

**DUNDAS CITY COUNCIL  
REGULAR MEETING AGENDA  
Monday, April 26, 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. City Planner Nate Sparks Updated Comprehensive Plan\*
- 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 April 12, 2021\*
  - b. Disbursement Report\* - \$424,054.82**Motion by \_\_\_\_\_, second by \_\_\_\_\_**
- 7. Old Business**
- 8. Ordinances and Resolutions**
  - a. Resolution 2021-12\* A Resolution Acknowledging and Reactivating the Dundas Economic Development Authority  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_**
- 9. New Business**
  - a. Consider Approving Quote and Awarding Contract for Replacement of Memorial Park Playground Equipment\*  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_**
  - b. Consider Approving Water Meter Technology Update\*  
**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. Annual Clean Up Day – Saturday, May 8 from 7:00-11:00 a.m. Trailhead Parking Lot
  - b. City Council Meeting – Monday, May 10 at 7:00 pm at City Hall
  - c. Park and Recreation Advisory Board – Tuesday, May 11 at 7:00 p.m. City Hall
  - d. Dundas Planning Commission Meeting – Thursday, May 20 at 7:00 p.m. City Hall
- 12. Work Session**
  - a. Review and Discuss Proposed Residential Parking Notification\*
- 13. Adjourn**

**DUNDAS CITY COUNCIL  
REGULAR MEETING MINUTES**

**Monday, April 12, 2021  
7:00 p.m. Dundas City Hall**

**UNOFFICIAL MINUTES**

Present: Mayor Glen Switzer; Councilors: Larry Fowler, Grant Modory, Luke LaCroix, Luke Swartwood  
Staff Present: Engineer John Powell, Attorney Jared Shepherd, Administrator/Clerk Jenelle Teppen,  
Deputy Clerk Linda Ripka

**CALL TO ORDER/PLEDGE ALLEGIANCE**

Mayor Switzer called the Council meeting to order at 7:00 p.m. with the pledge of allegiance.

**Roll Call: Mayor Switzer; Councilors Fowler, LaCroix, Modory, Swartwood.**

**A quorum was present.**

**PUBLIC FORUM/PRESENTATION** - No one spoke and no presentation

**APPROVAL OF AGENDA**

**Motion by Modory, second by Fowler, to approve the agenda moving Resolutions 2021-09 and 2021-10 from the Consent Agenda and placing them under agenda Ordinances and Resolutions and removing item Consider Approving Water Meter Replacement Program under New Business. Motion Carried Unanimously (MCU)**

**CONSENT AGENDA**

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

**Regular Minutes of March 22, 2021;**

**Consider Service Agreement with Campbell Knutson for City Attorney Services;**

**Disbursement Report - \$145,649.90. MCU**

**OLD BUSINESS**

Consider COVID Preparedness Plan, Waiver of Liability, and COVID-19 Addendum for Memorial Park Pavilion Rental

**Motion by LaCroix, second by Swartwood, to approve COVID Preparedness Plan, Waiver of Liability and Addendum for Memorial Park Pavilion Rentals including additional \$65.00 sanitation fee per rental. MCU**

**ORDINANCES AND RESOLUTIONS**

Ordinance 2021-05 An Ordinance Amending Chapter 155: Annexation Reserve District Sections §155.05 and §155.06

**Motion by Modory, second by LaCroix, to approve Ordinance 2021-05.** Administrator Teppen stated the current regulation has no formal delineation of uses by district within the Annexation Reserve District (ARD) of the City Code; therefore, the amending of Code Chapter 155, Subsections §155.05(D) and §155.06(E) assigns uses to three “sub-districts” that match the land uses in the land use plan. **MCU**

Summary of Ordinance 2021-05 for Publication

**Motion by Switzer, second by Swartwood, to approve Summary of Ordinance 2021-05 for publication in the *Faribault Daily News*. MCU**

Resolution 2021-11 A Resolution Requesting that Rice County Prepare a Planning Study of the Decker Avenue Corridor from TH 19 to CSAH 1

**Motion by Switzer, second by LaCroix, to approve Resolution 2021-11.** City Engineer Powell stated Rice County held a meeting on April 1 with Dundas staff, Bridgewater Township, and some owners of parcels to discuss the County’s transportation planning process and the concept of Decker avenue becoming a Rice County roadway. He stated the County would like a resolution in support of a planning study for the corridor with reasons stated and would include request some cost-sharing. **MCU**

ORDINANCES AND RESOLUTIONS

Resolution 2021-09 A Resolution Approving Transfer for 2021 Capital Expenditures and Cash Deficits  
**Motion by Modory, second by Swartwood, to approve Resolution 2021-09.** Administrator Teppen referred to memo from City’s consulting firm, AEM Financial Solutions, giving background relating to the reason for the transfer with discussion and consideration for transfer from one fund to another. **MCU**

Resolution 2021-10 A Resolution Approving Transfer of Gambling Funds  
**Motion by LaCroix, second by Fowler, to approve Resolution 2021-10.** Administrator Teppen explained how the City has a custodial fund for paying invoices from the Dundas Baseball Association and proposes to move unused funds from that fund to the Gambling Fund consistent with the 10% required contribution of gambling funds. She indicated going forward the City will invoice the Dundas Baseball Association for any expenses they incur. **MCU**

NEW BUSINESS

Consider 2020 Financial Audit Presentation and Acceptance  
Accountant Aaron Dahl of Bergan KDV, the City’s auditor firm, presented the 2020 audit noting the deficiency of limited office staff and recommendation of separating the Dundas Baseball Association from City activity of funds. He reviewed each section of the audit noting expenses and revenues and financial statements.  
**Motion by Fowler, second by Swartwood, to accept the 2020 Financial Audit from Bergan KDV, Ltd. of Minneapolis, MN. MCU**

Consider Receiving Quote and Awarding a Contract for Street Sweeping for 2021 and 2022  
**Motion by LaCroix, second Modory, to accept the quote and award the contract for the 2021/2022 Street Sweeping to Sanford Services, Inc of Castle Rock, MN.** Engineer Powell presented the only quote received for the 2021/2022 Street Sweeping from Sanford Services, Inc., noting they were the contractor for 2019/2020 period and came in with an increase of 2.6%. **MCU**

Consider Receiving Quotes and Awarding Contract for 2021 Sanitary Sewer Cleaning /Televising  
**Motion by Modory, second by LaCroix, to approve receiving of five quotes for 2021 Sanitary Sewer Cleaning/Televising and award the contract to Underground Technologies of Elysian, MN, in the amount of \$15,183.10.** Engineer Powell presented and reviewed five quotes received for 2021 sanitary sewer cleaning and televising with recommendation by staff of Underground Technologies. **MCU**

Consider Approving Dominic Milne as Part-Time Police Officer  
**Motion by Fowler, second by LaCroix, to approve appointing Dominic Milne to the position of part-time police officer.** Administrator Teppen stated applicant Dominic Milne has successfully completed required background investigation and medical evaluations. **MCU**

Consider Waiving 2021 Liquor License Renewal Fees  
Administrator Teppen stated due to the COVID-19 pandemic and the impact on local establishments who served liquor shut down the past year due to the Governor’s Executive Orders, staff recommends waving the renewal fees on several types of liquor licenses for the upcoming renewal period July 1 thru June 30 along with the background check fee for those licenses.  
**Motion by LaCroix, second by Swartwood. to waive liquor license fees for the period July 1, 2021 to June 30, 2022, on those issued for: (1) On-Sale, Off-Sale and Special Sunday On-Sale Intoxicating Liquor; (2) On-Sale Wine and 3.2% Malt Liquor; (3) Brewery Taproom with Special Sunday, Brewery Off-Sale 3.2 Malt Liquor; (4) On Sale 3.2 Malt Liquor along with the background check fee associated with these licenses. MCU**

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

City Attorney – Jared Shepherd

Shepherd reported he will be drafting an ordinance amendment with a more streamlined process for enforcing the minimum housing standards section of the City Code.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES (con't)

City Engineers – John Powell

Powell stated no addition to the report submitted to Council.

Mayor, Councilors and Committees

Councilor LaCroix asked for a Work Session to discuss further the City's plan of action for properties not in compliance with parking of vehicles.

ADJOURNMENT

**Motion by Fowler, second by LaCroix, to adjourn the Council meeting at 7:59 p.m. MCU**

Submitted by:

Attest:

\_\_\_\_\_  
Jenelle Teppen, City Administrator

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



# DISBURSEMENT REPORT

City of Dundas  
Council Meeting April 26, 2021

DATE	PAYABLE	AMOUNT
4/22/2021	PERA	\$2,915.58
4/23/2021	State of MN	\$1,200.00
4/15/2021	MN Dept of Revenue Sales Tax	\$1,150.00
4/23/2021	MN Dept of Revenue	\$884.44
4/22/2021	IRS	\$4,382.44
4/12/2021	MN Dept of Labor	\$1,691.88
4/22/2021	Payroll PP# 8 Employees	\$13,084.45
	<b>Sub Total Paid Payroll and Sales Liabilities</b>	<b>\$25,308.79</b>
4/23/2021	Nextiva Voip	\$176.06
4/23/2021	Cardmember Service	\$70.58
4/22/2021	US Bank (wire transfer)	\$300,000.00
4/22/2021	Wire Transfer Fee	\$15.00
4/20/2021	Hasler Inc	\$711.11
4/26/2021	Bills paid (Claims Register)	\$97,773.28
	<b>Sub Total Paid Claims and Service Liabilities</b>	<b>\$398,499.39</b>
<b>TOTAL</b>	<b>Payroll/Disbursements for April 26, 2021</b>	<b>\$424,054.82</b>

CITY OF DUNDAS

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Payments

Current Period: April 2021

Payment Batch 042621PAY		\$97,773.28	
Refer	0 ALPHA TRAINING & TACTICS LLC	-	
Cash Payment	E 101-42100-208 Training and Licensing	Professional Training for Law Enforcement	\$650.00
Invoice	2021-111	4/14/2021	
Transaction Date	4/21/2021	Frandsen Bank	10100 Total \$650.00
Refer	0 AMAZON CAPITAL SERVICES	-	
Cash Payment	E 101-41000-200 Supplies	Artist Easel Stand	\$45.18
Invoice	1K94-MFKF-N9T	4/10/2021	
Transaction Date	4/21/2021	Frandsen Bank	10100 Total \$45.18
Refer	0 BENNY H. SVIEN	-	
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit Fee Permit #4140	\$2.72
Invoice	Permit #4140	4/14/2021	
Cash Payment	E 101-42400-312 Plan Review Expense	Plan Review Fee Permit #4140	\$58.91
Invoice	Permit #4140	4/14/2021	
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit Fee Permit #7205	\$39.27
Invoice	Permit #7205	4/15/2021	
Cash Payment	E 101-42400-312 Plan Review Expense	Plan Review Fee Permit #7205	\$850.77
Invoice	Permit #7205	4/15/2021	
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Plumbing Fee Permit #7205	\$2.51
Invoice	Permit #7205	4/15/2021	
Cash Payment	E 101-42400-314 Mechanical Permit Expen	HVAC Fee Permit #7205	\$2.25
Invoice	Permit #7205	4/15/2021	
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit Fee Permit #4139	\$6.02
Invoice	Permit #4139	4/14/2021	
Cash Payment	E 101-42400-312 Plan Review Expense	Plan Review Fee Permit #4139	\$130.44
Invoice	Permit #4139	4/14/2021	
Transaction Date	4/21/2021	Frandsen Bank	10100 Total \$1,092.89
Refer	0 CAR TIME AUTO SERVICE CENTE	-	
Cash Payment	E 101-42100-400 Repairs and Maintenanc	Car Repair/Oil change	\$27.15
Invoice	237413	4/14/2021	
Transaction Date	4/21/2021	Frandsen Bank	10100 Total \$27.15
Refer	0 EPIC ENTERPRISES, INC	-	
Cash Payment	E 101-42100-440 Cleaning Service	MISC Services PD	\$30.00
Invoice	15304	4/12/2021	
Cash Payment	E 101-43100-440 Cleaning Service	MISC Services PW	\$30.00
Invoice	15304	4/12/2021	
Transaction Date	4/21/2021	Frandsen Bank	10100 Total \$60.00
Refer	0 GUTH ELECTRIC, INC	-	
Cash Payment	E 602-49450-400 Repairs and Maintenanc	Pump House: Light Repair/Purchase	\$319.00
Invoice	17647	4/6/2021	
Cash Payment	E 101-41000-400 Repairs and Maintenanc	City Hall: Light Installation	\$1,055.00
Invoice	17646	4/6/2021	
Transaction Date	4/21/2021	Frandsen Bank	10100 Total \$1,374.00
Refer	0 ICMA MEMBERSHIP RENEWALS	-	
Cash Payment	E 101-41000-433 Dues and Subscriptions	Membership Renewal	\$640.00
Invoice	2021-140922	4/12/2021	

**CITY OF DUNDAS**  
**Payments**

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**Current Period: April 2021**

Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b>	\$640.00
Refer	0 KOLB STEEL WORKS	-			
Cash Payment	E 101-43100-400 Repairs and Maintenanc	Skid and Plow Repair			\$525.00
Invoice	181696	4/6/2021			
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b>	\$525.00
Refer	0 LMCIT	-			
Cash Payment	E 101-41000-362 Property Insurance	Property/Casualty Premium 5/1/21-5/1/22			\$3,431.51
Invoice	1002656-5	4/16/2021			
Cash Payment	E 101-42100-362 Property Insurance	Property/Casualty Premium 5/1/21-5/1/22			\$11,644.00
Invoice	1002656-5	4/16/2021			
Cash Payment	E 101-43100-362 Property Insurance	Property/Casualty Premium 5/1/21-5/1/22			\$3,537.54
Invoice	1002656-5	4/16/2021			
Cash Payment	E 101-45200-362 Property Insurance	Property/Casualty Premium 5/1/21-5/1/22			\$23,365.11
Invoice	1002656-5	4/16/2021			
Cash Payment	E 601-49400-362 Property Insurance	Property/Casualty Premium 5/1/21-5/1/22			\$9,041.45
Invoice	1002656-5	4/16/2021			
Cash Payment	E 602-49450-362 Property Insurance	Property/Casualty Premium 5/1/21-5/1/22			\$5,918.39
Invoice	1002656-5	4/16/2021			
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b>	\$56,938.00
Refer	0 MARCO, INC	-			
Cash Payment	E 101-41000-413 Rental	Printer Lease 4/10/21-5/9/21			\$120.50
Invoice	29120827	4/12/2021			
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b>	\$120.50
Refer	0 MEDTOX LABORATORIES, INC	-			
Cash Payment	E 101-42100-306 Recruitment	Drug Screening			\$55.38
Invoice	03202191481	3/31/2021			
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b>	\$55.38
Refer	0 MIDWEST WATER SPECIALTY, INC	-			
Cash Payment	E 101-41000-200 Supplies	Kandiyohi 5 gallon			\$15.63
Invoice	113382	4/15/2021			
Cash Payment	E 101-42100-200 Supplies	Kandiyohi 5 gallon			\$7.81
Invoice	113382	4/15/2021			
Cash Payment	E 101-43100-200 Supplies	Kandiyohi 5 gallon			\$7.81
Invoice	113382	4/15/2021			
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b>	\$31.25
Refer	0 MINNESOTA VALLEY TESTING LA	-			
Cash Payment	E 601-49400-310 Professional Services	Coliform & Mo Chlorine Report			\$42.00
Invoice	1082370	4/12/2021			
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b>	\$42.00
Refer	0 NORTHWEST ASSOCD CONSULTA	-			
Cash Payment	E 101-41910-313 Planning Fee s	Mar 21 Technical Assistance - City Projects			\$752.40
Invoice	25222	4/9/2021			
Cash Payment	G 430-22013 Escrow - Brd. Hgt. Pre. Plat	Mar 21 Technical Assistance - City Projects			\$198.00
Invoice	25222	4/9/2021			
Cash Payment	G 430-22013 Escrow - Brd. Hgt. Pre. Plat	Mar 21 Technical Assistance - Private Projects			\$585.00
Invoice	25223	4/9/2021			

**CITY OF DUNDAS**  
**Payments**

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**Current Period: April 2021**

<b>Cash Payment</b>	G 430-22013 Escrow - Brd. Hgt. Pre. Plat	Mar 21 Technical Assistance - Meetings		\$250.00
Invoice	25224	4/9/2021		
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b> \$1,785.40
Refer	0 <i>NCPERS GROUP LIFE INS</i>	-		
<b>Cash Payment</b>	G 101-21712 Life Insurance	Life Ins Premium 5/1/21-5/31/21		\$48.00
Invoice	433600052021	4/10/2021		
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b> \$48.00
Refer	0 <i>NORTHFIELD HOSPITAL</i>	-		
<b>Cash Payment</b>	E 101-42100-306 Recruitment	Testing - Police Dept Recruits		\$100.00
Invoice	ST221090047NF	3/31/2021		
<b>Cash Payment</b>	E 101-42100-306 Recruitment	Testing - Police Dept Recruits		\$26.85
Invoice	550571697	4/5/2021		
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b> \$126.85
Refer	0 <i>MN PEIP</i>	-		
<b>Cash Payment</b>	G 101-21712 Life Insurance	EE Insurance Coverage Period 5/1/21-5/31/21		\$10.35
Invoice	1081165	4/10/2021		
<b>Cash Payment</b>	G 101-21711 Dental Insurance	EE Insurance Coverage Period 5/1/21-5/31/21		\$82.04
Invoice	1081165	4/10/2021		
<b>Cash Payment</b>	G 101-21706 Hospitalization/Medical Ins	EE Insurance Coverage Period 5/1/21-5/31/21		\$2,124.96
Invoice	1081165	4/10/2021		
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b> \$2,217.35
Refer	0 <i>STEELE COUNTY TREASURER</i>	-		
<b>Cash Payment</b>	E 101-42100-309 EDP, Software and Desig	MDC Connections 911 Center		\$180.00
Invoice	2021-JT-22	4/12/2021		
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b> \$180.00
Refer	0 <i>STREICHERS</i>	-		
<b>Cash Payment</b>	E 101-42100-217 Uniforms	PD Uniforms		\$509.99
Invoice	I1496640	4/13/2021		
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b> \$509.99
Refer	0 <i>UTILITY SERVICE CO., INC</i>	-		
<b>Cash Payment</b>	E 601-49400-400 Repairs and Maintenanc	Pedisphere East Tower Quarterly		\$5,271.53
Invoice	532595	4/1/2021		
<b>Cash Payment</b>	E 601-49400-400 Repairs and Maintenanc	Composite West Tank Quarterly		\$6,196.05
Invoice	532596	4/1/2021		
<b>Cash Payment</b>	E 601-49400-400 Repairs and Maintenanc	Logo Installation Pedisphere East Tower		\$13,793.00
Invoice	527082	4/1/2021		
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b> \$25,260.58
Refer	0 <i>XCEL ENERGY</i>	-		
<b>Cash Payment</b>	E 101-43124-381 Electricity	Streets Utilities		\$1,875.82
Invoice	726730685	4/21/2021		
<b>Cash Payment</b>	E 101-45200-381 Electricity	Parks Utilities		\$178.78
Invoice	726730685	4/21/2021		
<b>Cash Payment</b>	E 601-49400-381 Electricity	Water Utilities		\$2,706.86
Invoice	726730685	4/21/2021		
<b>Cash Payment</b>	E 101-43100-381 Electricity	Sewer Utilities		\$389.52
Invoice	726730685	4/21/2021		



**CITY OF DUNDAS**  
**Payments**

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Current Period: April 2021

Cash Payment	E 602-49450-381 Electricity	Sewer Utilities		\$318.24
Invoice	726730685 4/21/2021			
Cash Payment	E 101-42100-381 Electricity	PD Utiliites		\$132.77
Invoice	726730685 4/21/2021			
Cash Payment	E 101-41000-381 Electricity	City Hall Utiliites		\$441.77
Invoice	726730685 4/21/2021			
Transaction Date	4/21/2021	Frandsen Bank	10100	<b>Total</b> \$6,043.76

**Fund Summary**

	10100 Frandsen Bank
101 GENERAL FUND	\$53,133.76
430 ESCROW DEPOSITS	\$1,033.00
601 WATER	\$37,050.89
602 SEWER	\$6,555.63
	\$97,773.28

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$97,773.28
Total	\$97,773.28



## REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Resolution 2021-12 Acknowledging and Reactivating the Dundas Economic Development Authority

DATE: For the City Council Meeting of April 26, 2021

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### PURPOSE/ACTION REQUESTED

Consider re-activating the Economic Development Authority (EDA).

### SUMMARY

The City adopted Enabling Resolution 99-07 establishing the EDA in May, 1999. It's unclear what actions, if any, the EDA has taken since 1999.

The City Council has, in the past at various times discussed re-activating the EDA but has not done so to this point.

The Business Development sub-committee of the City Council has met twice and begun to discuss ideas and short and long-term goals associated with development – primarily focused on business development but also taking into consideration residential development.

An EDA would take a prominent role in development and the sub-committee recommends that the City Council reactivate the EDA to fill that role.

At this time, I suggest the Council members fill the positions on the EDA. As we work to establish bylaws the EDA members can discuss if and how they might transition to appointing residents/business owners to positions on the EDA.

### RECOMMENDATION

Motion to approve Resolution 2021-12 Acknowledging and Reactivating the Dundas Economic Development Authority.

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

**RESOLUTION NUMBER 2021-12**

*A Resolution Acknowledging and Reactivating the  
Dundas Economic Development Authority*

**WHEREAS**, after notice and public hearing, on May 10, 1999, the Dundas City Council (the "Council") adopted Resolution No. 99-07 establishing an Economic Development Authority within the City of Dundas, pursuant to Minnesota Statutes Ch. 469; and

**WHEREAS**, the Economic Development Authority, was formed in principle, but has taken no formal action; and

**WHEREAS**, the Council recognizes the need to reactivate the Economic Development Authority for the benefit of the City of Dundas;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Dundas, Minnesota, as follows that:

1. The City Council acknowledges the need to promote economic development within the City of Dundas, including through the Economic Development Authority.
2. The City Council desires that the Economic Development Authority formally reactivate and commence regular meetings, adopt new by-laws, elect officers, and establish programs and plans for economic development activities within the City.

**ADOPTED**, by the City Council of Dundas, Minnesota, on this 26th day of April 2021.

**CITY OF DUNDAS BY:**

**ATTEST:**

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

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

Resolution 2021-12



## REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Approving Quote and Awarding Contract for Replacement of Memorial Park Playground Equipment

DATE: For the City Council Meeting of April 26, 2021

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### PURPOSE/ACTION REQUESTED

Consider approving quote and awarding a contract for replacement of the playground equipment at Memorial Park.

### SUMMARY

On February 8, 2021 the City Council approved an RFQ to solicit quotes for replacing the playground equipment at Memorial Park. Four quotes with two options with each quote were received by the deadline.

Each proposal came in at or below the budgeted amount of \$53,000. This includes the equipment, labor and materials.

The Parks and Recreation Advisory Board (PRAB) met on April 13 and reviewed each of the proposals. After studying each of the options the PRAB unanimously recommends that the City Council approve the quote for Option 2 from Minnesota Wisconsin Playground for \$53,000.

PRAB members indicate their preference for this option because the variety and challenge of the various pieces seem to fit a wide range of ages and more muscle groups appear to be used by the selection of equipment in this option.

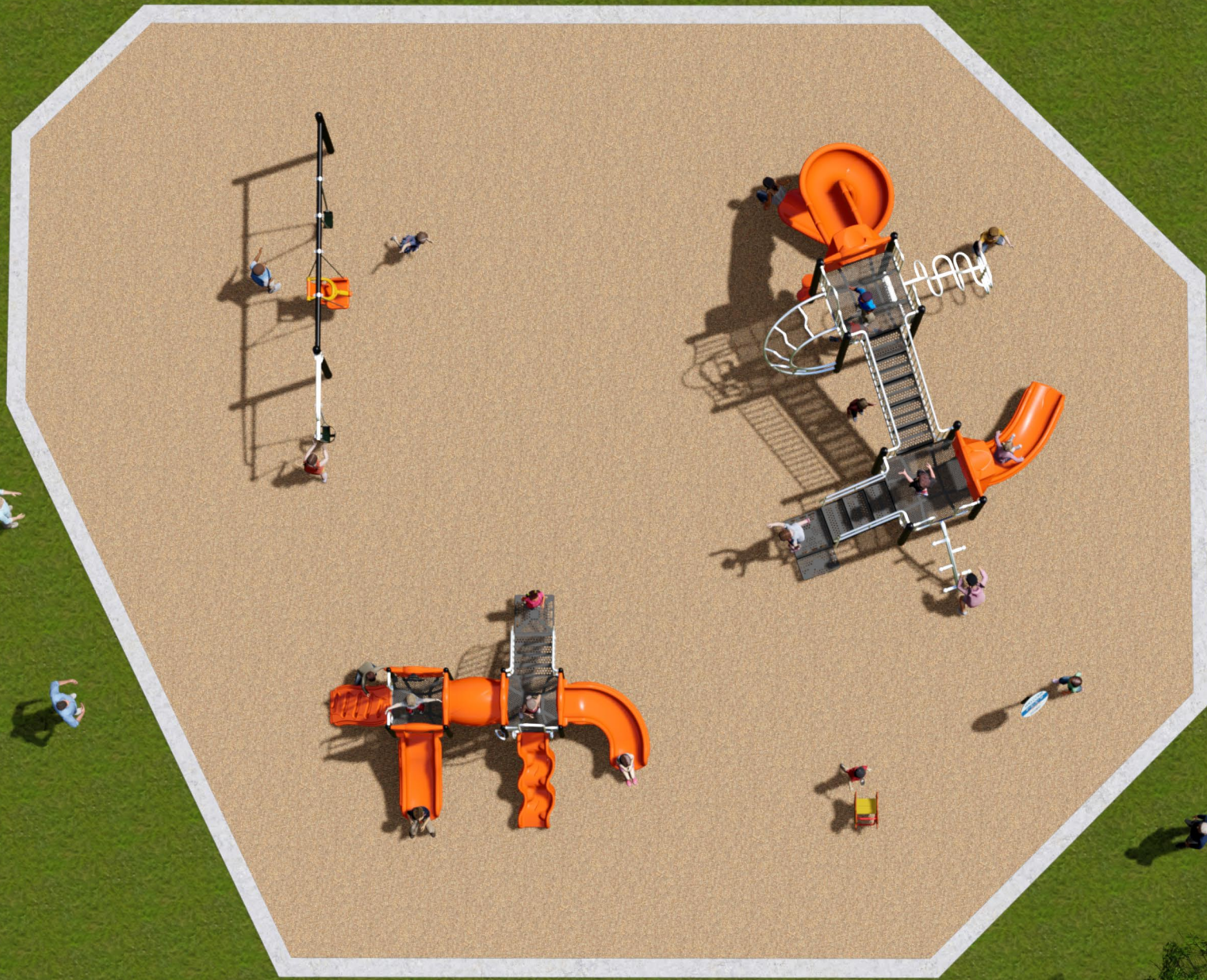
The RFQ indicated that the project must be completed no later than July 30, 2021 and the sales representative has indicated that if the order is placed the week of April 26, installation will take place 4-6 weeks following which means they will be able to meet that deadline.

Attached to this memo are visual representations of the overall layout, design and play pieces.

### RECOMMENDATION

Motion to approve the quote from Minnesota Wisconsin Playground for Option 2 and award a contract for the same.







































## MEMORANDUM

To: Honorable Mayor and City Council  
Dundas, Minnesota

From: John M. Powell, P.E.  
City Engineer

Date: April 26, 2021

Re: Water Meter Technology Upgrade

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### Introduction

The City of Dundas uses water meters to measure and record the amount of water consumed at each property so the property owner may be accurately billed for water use. As presented and discussed at the City Council Work Session held on March 22, 2021; staff is recommending an upgrade to the technology used to accomplish this task.

### Background

The typical life expectancy for residential water meters is 15 to 20 years; much of the City's meter fleet is near this age or beyond. The existing water meters are mechanical devices, like any mechanical device they can wear out over time which can lead to inaccurate meter data. Typically, when a water meter experiences wear, it underreads the quantity of flow going through the meter, and the property owner is undercharged for water use. This leads to lost revenue for the City. In addition, batteries used to transmit readings are at or near the end of their useful life after 15-20 years.

Staff is recommending implementation of new technology for the measurement of water use and reading. We propose that new water meters, and those replaced due to age or inaccuracy, be Badger Ultrasonic Meters which uses a non-mechanical means to measure water flow. Reading of these meters would be via ORION Cellular LTE-M endpoints.

Features of this new technology include the following:

- Drive by data gathering by Public Works staff is no longer necessary.
- 20-year meter warranty.
- 20-year electronics, battery, transducer, and register warranty.
- 20-year warranty on accuracy of plus/minus 1.5% of the normal test flow limits.
- The water use data is gathered via cellular antennas. A study has been completed for Dundas to verify signal coverage; the signal is warranted for 20 years.

- The meters measure water use with non-mechanical means which are less prone to loss of accuracy over time.
- Using Badger's *EyeOnWater* application, customers will have direct access to their water use data via a smart phone or other devices.
- The meters can provide notifications regarding leaks, tampering, reverse flow, empty pipe, temperature (both water and surrounding), and battery life.
- A separate trip to a property in ownership transition is not necessary to obtain a "final read".
- Using our existing system, as meters are typically read monthly, water leaks or running water could occur for nearly a month before the problem is noticed. By that time, the property owner may have incurred significant water use costs due to the leak. Using the new technology, property owners can monitor their water use on a daily basis, if high water use occurs, they can be notified immediately and take corrective action.

#### Implementation of the new technology:

- As stated above, we recommend that new water meters, and those replaced due to age or inaccuracy, be replaced with new technology.
- Implementation of the new technology would be the responsibility of Public Works staff. City staff inspects each newly installed meter, so they are already making a visit to the customer. In the future, they will install the meter and verify it is being read properly while they are on site.
- We are not recommending a specific timeline for implementation of the new technology. Public Works will incorporate the new meters into their regular utility activities so there is no need to hire any additional staff.
- The City would complete a routine check of the sump pump discharge connections at the same time as the water meter installation.

#### Costs:

There will be an initial cost outlay for meter reading software and a handheld device (\$6,199); other costs will include the fee of \$0.93 per meter per month for meters using the new technology; and an annual software licensing cost of \$1,200. The City needs the ability to read the older meters until such time as the water meter fleet has been transitioned over to the new technology.

#### **Fiscal Impact**

Operation of the water system, including the metering process, is funded via the Water Enterprise Fund. The primary revenue source for this fund is water sales to customers. The new technology will be implemented with new water meters, and those replaced due to age or inaccuracy, so any meter related costs will be spread out over the next 3-5 years.

**Alternatives**

1. Motion to Approve Implementation of Updated Water Meter Technology
2. Deny the Request.

**Staff Recommendation**

Alternative No. 1: Motion to Approve Implementation of Updated Water Meter Technology

**Attachment**

1. Metering and Technology Solutions quote.

# PRICE QUOTATION



## METERING AND TECHNOLOGY SOLUTIONS

Date

3/1/21

MTS is your authorized Badger Meter Distributor

FOR:

12016 Riverwood Dr  
Burnsville, MN 55337

Lee: (763) 443-8250  
Office: (952) 242-1960  
Toll Free: (877) 398-0450  
Fax: (952) 882-6350

City of Dundas  
Duane Meliza  
(507) 645-8062  
[dmeliza@dundas.us](mailto:dmeliza@dundas.us)

**RE: Badger Software with YUMA Handheld**

Line	Quantity	Product Description	Unit Price	Total
<b>A</b>	1	<b>Beacon AMA Software Includes (one-time fee)</b>	\$5,000.00	
<b>B</b>		- BEACON Engagement Fee		
<b>C</b>		- Start-up and Activation		
<b>D</b>		- Onsite Training by MTS (optional 2 days)		
<b>E</b>		<b>No monthly or annual fees</b>		<b>\$ 5,000.00</b>
<b>F</b>		<u>Handheld to Read ORION CE meters</u>		
<b>G</b>	1	<b>YUMA Tablet for BEACON w/Windows 10 Pro and ORION CE Transceiver Antenna</b>	\$6,199.00	<b>\$ 6,199.00</b>
<b>H</b>		<u>Fees</u>		
<b>I</b>	1	<b>YUMA Tablet Annual Fee for Mobile &amp; User Licensing</b>	\$1,200.00	
<b>J</b>		<b>Monthly fee per meter charge for Cellular \$0.89 &amp; For ORION CE \$0.06</b>		
<b>K</b>				
<b>L</b>				
<b>M</b>				
<b>N</b>				
<b>O</b>				

Estimated Delivery: 4-6 weeks ARO

Payment Terms: Net 30 with approved credit

FOB: Factory / Burnsville

MTS Contact: Lee Martin

All quotes are good for 30 days from the above date unless otherwise noted.

**City of Dundas**  
**Public Works Staff Meeting / City Engineer Update 4/23/21**

**April 21, 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. 2019 Storm Pond Maintenance
  - Two-year warranty inspection in 2021.
  
2. 2021 Street Maintenance
  - \$75,000 budgeted for Road Maintenance which includes annual road repairs, patching, crack filling, seal coat, etc. in 2021.
  - On 3/22/21 the City Council awarded the contract for the 2021 Seal Coat; three quotes were received with the low quote submitted by Pearson Bros. Inc. ***This work is expected to begin in mid-June.***
  - In the next week, staff will be issuing a request for quotes to complete the edge mill and full width overlay of Hester Street, from CSAH 78 to Depot Street.
  - By 4/30/21 staff will solicit quotes to complete the Bridge Street/2nd repairs and other minor patching.
  
3. 2021 Sidewalk/Trail Improvements
  - \$121,900 capital expenditure budgeted in 2021.
  - ECRT North-south connection along 1st Street North.
    - In the next 2-3 weeks, staff will be issuing a request for quotes for this trail work and any drainage modifications at the roadway low point.
    - Striping of a crossing of Hester Street at 1st Avenue will be pursued with Rice County.
    - The trail work will include placement of aggregate base for parking at the ECRT on the NE corner of 1<sup>st</sup> Street N / Everett Street.
  - The need for ped ramps on Bluff Lane at Miller Lane and Granite Way is being evaluated.
  
4. 2021 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. This work is to be combined with other minor storm sewer work; a request for quotes is expected to be issued in May.
    - Staff will coordinate with Menard to obtain a right of entry onto their property to complete this work.

- NE corner of Hester Street W. and Depot Street N. options are being considered for a new storm sewer structure at east side of the culvert under Depot Street.
- The culvert on the SE corner of Schilling Drive N. and CSAH 1 is also under review for possible maintenance.
- Minor modification work to the catch basin near the Dundas Dome driveway to lower the inlet elevation.

#### 5. 2023 Street Lighting

- On Railway Street down to West Avenue; and including lights at each end of the pedestrian bridge over the Cannon River.
- \$120,000 capital levy over three years, 2021-2023, construction will occur in 2023. Some of the lighting materials may be purchased in advance to avoid price increases.  
***Updated pricing will be requested from the supplier.***

#### 6. 2021 and 2022 Street Sweeping

- On 4/12/21 the City Council awarded the contract for citywide street sweeping in 2021 and 2022 to Sanford Services LLC.

#### 7. 2021 Sanitary Sewer Cleaning and Televising

- Citywide cleaning/televising will be completed on a 4-year rotation; 25% each year.
- On 4/12/21 the City Council awarded the contract to Underground Technologies.

#### 8. 2021 Water Meter Technology Update

- On 3/22/21 the concept for a technology update to the City's water meters was presented by staff to the City Council at a work session.
- 4/26/21 staff will present updated information to the City Council on the updated technology and will request approval of the software purchase.
- The CIP included a budget to begin implementation of updated technology.
- A routine check of sump pump connections will occur at the same time.

#### 9. Cannon Road

- Two-year warranty inspection in 2021.

#### 10. City Hall

- 4/15/21 Guth Electric installed the new parking lot light poles and heads.
- 10/12/22 Two Year Maintenance Bond expires on the site work.

#### 11. Comprehensive Plan Update

- The Comprehensive Plan was approved, with minor changes, at the 7/27/20 City Council meeting.
- Staff was directed to prepare a planning study for the reconstruction of 115th Street between CSAH 20 and CSAH 22 to facilitate corridor safety; a preliminary design and construction schedule will also be prepared.
- 3/19/21 an initial meeting was held with Rice County to discuss the proposed study and the County's long-range vision for the intersections at each end of the study area.
- On 4/1/21 Rice County held a meeting at City Hall to discuss Decker Avenue and the potential for a County roadway corridor from TH 19 to CSAH 1 along this alignment.
- 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.

#### 12. 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 is proceeding with development of concepts for these connections.
- A portion of the \$121,900 capital expenditure budgeted for Sidewalk/Trail in 2021 will be to further design of these crossing concepts.
- WSB will meet on site with the owner of the self-storage on the SW corner.

#### 13. Forest Avenue

- Soil borings have been completed to determine the scope of the repairs; these will be used to develop a proposed maintenance/construction work scope.
- Extensive pavement repair has been included in the CIP for 2022 construction *which may include reclamation and a bituminous overlay*.

#### 14. Memorial Park

- WSB modeled the incorporation of berm protection for the stadium area while trying to achieve a “no rise” condition for the floodplain; a no rise condition was not achieved.
- In order to construct a berm for the 100-year flood the City would need to pursue a Letter Of Map Revision (LOMR) with the Federal Emergency Management Agency (FEMA).
  - The FEMA permit fees alone for these applications are about \$16,000.
  - The City would also need to get resident approval for any rise on properties not owned by the City.
  - Extensive hydraulic model updates would be needed, engineering costs for this effort could run another \$15,000-\$20,000.

The berm protection will not be pursued any further.

- The play structure proposals have been reviewed by the Park and Recreation Board; their recommendation will be presented to the City Council on 4/26/21. For 2021, a \$53,000 capital expenditure has been identified.
- Schedule for paving the entry in early 2022; \$106,000 capital expenditure budgeted in 2021 for trail and entrance work.
- Staff will meet and update Mike Ludwig of the Dundas Dukes on the various City Memorial Park efforts.
- Dukes are hosting the State Baseball Tournament in 2022.

#### 15. Mill Town Trail Head

- WSB was directed to carry the sculpture area site plan preparation to 100%; the final plans will then be reviewed with the sculpture area committee
- The sculpture will be re-set then cleaned in 2021.

#### 16. Northfield Wastewater Treatment

- 4/20/21 City staff met with City of Northfield staff to discuss the Wastewater Agreement; specifically the high TSS levels, a proposed Dundas study of the TSS, MPCA permitting, notification requirements in the Wastewater Agreement, and Northfield’s Facility Study.
- 4/22/21 another meeting *was* held to discuss this matter.



## 17. Public Works Future Tasks

- The CIP identifies the need for a cold storage structure in the next 1-2 years; staff is preparing more detailed cost estimates for this work.
- Bridgewater Township will place aggregate base on 115th in 2021; the City will cost share proportional to road ownership.
- 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 the spring of 2021 at the drainage easement/City property limits for future reference. WSB will provide surveying as needed.
- 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.
- Consideration of a permanent signal Hester Street/TH 3 Intersection is to be identified in MnDOT's long term planning.
- A pavement management document is being prepared based on past actions and bituminous pavement conditions.
- A spreadsheet and file will be set up for tracking Letters of Credit for new developments.
- Northfield contacted the City about utility connection availability for 5500 110th St E; Dundas cannot practically serve this property.
- Hester Street, east of TH 3, will be re-striped to better align with the new lane configuration on the west side ***once the 2021 seal coating has been completed.***
- Utility easement needs SE of 7 Cannon Street will be reviewed to determine if site expansion can be accommodated.
- Right of way permits 2021-01 and 2021-02 are under review.
- The possibility of future improvements to Bridgewater Park will be reviewed.

## 18. Regional Storm Water and Wetland

- This is the next storm water pond cleaning project; the focus for 2021 work at the regional pond will be clearing trees/brush and removing sediment. This work will be completed in the fall of this year or next winter; there may be cost savings to allow the contractor more time to complete the work.
- A study will be needed to quantify the treatment capacity and service area for the pond located between Hester Street and CSAH 1, east of 3rd Street North.

## 19. Stafford Road

- Two-year warranty inspection in 2021.

## 20. UPRR/Hester Street sidewalk crossing

- Retaining wall relocation at 236 Railway Street to be completed under a separate contract in the future; coordination with UPRR and cost estimating will occur before then.

## 21. Water Supply Plan

- Implementation deadlines to be checked quarterly.

22. Water Towers

- The Suez agreement has been reviewed and will be continued.
- At the east tank, some interior repairs will be needed in 2021; Suez has been contacted. Work to be completed in early spring or late fall when water demand is lower.

23. Wellhead Protection Plan (WHP)

- On 3/24//21 a WHPP implementation kickoff meeting was held with MRWA.

24. Xcel Energy Feeder Line R/W permit

- ***The restoration bond for this permit will be released.***

25. 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.
- 12/3/20 AT&T submitted revised construction drawings for review; on 12/10/20 review comments were provided to AT&T.

26. Bridgewater Heights PUD

- A final punch list for the project will be prepared in 2021.

27. 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.

28. Cannon River Valley Estates

- Punch list to be prepared after all work has been completed.
- The developer plans to complete the improvements in 2021.

29. 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.

30. Johnson-Reiland Commercial

- 1/5/21 pre- and post-development drainage calculations were received related to the Grading/Fill Permit application for 399 Stafford Road N.

31. Menards Gate Expansion

- 5/11/20 the City Council approved a Planned Unit Development Amendment, a Site and Building plan, and a lot line adjustment for this project.

32. Stoneridge Hills

- A potential developer has requested background information on prior approvals and infrastructure related to the area north of Bluestone Drive (Outlot C).

33. Tower Heights

- 3/8/21 the City Council approved a Comprehensive Plan Amendment, a PUD Amendment, and the Preliminary Plat with conditions. A Developer's Agreement is being prepared.

- Final Plat application has been received and *is expected to be considered by the City Council at the 5/10/21 meeting.*

#### 34. 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.
- On 3/1/21 the developer was reminded of tasks he needs to complete prior to site grading.



## REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Discuss Parking Requirements in Residential Zoning Districts

DATE: For the City Council Meeting of April 26, 2021

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### PURPOSE/ACTION REQUESTED

Further discuss parking requirements in residential zoning districts.

### SUMMARY

At the City Council meeting on March 22 the Council discussed a notification mailing to all residents on the requirements related to parking in residential areas.

The Council will recall the City's current requirements that were adopted in 2002:

City Code Section 154.067 Subd. D Off-Street Parking

*(D) Parking and access in residential districts.*

(1) All vehicles must be parked in driveways, garages or on approved parking surfaces. No vehicles may be parked on lawn areas, even if fenced.

(2) All lots in residential districts are permitted one driveway access to a public street.

(3) All property access shall be via a permitted driveway.

(4) Driveway surfaces shall be constructed of asphalt, concrete or pavers.

(5) The construction, operation or maintaining a parking area, either paved or unpaved, in the front yard of any lot is prohibited in any area zoned for residential use unless it is part of a designated, approved driveway.

(6) Use of a vacant lot for parking in an area zoned for a residential use is prohibited.

(7) Driveways in any area zoned for residential use shall not exceed 24 feet within the right-of-way up to the front property line.

(8) Driveways shall not exceed the width of the garage they access by more than ten feet in any direction.

(9) The side and rear yard of any lot may only be used for the parking of an automobile, truck, trailer, tractor, recreational vehicle, camper, travel trailer, camper top, tent, wagon, boat, boat trailer or motor home when on an approved and permitted parking surface.

(10) Parking areas may be permitted in the side and rear yards; provided, the areas are surfaced in the same manner as required for a driveway. Parking areas in the rear yard may be

also surfaced with gravel. All parking areas shall be accessed by the approved driveway and shall meet the setbacks for driveways from the side yard and structural rear yard setbacks.

(11) All driveways and parking areas are subject to impervious surface and lot coverage standards in the zoning district.

(12) No driveway or parking area shall be located within three feet of any side lot line or shall be placed within a drainage and utility easement.

(13) All parking or storage not conforming to these requirements shall be considered outdoor storage.

(14) Driveways shall not have a slope greater than 10%.

(15) Parking lots and access drives for multi-family housing shall conform to the same standards as for parking lots in commercial districts.

(16) An administrative permit shall be required for any driveway or parking area installation or modification.

Attached is a draft of a notification to residents regarding parking requirements.

May 2021

This notice is being sent to all property owners/residents and is meant to inform you about the City's requirements for the parking of vehicles in residential areas.

- All vehicles must be parked in driveways, garages, or on approved parking surfaces. Approved parking surfaces include asphalt, concrete or pavers. *If you currently have a gravel driveway it can remain gravel. This applies only to driveways. If you have a gravel surface in a side yard*
- No vehicles may be parked on lawn areas, even if fenced.
- All access to your property must be via a permitted driveway.
- The side and rear yard of any lot may only be used for the parking of an automobile, truck, trailer, tractor, recreational vehicle, camper, travel trailer, camper top, tent, wagon, boat, boat trailer, or motor home when on an approved and permitted parking surface.
- Parking in the side and rear yards are permitted, provided the areas are surfaced in the same manner as required for a driveway. Parking areas in the rear yard may also be surfaced with gravel.
- All parking areas are only to be accessed by the approved driveway and must meet setback requirements for driveways.
- An administrative permit is required for all driveway or parking area installation or modifications.
- It is unlawful to possess an inoperable or unlicensed vehicle. All vehicles need to display current tabs.
- Vehicles cannot be parked on a city street in excess of 24 continuous hours.
- Repair, delivery, rented vehicles with commercial plates or any other vehicle not registered as a passenger vehicle are not allowed to be parked on City streets overnight.

**This notice is sent to property owners/residents to communicate the City's requirements.**

**Property owners/residents will be given until September 30 to come into compliance.**

**Questions?**

**Need a permit to bring your parking surface into compliance?**

**Call 507.645.2852**

Find the city's complete parking rules and regulations in City Code Chapter 154.067 ([https://codelibrary.amlegal.com/codes/dundas/latest/dundas\\_mn/0-0-0-4504](https://codelibrary.amlegal.com/codes/dundas/latest/dundas_mn/0-0-0-4504))