

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, October 11, 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. Presentation**
 - a. Monica Heil WSB – Northfield/Dundas Wastewater Agreement
- 6. 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 September 27, 2021*
 - b. Resolution 2021-30* Designating 2022 Polling Precinct Locations for the City of Dundas
 - c. Disbursements* - \$117,271.41
Motion by _____, second by _____
- 7. Old Business**
- 8. Ordinances and Resolutions**
- 9. New Business**
 - a. Consider Approving a Park Survey*
Motion by _____, second by _____
- 10. Reports of Officers, Boards and Committees**
 - a. City Attorney
 - b. City Engineer*
 - c. City Administrator
 - d. Mayor, Councilors and Committees
- 11. Announcements**
 - a. Park and Recreation Advisory Board – Tuesday, October 12 at 7:00 p.m. City Hall
 - b. Planning Commission* – Thursday, Oct 21 CHANGED to Monday Oct 18 at 7:00 pm City Hall
 - c. EDA Meeting – Monday, October 25 at 6:30 p.m. at City Hall
 - d. City Council Meeting – Mondays: October 25 at 7:00 pm at City Hall
 - e. Trunk or Treat – Friday, October 29 from 6:00 to 7:00 p.m. at Memorial Park
- 12. Adjourn**

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES
Monday, September 27, 2021
7:00 p.m. Dundas City Hall**

UNOFFICIAL MINUTES

Present: Mayor Glenn Switzer; Councilors: Larry Fowler, Grant Modory, Luke LaCroix, Luke Swartwood
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 agenda. Motion Carried Unanimously (MCU)

CONSENT AGENDA

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

Regular Minutes of September 13, 2021;

**Resolution 2021-29 A Resolution Approving State of Minnesota Joint Powers Agreement
with the City of Dundas on Behalf of its City Attorney and Police Department;**

Disbursements - \$127,044.91. MCU

OLD BUSINESS - No old business brought before Council.

ORDINANCES AND RESOLUTIONS - No ordinance or Resolution brought before Council.

NEW BUSINESS

Consider Appointing Doug Johnson to Park & Recreation Advisory Board

**Motion by Fowler, second by Swartwood, to appoint Doug Johnson to the Park & Recreation
Advisory Board to complete an open term through December 31, 2022. MCU**

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

City Engineer – Dustin Tipp

Tipp reported on updates from his report stating Hester Street and Mill overlay final payment is still on hold as contractor needs to address final few issues; the Trail improvement project will be done as one project and moved to early spring of 2022; and on the TSS issue staff continues to sample various locations to identify potential sources to focus on. Tipp stated a meeting with Northfield is scheduled for October 5th to present findings with a follow up on October 11th.

City Administrator

Teppen thought the open house was a successful; Planning Commission will meet in October to review the final Comprehensive Plan along with review of areas of zoning code in need of updating; Bridgewater Township supervisors are working on a Draft Joint Road Policy; and Rice County Engineer Dennis Luebbe will attend an October staff meeting.

ADJOURN

Motion by Modory, second by Fowler, to adjourn the meeting at 7:17 p.m. MCU

Submitted by:

Attest:

Jenelle Teppen, City Administrator

Glenn Switzer, Mayor

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

RESOLUTION NUMBER 2021 - 30

*A Resolution Designating 2022 Polling Precinct
Locations for the City of Dundas*

WHEREAS, the City Council of the City of Dundas, pursuant to Minnesota State Statute §204B.16, is required to designate election precinct polling locations by resolution or ordinance within the municipality by December 31st of each year for the Primary and General Elections; and

WHEREAS, the polling places designated in the resolution apply to the following calendar year; and

WHEREAS, if the situation arises in the following year that the City of Dundas needs to change a polling place location in the event of an emergency or if the polling place becomes unavailable MN State Statute §204B.16, subdv.1 allows the city to change a polling place following the required process to do so.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dundas does hereby designate for the 2022 Polling Precinct Locations the following:

Primary Election: City of Dundas – 100 Railway Street North, Dundas, MN 55019
General Election: City of Dundas – 100 Railway Street North, Dundas, MN 55019

ADOPTED by the City Council of City of Dundas, Minnesota this 11th of October 2021.

CITY OF DUNDAS BY:

ATTEST:

Glenn Switzer, Mayor

Jenelle Teppen, Administrator/Clerk

Resolution 2021-30

DISBURSEMENT REPORT

City of Dundas
Council Meeting October 11, 2021

DATE	PAYABLE	AMOUNT
10/7/2021	PERA	\$3,887.12
10/7/2021	State of MN Empower Retirement	\$1,200.00
10/5/2021	MN Dept of Revenue	\$1,276.55
10/7/2021	IRS	\$6,608.59
10/7/2021	Council Payroll #10	\$1,927.57
10/7/2021	Payroll PP# 20 Employees	\$18,148.98
	Sub Total Paid Payroll and Sales Liabilities	\$33,048.81
9/30/2021	ACH per item	\$13.50
9/30/2021	Low ACH Volume Maintenance	\$5.00
9/30/2021	RDC Monthly Fee	\$59.00
10/4/2021	PSN Payment Services	\$324.00
10/5/2021	Quadient Leasing	\$192.12
10/11/2021	Bills paid (Claims Register)	\$83,628.98
	Sub Total Paid Claims and Service Liabilities	\$84,222.60
TOTAL	Disbursements for October 11, 2021	\$117,271.41

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Payments

Current Period: October 2021

Payment Batch 101121AP		\$83,628.98	
Refer	0 ADVANCED GRAPHIX INC	-	
Cash Payment	E 401-42100-500 Capital Outlay	graphics kit for 2021 Dodge Durango	\$822.00
Invoice	207023 6/23/2021		
Transaction Date	10/6/2021	Frandsen Bank 10100	Total \$822.00
Refer	0 AFLAC	-	
Cash Payment	G 101-21710 Other Deductions	Employee Reimbursed HB065	\$367.62
Invoice	825071 8/1/2021		
Transaction Date	10/6/2021	Frandsen Bank 10100	Total \$367.62
Refer	0 AFLAC	-	
Cash Payment	G 101-21710 Other Deductions	Employee Reimbursed HB065	\$367.62
Invoice	474867 9/26/2021		
Transaction Date	10/6/2021	Frandsen Bank 10100	Total \$367.62
Refer	0 ALBERS A & A PORTABLE SVCS	-	
Cash Payment	E 101-45200-413 Rental	Portable Restroom Rental-September	\$400.00
Invoice	1582		
Transaction Date	10/6/2021	Frandsen Bank 10100	Total \$400.00
Refer	0 ALDRICH TECNNOLOGY CONSULT	-	
Cash Payment	E 101-41000-310 Professional Services	fix computer problem	\$75.00
Invoice	5987 9/24/2021		
Transaction Date	10/6/2021	Frandsen Bank 10100	Total \$75.00
Refer	0 AMAZON CAPITAL SERVICES	-	
Cash Payment	E 101-42100-200 Supplies	toner for police	\$38.99
Invoice	1KGF-QPKV-1F7 9/22/2021		
Transaction Date	10/6/2021	Frandsen Bank 10100	Total \$38.99
Refer	0 BADGER METER	-	
Cash Payment	E 601-49400-210 Supplies/Water Meter, Et	Orion cellular lte service unit	\$67.45
Invoice	80081490 9/29/2021		
Transaction Date	10/6/2021	Frandsen Bank 10100	Total \$67.45
Refer	0 BAKER TILLY MUNICIPAL ADVISO	-	
Cash Payment	E 602-47000-310 Professional Services	Arbitrage Compliance-2016A Bond	\$3,100.00
Invoice	BTMA11354 9/23/2021		
Transaction Date	10/6/2021	Frandsen Bank 10100	Total \$3,100.00
Refer	0 BANYON	-	
Cash Payment	E 101-41000-309 EDP, Software and Desig	Fund and Payroll Support	\$1,590.00
Invoice	0162051 10/1/2021		
Cash Payment	E 601-49400-309 EDP, Software and Desig	UB, UB Meter and PSN Module support	\$725.00
Invoice	0162051 10/1/2021		
Cash Payment	E 602-49450-309 EDP, Software and Desig	UB, UB Meter and PSN Module support	\$330.00
Invoice	0162051 10/1/2021		
Cash Payment	E 603-49500-309 EDP, Software and Desig	UB, UB Meter and PSN Module support	\$330.00
Invoice	0162051 10/1/2021		
Transaction Date	10/6/2021	Frandsen Bank 10100	Total \$2,975.00
Refer	0 BRAITH MOBILE WELDING	-	

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Current Period: October 2021

Cash Payment Invoice	E 801-45130-400	Repairs and Maintenance	railings and pipe/posts for ballfield		\$7,041.60
Transaction Date	10/6/2021		Frandsen Bank	10100	Total \$7,041.60
Refer	0	<u>DAKOTA CTY TECHNICAL COLLEGE</u>		-	
Cash Payment Invoice	E 101-42100-208	Training and Licensing	registration for trainings for Police		\$500.00
866851	8/17/2021				
Transaction Date	10/6/2021		Frandsen Bank	10100	Total \$500.00
Refer	0	<u>DOMINIC MILNE</u>		-	
Cash Payment Invoice	E 101-42100-208	Training and Licensing	reimbursement for training		\$125.00
Transaction Date	10/6/2021		Frandsen Bank	10100	Total \$125.00
Refer	0	<u>DICK-S/LAKEVILLE SANITATION</u>		-	
Cash Payment Invoice	E 603-49500-384	Refuse/Garbage Disposal	Trash service September 2021		\$7,571.78
DT0004185784	9/30/2021				
Transaction Date	10/6/2021		Frandsen Bank	10100	Total \$7,571.78
Refer	0	<u>ECKBERG LAMMERS</u>		-	
Cash Payment Invoice	E 101-42100-304	Legal Fees	Prosecution September 21		\$659.79
09 2021	9/30/2021				
Transaction Date	10/6/2021		Frandsen Bank	10100	Total \$659.79
Refer	0	<u>FREDRICKSON LUMBER & CONSTRUCTION</u>		-	
Cash Payment Invoice	E 801-45130-400	Repairs and Maintenance	finish spectator pavilion-ballfield		\$4,644.00
	9/28/2021				
Transaction Date	10/6/2021		Frandsen Bank	10100	Total \$4,644.00
Refer	0	<u>GOPHER STATE ONE CALL</u>		-	
Cash Payment Invoice	E 602-49450-310	Professional Services	gopher one calls		\$35.10
1090347	9/30/2021				
Cash Payment Invoice	E 601-49400-310	Professional Services	gopher one calls		\$35.10
1090347	9/30/2021				
Transaction Date	10/6/2021		Frandsen Bank	10100	Total \$70.20
Refer	0	<u>GROUNDART LAWN AND LANDSCAPE</u>		-	
Cash Payment Invoice	E 101-45200-406	Grounds Maintenance	mowing-September		\$1,605.00
Cash Payment Invoice	E 602-49450-406	Grounds Maintenance	mowing-September		\$150.00
Cash Payment Invoice	E 101-43100-406	Grounds Maintenance	mowing-September		\$500.00
Cash Payment Invoice	E 601-49400-406	Grounds Maintenance	mowing-September		\$135.00
Cash Payment Invoice	E 101-41000-406	Grounds Maintenance	mowing-September		\$100.00
Cash Payment Invoice	E 101-45200-406	Grounds Maintenance	mowing-September		\$150.00
Transaction Date	10/6/2021		Frandsen Bank	10100	Total \$2,640.00
Refer	0	<u>GROUNDART LAWN AND LANDSCAPE</u>		-	
Cash Payment Invoice	E 101-45200-406	Grounds Maintenance	Mowing-August		\$1,680.00

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Cash Payment Invoice	E 602-49450-406 Grounds Maintenance	Mowing-August			\$145.00
Cash Payment Invoice	E 101-43100-406 Grounds Maintenance	Mowing-August			\$425.00
Cash Payment Invoice	E 601-49400-406 Grounds Maintenance	Mowing-August			\$200.00
Cash Payment Invoice	E 101-41000-406 Grounds Maintenance	Mowing-August			\$100.00
Cash Payment Invoice	E 101-45200-406 Grounds Maintenance	Mowing-August			\$150.00
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$2,700.00
Refer	0 HANSEN CONCRETE & REMODELI -				
Cash Payment Invoice	E 601-49400-400 Repairs and Maintenanc	remove curb and blacktop, pour drive approach on well house			\$4,989.00
Transaction Date	9/24/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$4,989.00
Refer	0 HANSEN CONCRETE & REMODELI -				
Cash Payment Invoice	E 225-43150-400 Repairs and Maintenanc	catch basins on railway and West St			\$1,800.00
Transaction Date	9/26/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$1,800.00
Refer	0 KWIK TRIP INC -				
Cash Payment Invoice	E 101-42100-418 Vehicle Fuels	fuel			\$588.59
Cash Payment Invoice	E 101-43100-418 Vehicle Fuels	fuel			\$264.11
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$852.70
Refer	0 LAW ENFORCEMENT LABOR SVC -				
Cash Payment Invoice	G 101-21707 LELSI Union Dues	Union dues-October			\$127.00
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$127.00
Refer	0 MARCO, INC -				
Cash Payment Invoice	E 101-41000-413 Rental	Printer Lease 9/21/21-10/20/21			\$229.26
Transaction Date	30166336 9/27/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$229.26
Refer	0 MENARDS, INC -				
Cash Payment Invoice	E 101-45200-200 Supplies	driver set, blades and drill bits			\$63.33
Transaction Date	16547 9/21/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$63.33
Refer	0 METERING & TECH SOLUTIONS -				
Cash Payment Invoice	E 601-49400-210 Supplies/Water Meter, Et	E-Series meters			\$9,892.88
Transaction Date	20446 9/22/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$9,892.88
Refer	0 METRO FIBERNET LLC -				
Cash Payment Invoice	E 101-41000-321 Telephone & Communic	phone charges			\$122.47
Transaction Date	10/1/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$122.47

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Refer	0 METRO FIBERNET LLC	-			
Cash Payment	E 101-42100-321 Telephone & Communic	phone charges			\$78.96
Invoice	101/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$78.96
Refer	0 METRO FIBERNET LLC	-			
Cash Payment	E 101-43100-321 Telephone & Communic	phone charges			\$149.26
Invoice	101/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$149.26
Refer	0 MIDWEST WATER SPECIALTY, INC	-			
Cash Payment	E 101-41000-200 Supplies	Kandiyohi 5 gallon			\$10.00
Invoice	9/28/2021				
Cash Payment	E 101-42100-200 Supplies	Kandiyohi 5 gallon			\$10.00
Invoice	9/28/2021				
Cash Payment	E 101-43100-200 Supplies	Kandiyohi 5 gallon			\$5.00
Invoice	9/28/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$25.00
Refer	0 MIDWEST WATER SPECIALTY, INC	-			
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Brine tank overflow set			\$4.00
Invoice	10/4/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$4.00
Refer	0 MINNESOTA VALLEY TESTING LA	-			
Cash Payment	E 602-49450-310 Professional Services	solids test			\$25.00
Invoice	1109361 9/28/2021				
Cash Payment	E 602-49450-310 Professional Services	solids test			\$35.75
Invoice	1109362 9/28/2021				
Cash Payment	E 602-49450-310 Professional Services	solids test			\$35.75
Invoice	1108463 9/22/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$96.50
Refer	0 NCPERS GROUP LIFE INS	-			
Cash Payment	G 101-21712 Life Insurance	life insurance-October			\$48.00
Invoice	9/10/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$48.00
Refer	0 NORTHFIELD HOSPITAL	-			
Cash Payment	E 101-42100-306 Recruitment	Preplacement exam-police			\$100.00
Invoice	ST2212430053N 8/31/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$100.00
Refer	0 RICE CO. SOLID WASTE DEPART	-			
Cash Payment	E 101-45200-406 Grounds Maintence	waste			\$176.90
Invoice	144836 9/28/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$176.90
Refer	0 SERVICEMASTER BY AYOTTE	-			
Cash Payment	E 101-45200-440 Cleaning Service	Contract Janitorial Services for September			\$345.00
Invoice	909038 9/28/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$345.00
Refer	0 STREICHERS	-			

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Cash Payment	E 101-42100-200	Supplies	targets for Police			\$49.98
Invoice	1527264	9/30/2021				
Transaction Date	10/6/2021		Frandsen Bank	10100	Total	\$49.98
Refer	0	STREICHERS				
Cash Payment	E 101-42100-217	Uniforms	jacket for police			\$162.00
Invoice	1526940	9/29/2021				
Transaction Date	10/6/2021		Frandsen Bank	10100	Total	\$162.00
Refer	0	BENNY H. SVIEN				
Cash Payment	E 101-42400-311	Bldg Permit Expense	Permit #7213			\$21.54
Invoice		9/28/2021				
Cash Payment	E 101-42400-312	Plan Review Expense	Permit #7213			\$466.75
Invoice		9/28/2021				
Cash Payment	E 101-42400-315	Plumbing Permit Expens	Permit #7213			\$1.46
Invoice		9/28/2021				
Cash Payment	E 101-42400-314	Mechanical Permit Expen	Permit #7213			\$1.80
Invoice		9/28/2021				
Transaction Date	10/6/2021		Frandsen Bank	10100	Total	\$491.55
Refer	0	BENNY H. SVIEN				
Cash Payment	E 101-42400-311	Bldg Permit Expense	Permit #4186			\$1.67
Invoice		9/28/2021				
Cash Payment	E 101-42400-312	Plan Review Expense	Permit #4186			\$36.16
Invoice		9/28/2021				
Transaction Date	10/6/2021		Frandsen Bank	10100	Total	\$37.83
Refer	0	BENNY H. SVIEN				
Cash Payment	E 101-42400-311	Bldg Permit Expense	Permit #7214			\$21.46
Invoice		9/30/2021				
Cash Payment	E 101-42400-312	Plan Review Expense	Permit #7214			\$464.93
Invoice		9/30/2021				
Cash Payment	E 101-42400-315	Plumbing Permit Expens	Permit #7214			\$1.46
Invoice		9/30/2021				
Cash Payment	E 101-42400-314	Mechanical Permit Expen	Permit #7214			\$1.80
Invoice		9/30/2021				
Transaction Date	10/6/2021		Frandsen Bank	10100	Total	\$489.65
Refer	0	US BANK				
Cash Payment	E 300-47000-620	Fiscal Agent s Fees	paying agent fee-2013A bond			\$250.00
Invoice	6267261	9/24/2021				
Cash Payment	E 601-47000-620	Fiscal Agent s Fees	paying agent fee-2013A bond			\$250.00
Invoice	6267261	9/24/2021				
Transaction Date	10/6/2021		Frandsen Bank	10100	Total	\$500.00
Refer	0	UTILITY SERVICE CO., INC				
Cash Payment	E 601-49400-400	Repairs and Maintenanc	Composite West Tank			\$6,196.05
Invoice	544690	10/1/2021				
Transaction Date	10/6/2021		Frandsen Bank	10100	Total	\$6,196.05
Refer	0	UTILITY SERVICE CO., INC				
Cash Payment	E 601-49400-400	Repairs and Maintenanc	Pedisphere East Tower			\$5,271.53
Invoice	544689	10/1/2021				

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Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$5,271.53
Refer	0 WSB & ASSOC INC				
Cash Payment	E 101-41000-303 Engineering Fees	2021 City Engineering			\$800.00
Invoice	R-017408-000-8 9/30/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$800.00
Refer	0 WSB & ASSOC INC				
Cash Payment	E 101-41000-303 Engineering Fees	General Survey Assistance			\$796.00
Invoice	R-010169-000-52 9/30/2021				
Cash Payment	E 101-45200-303 Engineering Fees	Memorial Park Improvements			\$437.50
Invoice	R-010169-000-52 9/30/2021				
Cash Payment	E 602-49450-303 Engineering Fees	Wastewater Pre-Treatment			\$197.00
Invoice	R-010169-000-52 9/30/2021				
Cash Payment	E 225-43150-303 Engineering Fees	Hester Street E Storm Sewer Outlet Shop			\$93.75
Invoice	R-010169-000-52 9/30/2021				
Cash Payment	E 101-41910-303 Engineering Fees	Right of Way Permits			\$281.25
Invoice	R-010169-000-52 9/30/2021				
Cash Payment	E 601-49400-303 Engineering Fees	Water Supply System			\$31.25
Invoice	R-010169-000-52 9/30/2021				
Cash Payment	E 101-41910-303 Engineering Fees	Mill Towns Trail Head			\$375.00
Invoice	R-010169-000-52 9/30/2021				
Cash Payment	E 101-41910-303 Engineering Fees	Pavement Maintenance			\$750.00
Invoice	R-010169-000-52 9/30/2021				
Cash Payment	E 602-49450-303 Engineering Fees	Wastewater System			\$2,670.75
Invoice	R-010169-000-52 9/30/2021				
Cash Payment	E 225-43150-303 Engineering Fees	Storm Water System			\$156.25
Invoice	R-010169-000-52 9/30/2021				
Cash Payment	E 101-41910-303 Engineering Fees	Comp Transportation Planning			\$343.75
Invoice	R-010169-000-52 9/30/2021				
Cash Payment	E 101-45200-303 Engineering Fees	Tower Park Improvements and Planning			\$232.75
Invoice	R-010169-000-52 9/30/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$6,365.25
Refer	0 WSB & ASSOC INC				
Cash Payment	G 430-22017 Escrow-Cannon River Valley	Cannon River Valley Estates			\$31.25
Invoice	R-010168-000-51 9/30/2021				
Cash Payment	G 430-22013 Escrow - Brd. Hgt. Pre. Plat	Bridgewater Heights PUD Amendment			\$343.75
Invoice	R-010168-000-51 9/30/2021				
Cash Payment	G 430-22019 Escrow - AT&T Tower Antenn	AT&T Antenna Modification-East Water			\$31.25
Invoice	R-010168-000-51 9/30/2021				
Cash Payment	G 430-22013 Escrow - Brd. Hgt. Pre. Plat	Tower Heights PUD Amendment			\$1,937.50
Invoice	R-010168-000-51 9/30/2021				
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	Stoneridge Hills			\$337.75
Invoice	R-010168-000-51 9/30/2021				
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$2,681.50
Refer	0 XCEL ENERGY				
Cash Payment	E 101-43124-381 Electricity	utilities			\$35.50
Invoice	750562670 10/4/2021				
Cash Payment	E 101-45200-381 Electricity	utilities			\$13.49
Invoice	750562670 10/4/2021				

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Cash Payment	E 101-45200-381 Electricity	utilities			\$150.41
Invoice	750562670	10/4/2021			
Cash Payment	E 601-49400-381 Electricity	utilities			\$125.22
Invoice	750562670	10/4/2021			
Cash Payment	E 101-43100-381 Electricity	utilities			\$128.29
Invoice	750562670	10/4/2021			
Cash Payment	E 602-49450-381 Electricity	utilities			\$19.39
Invoice	750562670	10/4/2021			
Cash Payment	E 601-49400-381 Electricity	utilities			\$19.40
Invoice	750562670	10/4/2021			
Cash Payment	E 601-49400-381 Electricity	utilities			\$142.13
Invoice	750562670	10/4/2021			
Cash Payment	E 602-49450-381 Electricity	utilities			\$347.98
Invoice	750562670	10/4/2021			
Cash Payment	E 601-49400-381 Electricity	utilities			\$40.36
Invoice	750562670	10/4/2021			
Cash Payment	E 601-49400-381 Electricity	utilities			\$11.78
Invoice	750562670	10/4/2021			
Cash Payment	E 101-45200-381 Electricity	utilities			\$54.65
Invoice	750562670	10/4/2021			
Cash Payment	E 601-49400-381 Electricity	utilities			\$2,532.29
Invoice	750562670	10/4/2021			
Cash Payment	E 101-45200-381 Electricity	utilities			\$22.65
Invoice	750562670	10/4/2021			
Cash Payment	E 101-42100-381 Electricity	utilities			\$81.89
Invoice	750562670	10/4/2021			
Cash Payment	E 101-43100-381 Electricity	utilities			\$81.90
Invoice	750562670	10/4/2021			
Cash Payment	E 101-43124-381 Electricity	utilities			\$91.18
Invoice	750562670	10/4/2021			
Cash Payment	E 101-41000-381 Electricity	utilities			\$375.86
Invoice	750562670	10/4/2021			
Cash Payment	E 101-41000-381 Electricity	utilities			\$102.77
Invoice	750562670	10/4/2021			
Cash Payment	E 101-43124-381 Electricity	utilities			\$1,848.69
Invoice	750562670	10/4/2021			
Transaction Date	10/6/2021	Frandsen Bank	10100	Total	\$6,225.83
Refer	0 NAC, INC.				
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	September 2021 Technical Assistance-City Projects			\$396.00
Invoice	25495	10/6/2021			
Cash Payment	E 101-41910-313 Planning Fee s	September 2021 Technical Assistance-City Projects			\$49.50
Invoice	25495	10/6/2021			
Cash Payment	E 101-41910-313 Planning Fee s	September 2021 Technical Assistance-City Projects			\$99.00
Invoice	25495	10/6/2021			
Cash Payment	E 101-41910-313 Planning Fee s	September 2021 Technical Assistance-City Projects			\$198.00
Invoice	25495	10/6/2021			

CITY OF DUNDAS
Payments

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Current Period: October 2021

Cash Payment	E 235-46500-313 Planning Fee s	September 2021 Technical Assistance-City Projects	\$99.00
Invoice 25495	10/6/2021		
Transaction Date	10/6/2021	Frandsen Bank 10100	Total \$841.50
Refer	0 NAC, INC.		
Cash Payment	E 101-41000-313 Planning Fee s	September 2021 Technical Assistance-Meetings	\$250.00
Invoice 25496	10/6/2021		
Transaction Date	10/6/2021	Frandsen Bank 10100	Total \$250.00

Fund Summary

	10100 Frandsen Bank
101 GENERAL FUND	\$19,982.94
225 STORM SEWER	\$2,050.00
235 ECONOMIC DEVELOPMENT AUTHORITY	\$99.00
300 2013A GO BONDS	\$250.00
401 CAPITAL PROJECTS	\$822.00
430 ESCROW DEPOSITS	\$3,077.50
601 WATER	\$30,668.44
602 SEWER	\$7,091.72
603 REFUSE	\$7,901.78
801 DUNDAS BASEBALL ASS.	\$11,685.60
	<u>\$83,628.98</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$83,628.98
Total	<u>\$83,628.98</u>



REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Draft Parks Survey
DATE: For the City Council Meeting of October 11, 2021

PURPOSE/ACTION REQUESTED

Consider approving a draft Parks Survey.

SUMMARY

Looking to the future for purposes of park planning staff has initiated a draft survey on parks and park amenities.

The Parks and Recreation Advisory Board reviewed a draft of the survey and made some recommendations which have been incorporated into the attached.

The intention is to send a postcard to every mailing address in the City with a QR code to scan that would take the person directly to the survey.

A link to the survey would also be available on the City's web site.

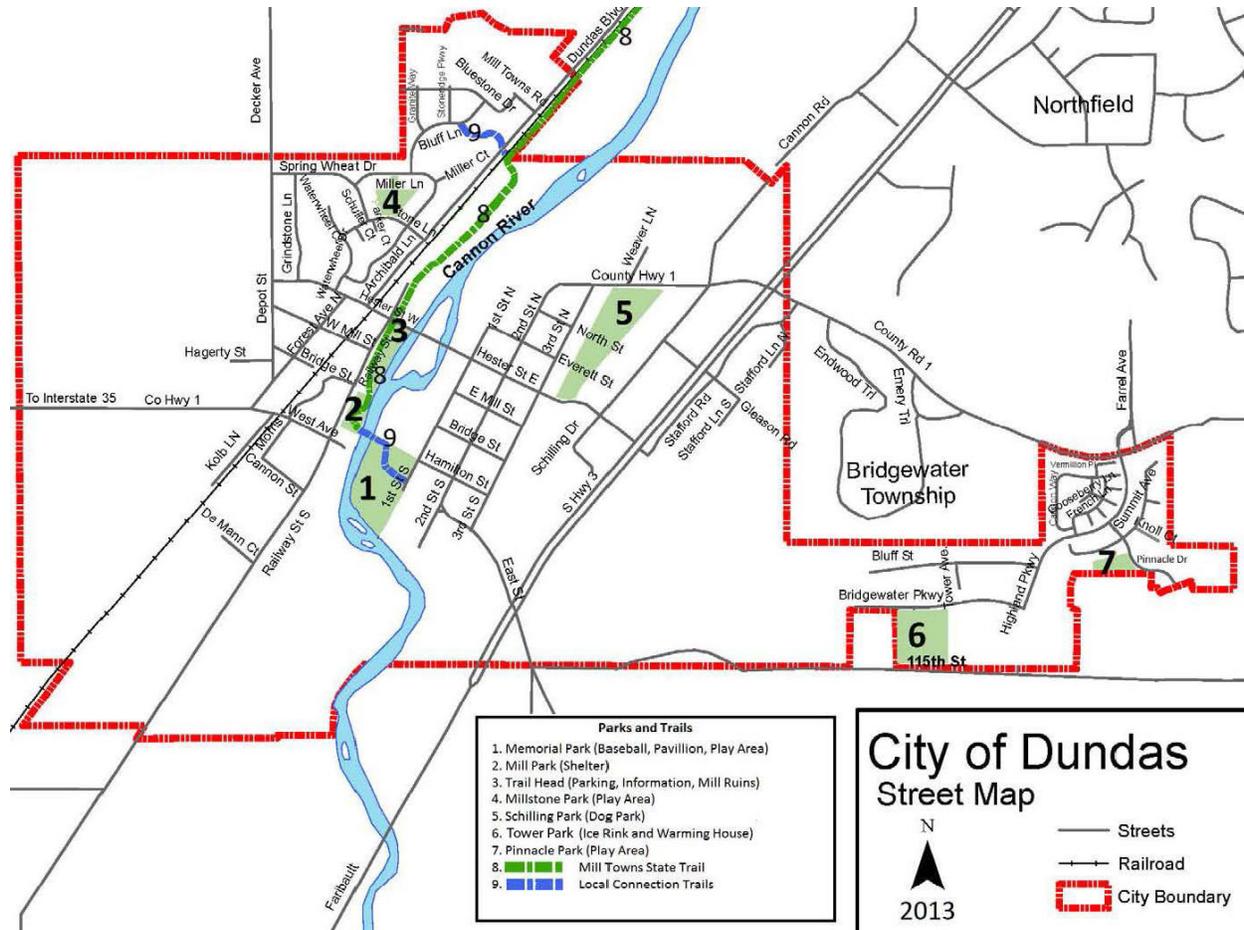
Staff proposes that the survey be open from November 1 through mid-December.

RECOMMENDATION

Motion to approve the attached draft Parks Survey.

The Dundas Parks and Recreation Advisory Board and City Council is seeking input from the community to evaluate park amenities within the City, specifically at Tower Park in Bridgewater Heights, which will help guide and prioritize park improvements in the coming years.

Your voice matters and we need your input! Please participate in the user survey below and provide additional comments you may have regarding the park and recreation facilities in your City.



1. What Park recreational amenities do you and your household most often use or seek out in any park? _____ (fill in blank)
2. If you were to dream big for the Dundas Parks system, rank the following in order of preference:
 - _____ Pickleball Courts
 - _____ Basketball Court
 - _____ Amphitheater/Performance area
 - _____ Splash pad

3. Do you or your family members currently use the recreational amenities provided at Tower Park - hockey rink, warming house and open space?
 - a. **Hockey rink Y/N**
 - b. **Warming house Y/N**
 - c. **Open space Y/N**

4. Would you support any the following park improvements at Tower Park:
 - a. Age appropriate playground
 - i. Age 2-5, **Circle one: Yes / No / Yes, but elsewhere in the City**
 - ii. Age 5-12, **Circle one: Yes / No / Yes, but elsewhere in the City**
 - iii. Older/ Teen: **Circle one: Yes / No / Yes, but elsewhere in the City**
 - b. Picnic Shelter: **Yes / No / Yes, but elsewhere in the City**
 - c. Restroom facilities: **Yes / No / Yes, but elsewhere in the City**
 - d. Flexible greenspace / field areas: **Yes / No / Yes, but elsewhere in the City**
 - e. Basketball Court: **Yes / No / Yes, but elsewhere in the City**
 - f. Sand Volleyball: **Yes / No / Yes, but elsewhere in the City**
 - g. Walking trail: **Yes / No / Yes, but elsewhere in the City**
 - h. Exercise Equipment: **Yes / No / Yes, but elsewhere in the City**
 - i. Community Garden: **Yes / No / Yes, but elsewhere in the City**
 - j. Other: **(fill in blank)**

5. Would you be interested in participating in a “Friends of Tower Park” group to help guide improvements, activities and coordinate other engagement pertaining to Tower Park? **Y/N**

6. Do you have any other comments? _____ **(fill in blank)**

Thank you for participating in this survey to gauge interest in the potential opportunities at Tower Park. We welcome you to join the Parks and Rec Advisory Board to help grow the City’s park system and recreational opportunities.

City of Dundas
Public Works Staff Meeting / City Engineer Update 10/6/21

October 7, 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

- On 6/14/21 the City Council accepted the Hester Street M&O quotes and awarded the contract to Bituminous Materials Inc. (BMI) for the quote amount of \$44,995. BMI completed the bituminous overlay on 7/23/21; **BMI's invoice not approved at the 8/23/21 City Council meeting. Tack needs to be cleaned off the driveway at 307 Hester Street W before approving final payment. 10/7/21 Contractor will set up a meeting next week to discuss the tack coat removal.**
- 7/12/21 the City Council awarded the contract for Pavement Marking within the seal coat areas to Seykora Striping. This work has been completed.
- **9/28/21 BMI provided quotes to complete the Bridge Street/2nd and other minor patching. Work will be done in the 3rd week of October.**

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. 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.

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. **10/7/21 Menards was contacted to get an update on status of right of entry.**
 - 8/10/21 we talked to Menard facilities staff to coordinate pond maintenance; Menard indicated they have no immediate plans for mowing/cleaning their pond area.
 - NE corner of Hester Street W. and Depot Street N. Existing structure in place. Casting will be removed and replaced with correct casting. **10/7/21 Staff sent out a request for quotes for the work to be completed in October.**
 - On the SE corner of Schilling Drive N. and CSAH 1 there is a buried structure, this will be located and adjusted to grade. **10/7/21 Staff sent out a request for quotes for the work to be completed in October.**
 - 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.
 - The structure near the Menard driveway was adjusted with a previous 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.
 - 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.
 - 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.
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.
 - **10/5/21 concepts and cost estimates are being updated. Will review concept with Rice County on 10/20/21**
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 will contact DNR to verify a parking lot would be allowed as “recreation” use.***

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 does not plan 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. 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 met on site to review the scope of the proposed roadway/trail improvements now that the play area is in.

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.*
 - *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.*
- *Follow up meeting is scheduled for 10/11/21 with the City of Northfield.*

12. Public Works Tasks

- Around the Stoneridge Hill, Millstone, and Schilling Park 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. WSB will send a letter to residents notifying them that WSB will be surveying around the pond. Signs have been received from EFA/Safety Signs so the letter will be issued, and the easements staked.
- 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. **10/7/21 compliant signage figure has been provided by staff to get the signs ordered.**
- Mill Town Trail crossing at railroad damaged from railroad maintenance. 9/22/21 DNR and Northfield are actively working to resolve the issue.

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. This work will be completed after coordinating with dog park users for an alternate site.

14. Tower Park Improvements

- 6/17/21 City Staff met to discuss a survey to solicit input from residents on park amenities.
- Draft survey questions have been reviewed by Park and Rec Advisory Board and comments have been received.
- **Revised survey will be reviewed by Council at the 10/11/21 CC meeting.**
- **Survey will be distributed mid-October.**

15. Two Year Warranty Inspections

- City Hall Site and Utility Improvements (Swenke Ims); the Maintenance Bond expires on 10/12/22.

- 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

- On 7/16/21 the MnDNR notified cities in areas of the state with Severe Drought conditions that public water systems must implement the conservation actions described in their Water Supply Plans.
- The drought status for Dundas will be monitored, and additional water conservation resources will be made available on the City website. ***As of 9/28/21, Rice County has been upgraded from having “Moderate Drought” conditions to “Abnormally Dry” conditions.***

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.

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.
- ***10/5/21 AT&T’s site consultant received all information to submit the escrow amount and is sending the escrow check to the City. Review of the submittals will start when the escrow amount is collected.***

20. Bridgewater Heights PUD

- ***A final punch list for the project has been prepared and sent to the Developer.***
- Bituminous wear course has been placed on Bridgewater Parkway, west of Tower Avenue.
- ***9/22/21 Staff is reviewing a request for a LOC reduction.***

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 has indicated the concrete walk work would begin within the next two weeks. Staff continues to work with the Developer to complete the work.***

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. Johnson-Reiland Commercial

- 6/21/21 WSB contacted the applicant to clarify their schedule and intended work scope at 399 Stafford Road N; they will again be contacted.

25. Stoneridge Hills 2nd

- 7/20/21 a drainage report and supporting information was submitted for City review. On 8/3/21 the City received a revised drainage report; on 8/9/21 the City forwarded drainage comments to the developer's engineer.
- On 8/6/21 the City Planner forwarded a letter to the developer indicating their land use application was incomplete for review.
- 9/29/2021 developer submitted revised drainage report and supporting information for review City review.

26. Tower Heights

- Easement vacations, the Final Plat, and the Development Agreement were approved by the City Council at their 5/10/21 meeting.
- Curb and gutter, and the bituminous base course, has 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.***

27. 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.

28. Industrial Zone – 600 Railway Street South

- ***Staff is preparing a figure and cost estimate for utility and street improvements to serve the site.***

PUBLIC NOTICE

**CITY OF DUNDAS PLANNING COMMISSION
REGULAR MEETING AGENDA
THURSDAY, OCTOBER 21, 2021**

HAS BEEN CHANGED TO

**MONDAY, OCTOBER 18, 2021
7:00 PM - DUNDAS CITY HALL**

by order of the Chair

City of Dundas
100 Railway St N
Dundas, MN 55019
Ph# 507-645-2852