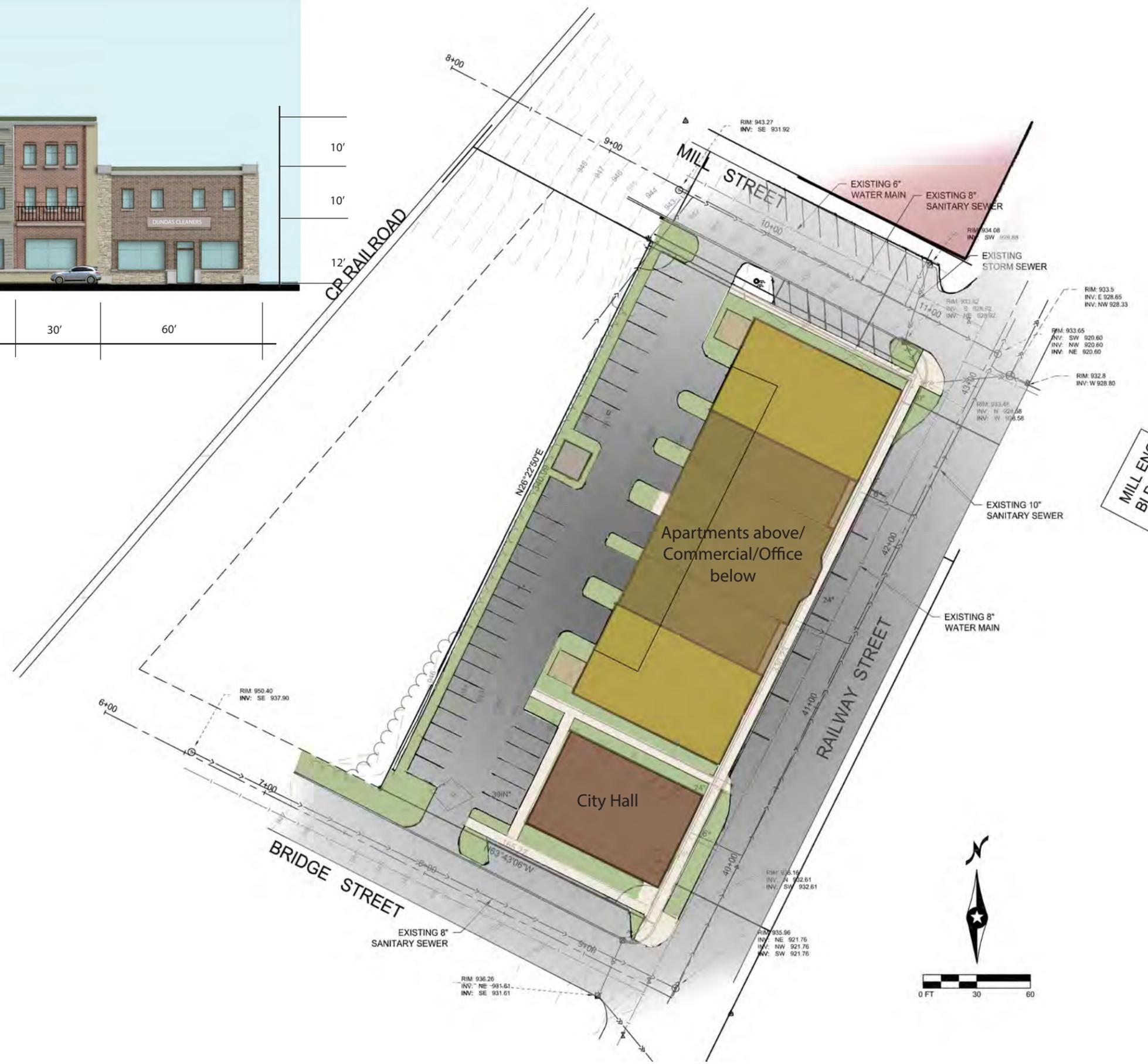


Source: Rice County, MNDOT,
Northwest Associated Consultants
Map Updated: 04/01/21

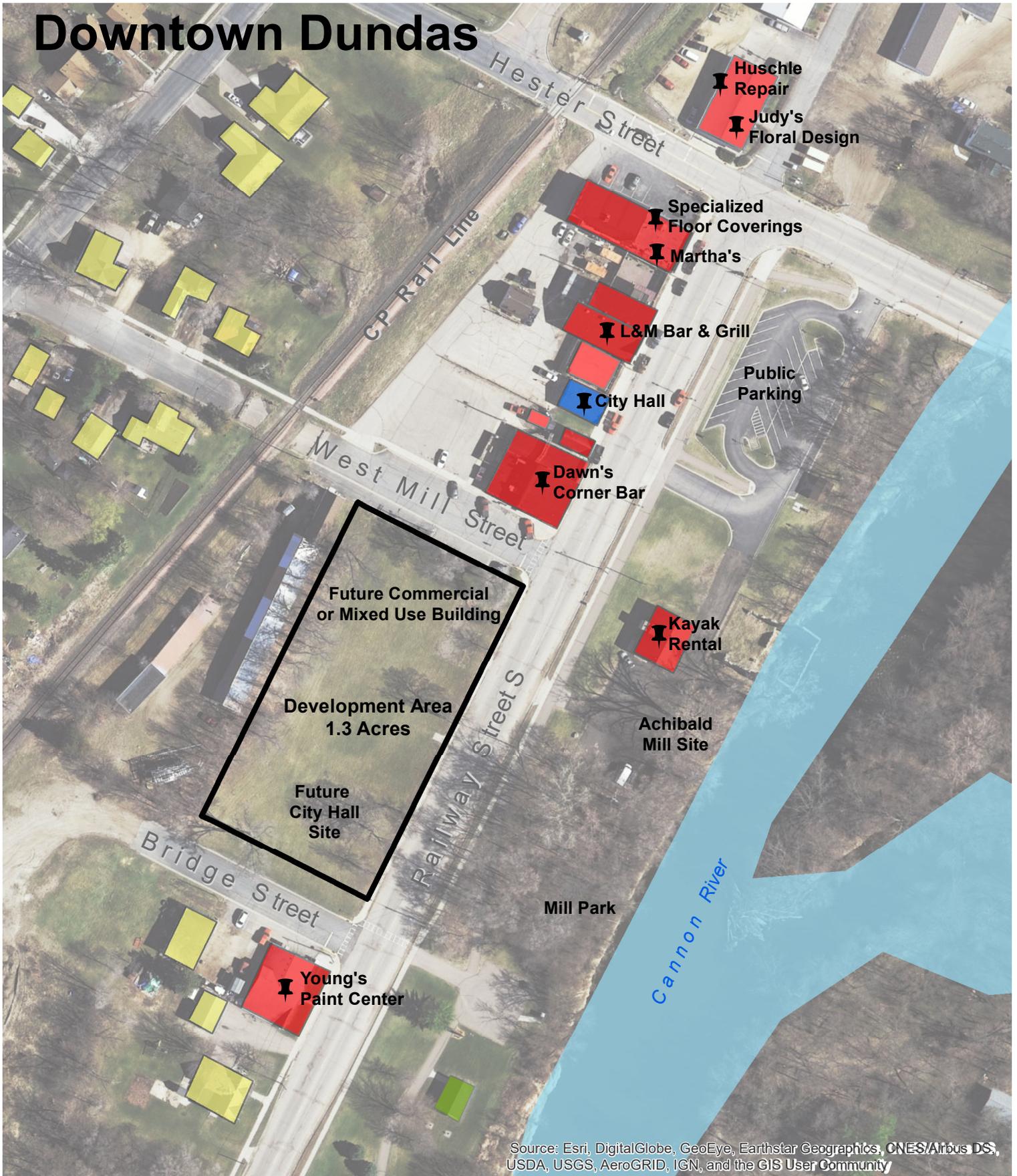


DUNDAS COMPREHENSIVE PLAN





Downtown Dundas



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

	River		Park
	Commercial		Residential
	Institutional		Vacant Parcel



0 100 200
Feet



N



Data from: NAC, Rice County, City of Dundas, ESRI
12/18/17



REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Appointing Gordon Kelley to the Parks and Recreation Advisory Board

DATE: For the City Council Meeting of November 22, 2021

PURPOSE/ACTION REQUESTED

Consider appointing Gordon Kelley to the Parks and Recreation Advisory Board (PRAB).

SUMMARY

The Parks and Recreation Advisory Board is composed of five or seven members as determined by the City Council.

There are currently five appointees to the PRAB, and that includes City Council member Fowler. Council members service one-year terms, while others serve three-year terms.

Gordon Kelley has submitted the attached application for the Mayor and Council's consideration for appointment to the PRAB.

RECOMMENDATION

Motion to approve appointment of Gordon Kelley to the PRAB for a term expiring on December 31, 2023

PO Box 70 – Dundas, MN 55019-0070
Phone: 507.645.2852 Fax: 507.645.1629

Position Applying for: _____ Planning Commission Park & Recreation Advisory Board

Name: Gordon Kelley Date: 11-9-21

Check One: Resident () Property Owner: () Business Owner: ()

Address: 325 Archibald Lane Dundas

Telephone: 507 301 8559 Email: sandyloam57@gmail.com

Reason Wanting to Serve:

Contribute to my community

Background or Experience:

Previous member of this board

10 years Northfield Planning Commission

9 years Rice County Planning Commission


Signature of Applicant

11-9-21
Date

Return to: Jenelle Teppen, City Administrator, 100 Railway St N, PO Box 70, Dundas, MN 55019-0070
Email: jteppen@dundas.us

Note: All information supplied on this form will be public data. Address, telephone number, email do not become public unless appointed. To supply additional private contact information for City use only, indicate such on a separate sheet or email.

City of Dundas
Public Works Staff Meeting / City Engineer Update 11/17/21

November 18, 2021
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
 - BMI completed the bituminous overlay on 7/23/21; BMI's invoice was approved at the 10/25/21 City Council meeting. 5% retainage will be held until spring of 2022 to reassess tack coat on driveway at 307 Hester Street W before approving final payment. BMI completed work on the
2. 2022 Sidewalk/Trail Improvements
 - ECRT North-south connection along 1st Street North.
 - Given the time of year, current prices and contractor availability, the 2021 Sidewalk/Trail Improvements project will be combined with the Memorial Park Improvements project and Staff will be issuing a request for quotes for construction in early 2022.
 - Drainage improvements will be made at the low point of 1st Street and Everett Street.
 - From the ECRT trail connection to Hester Street, a striped pedestrian/bike lane will be installed in the street with no parking signs on the west side of 1st Street. A trail in the boulevard will not be installed.
 - Striping of a crossing of 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.
 - A striped bike lane will be added in the street on the west side of 1st street, extending from Hester Street to Memorial Park.
 - ***Staff continues to work on the quote package for Spring 2022 construction.***
3. 2021 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.
 - 8/6/21 Menard Inc. indicated their legal staff are still reviewing the City's request to obtain a right of entry onto their property to complete this work. ***11-15-21 Staff is working with Menard Inc. to acquire the Menard stormwater pond as part of the storm sewer work. Menard indicated they do not have any plans to mow, clean or maintain the pond.***

- NE corner of Hester Street W. and Depot Street N. Existing structure in place. Casting will be removed and replaced with correct casting. ***11/16/21 Heselton Construction completed the work.***
 - On the SE corner of Schilling Drive N. and CSAH 1 there is a buried structure, this will be located and adjusted to grade. ***11/16/21 Heselton Construction completed the work.***
 - 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.
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. ***Staff is reviewing draft joint road policy and providing comments.***
 - The scope of a planning study to facilitate corridor safety for 115th Street between CSAH 20 and CSAH 22 will be developed. 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. Rice County expects to issue an RFP for this Study in 2021. 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. WSB will develop more detailed preliminary alignments for these connections for County and MnDOT review.
 - A portion of the \$121,900 capital expenditure budgeted for Sidewalk/Trail in 2021 is to further preliminary design of these crossing concepts.
 - 6/25/21 WSB met on site with the owner of the Self-Storage Dundas to review alignment options within the public right of way.
 - Staff reviewed concept with Rice County on 11/3/21.
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

8. Forest Avenue

- 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.

9. Memorial Park

- Given the time of year, current prices and contractor availability, the 2021 Sidewalk/Trail Improvements project will be combined with the Memorial Park Improvements project and Staff will be issuing a request for quotes for construction in early 2022.
- The City has concluded a berm will not be placed around the field.
- Staff met on site to review the scope of the proposed roadway/trail improvements now that the play area is in.
- The City plans to eliminate a segment of sidewalk along the west side of 1st Street S. (south of Hamilton Street). The parking lot will be reconfigured in this area to have parallel parking stalls. A trail will be added for access to the pavilion and play area. Improvements will be made to the roads and trails to improve access to residents and maintenance crews. This will be reviewed with the Duke's prior to implementation.
- ***Staff continues to work on the quote package for Spring 2022 construction.***

10. Mill Town Trail Head

- 8/18/21 the sculpture committee will be convened to review the estimated costs and identify next steps.
- The sculpture will be re-set then cleaned in 2021.

11. Northfield Wastewater Treatment

- 4/26/21 Dundas received a letter from the City of Northfield regarding TSS loadings.
- The City's goal is to implement whatever changes are necessary (pre-treatment, etc.) to adhere to the current Wastewater Agreement in the shortest amount of time possible.
- WSB has reviewed the Dundas TSS levels as compared to typical levels for municipal effluent. Findings indicate that although the City's loadings have surpassed the discharge limits set by the agreement, the per capita loadings show that the loadings of the City's wastewater are consistent with typical municipal effluent parameters.
- Four pre-treatment options are being considered; based on the most recent preliminary cost estimates, the total costs to implement pre-treatment could be significant. To discuss pre-treatment, and provide additional background on all TSS issues, WSB Water/Wastewater staff will attend a future City Council meeting.
- On 7/22/21 the MPCA indicated the City should submit an Engineering Report or Facility Plan to MPCA so a determination can be made regarding the need for the City to obtain a State Disposal System (SDS) permit for the disposal of solids from the pretreatment equipment.
- The City has received new portable effluent sampling equipment; a sampling plan has been prepared and is actively being implemented by Public Works.
- Modifications to the west sanitary sewer lift station, and the meter station will also be considered.
- In response to an MPCA permit update request from Dundas, on 8/9/21 Northfield staff indicated they "are getting clarity on one item related to TSS from Jacobs Engineering Group related to the Average Monthly TSS loading. This ties back to our agreement with Dundas, and want to make sure we have the updated amount before we send to the MPCA for an amendment to our permit".

- Staff will maintain regular contact with the MPCA and City of Northfield regarding these issues and will provide a verbal update on agreement compliance issues at each City Council meeting.
- Staff is performing testing throughout the City to gather additional information.
- Meeting was held with City of Northfield on 10/5/21 and 10/11/21
 - Discussed variations in sampling data and sampling locations between Dundas and Northfield.
 - Held Preliminary discussions on amending the 2001 agreement.
 - Northfield is requesting an increase in discharge limits from the MPCA which would also increase the limits from Dundas from the limits previously defined in the 2001 agreement.
 - 11/8/21 staff held meeting with PCA to discuss Northfield Wastewater permit ammendment.
 - Staff performed survey on a section of the sewer shed with high TSS results. Survey results show potential problems with the lines. ***Week of 11/22/21 Lines will be cleaned and televised. Testing will be performed after lines are cleaned. Staff is exploring a new connection between existing manholes to bypass the area of concern.***
 - ***Northfield has not submitted permit application to PCA.***

12. Public Works Tasks

- Around the Millstone storm ponds; PW staff will install small permanent signs on every other lot line at the pond easement in 2021 at the drainage easement/City property limits for future reference. Signs have been received from EFA/Safety Signs. ***11/4/21 Staff has staked the easements. A letter will be sent to residents to notify them that staff will be installing signage in the area.***
- 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.
- A pavement management document is being prepared based on past actions and bituminous pavement conditions.
- 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.
- For a future UPRR/Hester Street sidewalk crossing, the retaining wall at 236 Railway Street will need to be relocated.
- 7/8/21 Rice County agreed to erect signs where the existing trail crosses CSAH 78 south of Mill Towns Road; the City will provide MMUTCD compliant signs. The signage has been received and staff has contacted Rice County to get them installed.
- Mill Town Trail crossing at railroad damaged from railroad maintenance. 9/22/21 DNR and Northfield are actively working to resolve the issue.
- ***11/15/21 Staff is working to identify when an additional well will be needed based on the City's projected water demands and future population forecasts.***

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 quantify treatment capacity and service area for the pond.

14. Tower Park Improvements

- Draft survey questions have been reviewed by Park and Rec Advisory Board and comments have been received.

- ***11/17/21 /21 Staff is working to revise the Tower Park survey based on council comments.***
15. 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
16. Water Supply Plan
- The drought status for Dundas will be monitored, and additional water conservation resources will be made available on the City website. ***As of 11/11/21, The drought condition for Rice County has remained unchanged and is listed as “Abnormally Dry”.***
17. Water Towers
- At the east tank, some interior repairs will be needed in 2021; the west tank is also due for a routine inspection. Work is expected to be completed the weeks of 9/23/21 and 9/30/21.
 - 10/20/21 inspection of the west tank has been completed.
 - ***11/16/21 Tower assessment reports have been received and will be reviewed by Staff.***
18. Wellhead Protection Plan (WHP)
- On 3/24//21 a WHPP implementation kickoff meeting was held with MRWA.
19. AT&T East tower antenna modification
- 8/24/20 AT&T’s proposed 4th Amendment to the antenna lease was approved by the City Council.
 - ***11/11/21 Staff has approved the submittals and is coordinating the work with AT&T.***
20. Bridgewater Heights PUD
- ***Developer has completed punch list work. 10/27/21 Staff reviewed on site with Developer.***
 - ***11/5/21 Staff is reviewing the LOC reduction request submitted by the Developer.***
21. Bridgewater Heights Annexation Area Concept Plan
- 2/18/21 the Planning Commission considered the concept plan and provided feedback.
 - 3/11/21 the City received a letter from the Bridgewater Township attorney objecting to the annexation; the City responded.
22. Cannon River Valley Estates
- Punch list to be prepared after all work has been completed.
 - Developer completed concrete walk along Railway Street.
23. 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.
24. 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.
 - ***11/10/2021 developer submitted revised drainage report and supporting information for review City review. 11/15/21 City forwarded drainage and engineering comments to the developer’s Engineer.***

25. Tower Heights

- Easement vacations, the Final Plat, and the Development Agreement were approved by the City Council at their 5/10/21 meeting.
- Trails and concrete walks on highland parkway have been placed.
- Concrete barriers at Highland Parkway, on the north side of 115th Street, have been placed by Bridgewater Township. On 7/20/21 the developer was reminded to communicate to their subcontractors, suppliers, builders, and others, that these barricades are not to be moved, or removed, for even a short amount of time. The only exception is for emergency vehicles.
- 8/12/21 a LOC reduction was authorized.
- 10/6/21 a LOC reduction was authorized.
- ***11/5/21 Developer is requesting LOC reduction. Staff will review.***

26. West Avenue Apartments

- 6/8/20 the City Council approved the Comprehensive Plan Amendment, Preliminary and Final Plat; the PUD Preliminary and Final Plan; Building and Site Plan; a Planned Unit Overlay District; and the Development Agreement.
- 8/4/20 the developer signed the Development Agreement and the storm water agreement.

27. Industrial Zone – 600 Railway Street South

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