

**DUNDAS CITY COUNCIL  
REGULAR MEETING AGENDA  
Monday, April 10, 2023  
7:00 p.m. City Hall**

- 1. Call to Order/Pledge Allegiance**
- 2. Roll Call** Mayor Switzer, Council members Gallagher, LaCroix, Modory, Swartwood
- 3. Public Comment**
- 4. Approval of Agenda**
- 5. Consent Agenda** *(All items on the Consent Agenda are considered routine and have been made available to the City Council at least 2 days in advance of the meeting. The items will be enacted in one motion. There will be no separate discussion of these items unless a council member or citizen requests, then the item will be removed from this agenda and considered in normal sequence.)*
  - a. Regular Minutes of March 27, 2023
  - b. Disbursements - \$104,013.90
- 6. Regular Agenda**
- 7. Reports of Officers, Boards and Committees**
  - b. City Engineer
  - c. City Administrator/Clerk
  - d. Mayor, Councilors and Committees
- 8. Announcements**
  - a. City Council Meeting – Monday, April 24 and May 8 at 7:00 pm. City Hall
  - b. Park & Recreation Advisory Board – Tuesday, April 11 at 7:00 p.m. City Hall
  - c. Planning Commission Meeting/Public Hearing – Thursday, April 20 at 7:00 p.m. at City Hall
- 11. Adjourn**

**DUNDAS CITY COUNCIL  
REGULAR MEETING MINUTES  
Monday, March 27, 2023  
7:00 p.m. City Hall**

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

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

**CALL TO ORDER**

Mayor Switzer called the meeting to order at 7:03 p.m. A quorum was present.

**PUBLIC FORUM** – No public presentation to the Council

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

**Motion by LaCroix, second by Swartwood, to approve the consent agenda as follows:  
Regular Minutes of March 13, 2023;  
Pay Voucher to Sunram Construction  
Disbursements - \$132,671.30. MCU**

**OLD BUSINESS** – No old business brought before Council.

**ORDINANCES AND RESOLUTIONS**

Ordinance 2023-07 Amending Chapter 30, Sections 30.03 Minutes and 30.04 Order of Business of the Dundas City Code

Teppen reported that the proposed amendments to City Code with respect to the Minutes would bring current practice into compliance with City Code. And the proposed amendments to the Order of Business would streamline the City Council agendas.

**Motion by Gallagher, second by Swartwood to approve Ordinance 2023-01. MCU**

Ordinance 2023-02 Repealing and Replacing Chapter 93 Fire Prevention and Protection of the Dundas City Code

Teppen reported that this was a collaborative effort between NAFRS, the City of Northfield and the City of Dundas to have a Fire Code that is the same in the two cities in order for the Fire Chief/Code Enforcement Official to enforce. Fire Chief Tom Nelson spoke and highlighted five things happening with the proposed code language: 1) working group that put this draft together composed of Northfield and Dundas staff, 2) updated language that says whatever the state fire code is currently and into the future is automatically enforceable and two appendices adopted locally; the first regarding multi-family housing units are prohibited from having bbq grills on decks, and clarity around fire access roads, especially in new developments, 3) NAFRS is the Fire Department for the City of Dundas and that permitting is delegated to the Fire Chief, 4) burning permit requirements now align with state statute 5) fire lanes enforceable – both public and private.

**Motion by Switzer, second by LaCroix to approve Ordinance 2023-02. MCU**

**Motion by Switzer, second by Swartwood to approve the Summary Ordinance. MCU.**

NEW BUSINESS

Consider Accepting the 2022 Financial Audit

Aaron Dahl from Bergan KDV presented the 2022 Financial Audit of the City. He reported on the overall financial activity that took place in 2022 and that they gave the City an unqualified report meaning that all 2022 financial activity met the expected standards.

**Motion by Swartwood, second by LaCroix to accept the 2022 Financial Audit. MCU**

Consider Approving the Request from Hosanna Church – Northfield to Provide Police Overtime

Teppen reported on the process to recruit and interview for this position.

**Motion by LaCroix, second by Gallagher to approve a Contract with Hosanna Church – Northfield for Police Overtime. MCU**

Consider Amending the Personnel Policy to Allow Non-Union Employees Participation in the Minnesota State Retirement System Health Care Savings Plan

Teppen reported that the proposed language was included in the 2023-2025 Collective Bargaining Agreement between the City and its Police Officers and by approving this change the non-union employees receive the same benefit.

**Motion by Gallagher, second by Swartwood to amend the City's Personnel Policy to allow non-union employees to participate in the MSRS HCSP. MCU.**

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

City Engineer – Dustin Tipp

Tipp reported that the City was not selected for grant funding through the MnDOT Active Transportation grant for the Highway 3/CSAH 1 trail/sidewalk and crossing project. Council asked staff to prepare a letter to Rice County Commissioners seeking funding assistance.

City Administrator/Clerk - Jenelle Teppen

Nothing to report

Mayor, Councilors and Committees

Nothing to report

WORK SESSION

Discuss Pavement Management Plan Funding Options

Monica Heil, from WSB stepped the City Council through a power point presentation on the various funding avenues available for street maintenance projects; property taxes, assessments, a combination of property taxes and assessments, and franchise fees. She explained the pros and cons of each method. After some discussion, the City Council directed staff to further research franchise fees and return to the Council with the information.

ADJOURN

**Motion by LaCroix, second by Swartwood, to adjourn the meeting at 8:50 p.m.**

Minutes prepared by Jenelle Teppen, City Administrator/City Clerk

**CITY OF DUNDAS DISBURSEMENT REPORT**  
**Council Meeting April 10, 2023**

<b>DATE</b>	<b>PAYABLE</b>	<b>AMOUNT</b>
4/5/2023	PERA	\$4,269.98
4/5/2023	State of MN Empower Retirement	\$600.00
	State of MN Empower Retirement	\$458.90
	State of MN Empower Retirement	\$195.06
4/5/2023	MN Dept of Revenue	\$1,246.81
4/5/2023	IRS	\$6,216.11
4/5/2023	Payroll PP# 7 Employees	\$19,460.37
4/5/2023	Payroll #4 City Council	\$1,960.19
	<b>Sub Total Paid Payroll and Sales Liabilities</b>	<b><u>\$34,407.42</u></b>
3/31/2023	ACH per item	\$13.00
3/31/2023	Low ACH Volume Maintenance	\$5.00
3/31/2023	RDC Monthly Fee	\$59.00
4/5/2023	PSN Payment Service	\$452.50
4/10/2023	2023 Invoices - Payment February 12, 2023	\$69,076.98
	<b>Sub Total Paid Claims and Service Liabilities</b>	<b>\$69,606.48</b>
<b>TOTAL</b>	<b>Disbursement for February 12, 2023</b>	<b>\$104,013.90</b>

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Payments

Current Period: March 2023

Payments Batch 04102023AP		\$69,076.98	
Refer	0	<u>ABDO FINANCIAL SOLUTIONS, LL</u>	-
Cash Payment	E 101-41000-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 469406	4/1/2023		\$4,712.50
Cash Payment	E 225-43150-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 469406	4/1/2023		\$362.50
Cash Payment	E 601-49400-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 469406	4/1/2023		\$906.25
Cash Payment	E 602-49450-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 469406	4/1/2023		\$906.25
Cash Payment	E 603-49500-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 469406	4/1/2023		\$362.50
Transaction Date	4/1/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$7,250.00</b>
Refer	0	<u>ALBERS A &amp; A PORTABLE SVCS</u>	-
Cash Payment	E 101-45200-413	Rental	Ice Rink Port-a-potty
Invoice 23-Mar	4/1/2023		\$125.00
Transaction Date	4/1/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$125.00</b>
Refer	0	<u>ALDRICH TECNNOLGY CONSULT</u>	-
Cash Payment	E 101-41000-309	EDP, Software and Desi	Malware Subscription
Invoice 8090	3/3/2023		\$29.99
Cash Payment	E 101-41000-310	Professional Services	Office/ Computer Set- up
Invoice 8090	3/3/2023		\$375.00
Transaction Date	3/3/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$404.99</b>
Refer	0	<u>AMAZON CAPITAL SERVICES</u>	-
Cash Payment	E 101-41000-200	Supplies	First Aid Kit, Ballpoint Pen,
Invoice 1Q3K3VMH1HW	3/30/2023		\$17.84
Cash Payment	E 101-42100-200	Supplies	Brown Paper Bags
Invoice 1Q3K3VMH1HW	3/30/2023		\$11.82
Transaction Date	3/30/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$29.66</b>
Refer	0	<u>APG MEDIA OF SOUTHERN MN</u>	-
Cash Payment	E 101-41000-351	Legal Notices Publishing	NOTICE OF PUBLIC HEARING
Invoice 111300323	3/31/2023		\$62.65
Transaction Date	3/31/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$62.65</b>
Refer	0	<u>AMERICAN LEGAL PUBLISHING</u>	-
Cash Payment	E 101-41000-433	Dues and Subscriptions	2023 S-4 Supplement Pages
Invoice 23832 23674	2/28/2023		\$639.00
Cash Payment	E 101-41000-433	Dues and Subscriptions	2023 S-4 Folio/Internet Supplement Pages
Invoice 23832 23674	2/28/2023		\$203.00
Transaction Date	2/28/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$842.00</b>
Refer	0	<u>BADGER METER</u>	-
Cash Payment	E 601-49400-210	Supplies/Water Meter, E	CELLULAR LTE SERV
Invoice 80122434	3/29/2023		\$797.05
Transaction Date	3/29/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$797.05</b>
Refer	0	<u>BERGANKDV</u>	-
Cash Payment	E 101-41000-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 1189906	3/29/2023		\$6,305.00

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Cash Payment	E 225-43150-301	Auditing and Acct g Ser	Auditing and Acct g Services		\$485.00
Invoice	1189906	3/29/2023			
Cash Payment	E 601-49400-301	Auditing and Acct g Ser	Auditing and Acct g Services		\$1,212.50
Invoice	1189906	3/29/2023			
Cash Payment	E 602-49450-301	Auditing and Acct g Ser	Auditing and Acct g Services		\$1,212.50
Invoice	1189906	3/29/2023			
Cash Payment	E 603-49500-301	Auditing and Acct g Ser	Auditing and Acct g Services		\$485.00
Invoice	1189906	3/29/2023			
Transaction Date	3/29/2023		Frandsen Bank	10100	<b>Total</b> \$9,700.00
Refer	0	CAR TIME AUTO SERVICE CENTE	-		
Cash Payment	E 101-42100-400	Repairs and Maintenanc	REPLACE BRAKE, OIL CHANGE		\$785.80
Invoice	256743	3/20/2023			
Transaction Date	3/20/2023		Frandsen Bank	10100	<b>Total</b> \$785.80
Refer	0	CITY OF NORTHFIELD	-		
Cash Payment	E 602-49450-385	Sewer Utilities	Sewer Utilities		\$18,723.63
Invoice	23-Feb	3/27/2023			
Transaction Date	3/27/2023		Frandsen Bank	10100	<b>Total</b> \$18,723.63
Refer	0	TYLER JOHNSON	-		
Cash Payment	E 101-42100-330	Travel	Expenses - Baton Training		\$398.11
Invoice	23-Apr	2/1/2023			
Transaction Date	2/1/2023		Frandsen Bank	10100	<b>Total</b> \$398.11
Refer	0	EARL F. ANDERSEN, INC	-		
Cash Payment	E 101-45200-226	Signs	GREEN CHANNELPOST/ Parts for signs		\$1,433.50
Invoice	0131496IN	11/16/2022			
Transaction Date	11/16/2022		Frandsen Bank	10100	<b>Total</b> \$1,433.50
Refer	0	GOPHER STATE ONE CALL	-		
Cash Payment	E 601-49400-310	Professional Services	Professional Services		\$9.45
Invoice	3030352	3/31/2023			
Cash Payment	E 602-49450-310	Professional Services	Professional Services		\$9.45
Invoice	3030352	3/31/2023			
Transaction Date	3/31/2023		Frandsen Bank	10100	<b>Total</b> \$18.90
Refer	0	GUTH ELECTRIC, LLC	-		
Cash Payment	E 101-43124-400	Repairs and Maintenanc	Installed banners on poles		\$399.51
Invoice	2397	3/31/2023			
Transaction Date	3/31/2023		Frandsen Bank	10100	<b>Total</b> \$399.51
Refer	0	KWIK TRIP INC	-		
Cash Payment	E 101-42100-418	Vehicle Fuels	PD Fuel		\$878.32
Invoice	Mar-23	4/2/2023			
Cash Payment	E 101-43100-418	Vehicle Fuels	PW Fuel		\$669.65
Invoice	23-Mar	4/2/2023			
Transaction Date	4/2/2023		Frandsen Bank	10100	<b>Total</b> \$1,547.97
Refer	0	LAW ENFORCEMENT LABOR SVC	-		
Cash Payment	G 101-21707	LELSI Union Dues	Union Dues		\$202.50
Invoice	Apr-23	4/1/2023			
Transaction Date	4/1/2023		Frandsen Bank	10100	<b>Total</b> \$202.50
Refer	0	MARCO, INC	-		

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Current Period: March 2023

Cash Payment	E 101-41000-413	Rental	Copier Lease 03/21/2023-04/20/2023	\$236.55
Invoice	33717622	3/21/2023		
Transaction Date	3/21/2023	Frandsen Bank	10100	<b>Total</b> \$236.55
Refer	0	METERING & TECH SOLUTIONS	-	
Cash Payment	E 601-49400-210	Supplies/Water Meter, E	Meters/ End points/ parts	\$7,708.10
Invoice	INV2081	3/28/2023		
Transaction Date	3/28/2023	Frandsen Bank	10100	<b>Total</b> \$7,708.10
Refer	0	METRO FIBERNET LLC	-	
Cash Payment	E 101-41000-321	Telephone & Communi	Telephone & Internet Services	\$122.19
Invoice	23-Apr	4/1/2023		
Cash Payment	E 101-42100-321	Telephone & Communi	Telephone & Internet Services	\$62.26
Invoice	23-Apr	4/1/2023		
Cash Payment	E 602-49450-321	Telephone & Communi	Telephone & Internet Services	\$134.96
Invoice	23-Apr	4/1/2023		
Transaction Date	4/1/2023	Frandsen Bank	10100	<b>Total</b> \$319.41
Refer	0	MIDWEST WATER SPECIALTY, INC	-	
Cash Payment	E 101-41000-200	Supplies	Water	\$21.75
Invoice	117779	3/29/2023		
Cash Payment	E 101-42100-200	Supplies	Water	\$21.75
Invoice	117779	3/29/2023		
Transaction Date	3/29/2023	Frandsen Bank	10100	<b>Total</b> \$43.50
Refer	0	MUNICIPAL INSPECTIONS INC	-	
Cash Payment	E 101-42400-311	Bldg Permit Expense	430 Railway Street- Remodel	\$558.48
Invoice	4746	3/26/2023		
Cash Payment	E 101-42400-312	Plan Review Expense	430 Railway Street- Remodel	\$471.91
Invoice	4746	3/26/2023		
Cash Payment	E 101-42400-311	Bldg Permit Expense	7.5% Building Permit Fee	\$45.00
Invoice	1Q2023	1/31/2023		
Transaction Date	3/26/2023	Frandsen Bank	10100	<b>Total</b> \$1,075.39
Refer	0	SERVICEMASTER BY AYOTTE	-	
Cash Payment	E 101-41000-440	Cleaning Service	Janitorial Services	\$193.35
Invoice	910245	4/1/2023		
Transaction Date	4/1/2023	Frandsen Bank	10100	<b>Total</b> \$193.35
Refer	0	TRI-STATE BOBCAT	-	
Cash Payment	E 101-43100-400	Repairs and Maintenanc	Shop Maintenance	\$85.18
Invoice	P93742	3/23/2023		
Transaction Date	3/23/2023	Frandsen Bank	10100	<b>Total</b> \$85.18
Refer	0	BLUECROSS BLUESHIELD	-	
Cash Payment	G 101-21713	Vision Insurance	Vision Insurance	\$43.48
Invoice	March 2023	3/31/2023		
Transaction Date	3/31/2023	Frandsen Bank	10100	<b>Total</b> \$43.48
Refer	0	WSB & ASSOC INC	-	
Cash Payment	E 101-41000-303	Engineering Fees	Gen Engineering	\$2,058.75
Invoice	Feb-23	3/23/2023		
Cash Payment	E 101-41000-303	Engineering Fees	Retainer	\$800.00
Invoice	Feb-23	3/23/2023		

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Payments

Current Period: March 2023

Cash Payment	E 602-49450-303	Engineering Fees	Comp Sanitary Sewer Sys Plan		\$4,297.50
Invoice	Feb-23	3/23/2023			
Cash Payment	E 101-41000-303	Engineering Fees	Streets		\$1,375.00
Invoice	Feb-23	3/23/2023			
Cash Payment	E 225-43150-500	Capital Outlay	2023 Pond Maintenance		\$1,836.00
Invoice	Feb-23	3/23/2023			
Cash Payment	E 101-45200-303	Engineering Fees	Parks		\$162.00
Invoice	Feb-23	3/23/2023			
Cash Payment	E 101-41000-303	Engineering Fees	GIS		\$1,751.00
Invoice	Feb-23	3/23/2023			
Cash Payment	E 101-41000-303	Engineering Fees	Reimbursable Exp. - Capitol Lien		\$169.00
Invoice	Feb-23	3/23/2023			
Cash Payment	E 225-43150-303	Engineering Fees	Storm Water		\$843.00
Invoice	Feb-23	3/23/2023			
Cash Payment	G 430-22006	Escrow - 80 West Ave	West Ave Apts		\$596.00
Invoice	Feb-23	3/23/2023			
Cash Payment	G 430-22017	Escrow-Cannon River Valley	Cannon River Valley Estates		\$406.25
Invoice	Feb-23	3/23/2023			
Cash Payment	G 430-22018	Escrow - Stoneridge Hills	Stoneridge Hills		\$437.50
Invoice	Feb-23	3/23/2023			
Cash Payment	E 101-43100-310	Professional Services	Dundas Transportation Study		\$108.00
Invoice	Feb-23	3/23/2023			
Cash Payment	E 601-49400-303	Engineering Fees	Comp Water System Plan		\$1,164.50
Invoice	Feb-23	3/23/2023			
Cash Payment	E 410-43100-500	Capital Outlay	PW Cold Storage Building		\$576.25
Invoice	Feb-23	3/23/2023			
Transaction Date	3/23/2023		Frandsen Bank	10100	<b>Total</b> \$16,580.75
Refer	0 FRANDSEN BANK & TRUST				-
Cash Payment	G 101-21708	H.S.A. Withholdings	HSA - Matt Summer PP #7		\$70.00
Invoice					
Transaction Date	4/6/2023		Frandsen Bank	10100	<b>Total</b> \$70.00

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND		\$25,604.84
225 STORM SEWER		\$3,526.50
410 PUBLIC WORKS CAPITAL OUTLAY		\$576.25
430 ESCROW DEPOSITS		\$1,439.75
601 WATER		\$11,797.85
602 SEWER		\$25,284.29
603 REFUSE		\$847.50
		<u>\$69,076.98</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$69,076.98
<b>Total</b>	<u>\$69,076.98</u>



**City of Dundas**  
**Public Works Staff Meeting / City Engineer Update 04/05/23**

**April 6, 2023**  
**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.
    - Private utility conflicts exist in the boulevards and further investigation is required to determine sign locations. Staff plans to place the pedestrian crossing signs in April.
3. 2023 Storm Sewer Maintenance
  - Hester Street
    - On the south side of Hester Street between the Menard and City ponds; the storm sewer outlet from 3<sup>rd</sup> Street will be extended, and the pond side slopes flattened in this area. 9-12-22 Easement documents were approved by Council. Staff is working with Menard to get the documents executed.
  - 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. 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.
  - The poles and fixtures have been delivered. Staff plans to schedule install within the next few weeks, weather permitting.
5. Comprehensive Transportation Planning
  - 4-13-22 Staff prepared a Joint Road Policy, and the policy was reviewed with Bridgewater Township officials. Staff is waiting on comments from BWT officials with regards to the JRP.
  - Staff 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, 115<sup>th</sup> 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.

#### 6. CSAH 1/TH 3 Pedestrian Crossing

- The scope of work includes installing a trail along CSAH 1, connecting to the existing sidewalks on Schilling Drive, Cannon Road, and North Stafford Road. A trail connection would also be made to the existing trail along TH 3. Pedestrian crossing improvements would be made to the intersection of TH 3 and CSAH 1. Ditch grading and storm sewer improvements would be made to accommodate the trails.
- A portion of the \$121,900 capital expenditure budgeted for Sidewalk/Trail in 2021 is to further preliminary design of these crossing concepts.
- 12-21-22 Staff submitted the AT Grant Application to MnDOT.
- 3-21-22 The project was not selected for the AT Grand Funding. Staff will resume discussions with Rice County about executing the project with County participation.
- ***Staff will be preparing a memo to Rice County to request support and County participation for project.***

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

- An aggregate base parking area is proposed to be created at the ECRT on the NE corner of 1st Street N / Everett Street as part of the dog park relocation
- Staff has completed excavation of the parking lot area and placement of gravel base. The gravel was installed to design elevations that will allow it to be paved with a future project.
- A preliminary plan and dog park layout was presented to the Parks and Recreation Advisory Board on 7-12-22. The concept plan was reviewed at the Parks and Recreation Advisory Board meeting on 9-13-22 by a representative from Canines at Play, who approved of the plan. The concept plan was presented at the February 27<sup>th</sup> Council Meeting. The concept plan was approved by Council March 13<sup>th</sup> Council Meeting.
- The dog park relocation is in the CIP for 2023 and the parking lot improvements in 2024
- Staff plans to solicit quotes for the fence work in the coming weeks.

#### 8. Forest Avenue and Depot Street

- Based on the soil borings for Forest Avenue, extensive pavement repair is necessary. Future construction will likely include pavement reclamation and a bituminous overlay. The project will be moved from 2023 to 2024 in the CIP due to future roadway funding discussions.
- Based on pavement cores in the roadway on Depot Street from Hester Street to Forest Avenue, the recommendation for rehabilitation of the roadway is full pavement removal and replacement or full depth reclamation. Funding for the project will be moved from 2024 to 2025 in the CIP due to future roadway funding discussions.
- Roadway patching will be done as necessary in problem areas on the two roadways until they are reconstructed with future projects.

#### 9. Mill Towns Trail Head Improvement Project

- All work is complete on the project except for the benches. The contractor has received the benches and plans to install them when the snow melts.

## 10. 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 amendment.
  - 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 was presented at a Council work session on July 11<sup>th</sup>.
  - 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.

## 11. 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. WSB started work on this.
- ***Staff is working with a local contractor to address pothole repairs.***
- ***Staff plans to send out a request for quotes for the 2023 Sanitary Sewer Cleaning and Televising within the next few weeks. The work area will include the Millstone and Stoneridge subdivisions.***

## 12. Regional Storm Water and Wetland

- This will be the next storm water pond cleaning project for the pond located south of County Road 1, adjacent to the dog park and north of County Road 1, east of Weaver Road; the focus for work at the regional pond will be clearing trees/brush and removing sediment.
- Quotes were received from 3 contractors for the work, with Sunram Construction, Inc. being the apparent low quote. Based on the prices received and the timing of the dog park relocation, staff has decided to only perform the work on the pond north of County Road 1 in 2023. The work in the pond south of County Road 1 will be completed in 2024/2025.
- 1-23-23 Council accepted the quotes and awarded the contract to Sunram Construction, Inc.

- The Contractor has completed the tree removals and pond excavation. Cleanup and stabilization work remains.
- Project is identified in the CIP for 2023.

#### 13. Stoneridge Hills 2nd

- 6-13-22 Preliminary Plat, Final Plat and Developer's Agreement were approved by Council.
- Because the plat was not recorded within the required 100 days of approval, the Developer will need to reapply for final plat approval.
- The City will require a signed Developer's Agreement with securities, signed mylars and the final revised construction and landscape plans to move forward with the development.

#### 14. West Avenue Apartments

- 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.
- Council approved an amendment to the Developer's agreement to extend the completion date to September 1, 2023.

#### 15. Pavement Management Plan

- 1-23-23 Plan was presented to Council.
- At the February 27<sup>th</sup> Council Meeting, a work session was held to discuss costs associated with recommended maintenance activities.
- A work session was held at the March 27<sup>th</sup> Council meeting to discuss funding options.

#### 16. Public Works Cold Storage

- 1-18-23 City Staff that utilizes the existing public works building met to discuss the future cold storage building layout and dimensions. The preliminary figure will be revised based on the discussions. Staff will present the figure and building details at a future meeting.
- The preliminary site plan and building details were presented to Council at the February 27<sup>th</sup> Council Meeting.
- *Staff has identified contractors who perform this type of work in the area.*
- *Staff is preparing a site grading plan for the proposed building pad and a preliminary floor plan to accompany the building details that will be included in the request for quotes. The preliminary floor plan would include information such as garage door, service door and window placement. Final design would be the responsibility of the contractor.*
- *Based on conversations with local contractors, architectural drawings are not required for this type of structure. The contractor would have a professional licensed, engineer provide stamped, engineered drawings for the building and foundations.*

#### 17. Preliminary Effluent Review

- 7-25-22 Council approved a proposal to complete the preliminary effluent review.
- 1-5-23 Staff has started work on the review.

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

- 1-5-23 Staff has started on the comprehensive plan. The work is budgeted for 2023 in the enterprise fund budget.

19. Transportation Comprehensive Plan

- 1-5-23 Staff has started work on the comprehensive plan. The work is budgeted for 2023 in the general fund budget.