



**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, February 12, 2024
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 January 22, 2024

b. Consider Resolution 2024-03 Appointing Election Judges for the 2024 Presidential Nominating Primary Election

c. Disbursements - \$601,281.00

6. Regular Agenda

a. Consider Approving Resolution 2024-04 Approving the Plans and Specifications for Forest Ave and Depot Street Reconstruction and Authorizes Advertisement for Bids

b. Consider Approving Quote for Mowing Equipment

c. Consider Approving Draft Job Description for Part-Time Seasonal Laborer

d. Consider Approving Amended Quote for Truck Bed and Equipment

e. Consider Approving Purchase of a New Police Squad

f. Consider Approving Quote for Computer Hardware/Software Upgrades

7. Reports of Officers, Boards and Committees

a. City Engineer

b. City Administrator/Clerk

c. Mayor, Councilors and Committees

8. Announcements

a. City Council Meeting – Monday, February 26 and March 11, 2024 at 7 PM City Hall

b. Park & Recreation Advisory Board Meeting – Tuesday, February 13, 2024 at 7 PM City Hall

c. Planning Commission Meeting – Thursday, February 15, 2024 - **CANCELLED**

9. Adjourn



**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES
Monday, January 22, 2024
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 Planner Nate Sparks, City Administrator/Clerk Jenelle Teppen

CALL TO ORDER

Mayor Switzer called the meeting to order at 7:00 PM

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a. Regular Minutes of January 8, 2024
- b. Disbursements - \$96,353.12

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

REGULAR AGENDA

- a. Consider Resolution 2024-02 Authorizing Conveyance of Property for Economic Development Purposes

Motion by Modory, second by LaCroix to approve Resolution 2024-02 Authorizing Conveyance of Property for Economic Development Purposes. MCU

- b. Consider Recommendation from Planning Commission to Approve the Comprehensive Plans Transportation Plan

Motion by Modory, second by Swartwood to Approve Transportation Plan. MCU

- c. Consider Approving Quote for City Council Chambers Microphone System

Motion by Modory, second by Swartwood to approve Quote from Downtown Sound – including all necessary electrical work. MCU

- d. Consider Approving Amendment to Personnel Policy Changing the Good Friday Holiday to a Floating Holiday

Motion by Gallagher, second by LaCroix to Approve Amendment to Personnel Policy. MCU

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

City Engineer – Dustin Tipp

Tipp reported that an Open House for residents along Forest Ave and Depot St is scheduled for Thursday, January 25 to go over the project timeline and answer questions. Tipp also reported that the kick-off meeting for the Decker Ave Study is scheduled for 1 PM on the 25th.

ADJOURN

Motion by LaCroix, second by Gallagher, to adjourn the meeting at 7:22 PM. MCU

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

RESOLUTION NUMBER 2024-03

*A Resolution Appointing Election Judges for the 2024
Presidential Nominating Primary Election*

WHEREAS, a Presidential Nominating Primary Election will be held on Tuesday, March 5, 2024, and polls must be open from 7:00 a.m. to 8:00 p.m.; and

WHEREAS, Minnesota Statute 204B.21, subd. 2 requires Election Judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of Dundas has one precinct; and

WHEREAS, qualified individuals have applied to serve as Election Judges for the Presidential Nominating Primary Election and have agreed to perform all statutory duties related to the election process.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Dundas, Minnesota, that the following appointments for Election Judges and Head Judge are hereby approved for the 2024 Presidential Nominating Primary Election:

ELECTION JUDGES: Bonnie Fowler, Lucille Luther, Judeen Brown, Harley Tate, Nicole Portillo, and Richard Nodland

HEAD JUDGE: Jeanne Peloquin

BE IT FURTHER RESOLVED that the hourly wage for training time and Election Judge services is hereby approved for the 2024 elections at \$13.00 per hour; and

BE IT FURTHER RESOLVED that the hourly wage for Head Election Judge services is hereby approved for the 2024 elections at \$15.00 per hour; and

BE IT FURTHER RESOLVED that mileage incurred to/from training, picking up and returning supplies, and returning election materials to Rice County shall be reimbursed at the current IRS rate.

ADOPTED by the City Council of Dundas, Minnesota, on this 12th day of February 2024.

CITY OF DUNDAS BY:

ATTEST:

Glenn Switzer, Mayor

Jenelle Teppen, Administrator/Clerk

CITY OF DUNDAS DISBURSEMENT REPORT
Council Meeting February 12, 2024

DATE	PAYABLE	AMOUNT
1/25/2024	IRS	\$6,370.60
1/25/2024	PERA	\$4,732.80
1/25/2024	MN Dept of Revenue	\$1,441.08
1/25/2024	State of MN Empower Retirement	\$550.00
1/25/2024	Payroll PP# 2 Employees	\$21,450.30
2/8/2024	IRS	\$6,308.90
2/8/2024	PERA	\$4,447.95
2/8/2024	MN Dept of Revenue	\$1,348.18
2/8/2024	State of MN Empower Retirement	\$550.00
2/8/2024	State of MN Empower Retirement	\$495.26
2/8/2024	Payroll PP #3 Employees	\$20,437.39
2/8/2024	Payroll PP #2 Council	\$1,967.55
	Subtotal Paid Payroll Liabilities	<u>\$70,100.01</u>

1/24/2024	Downtown Sound (A/V system-50%)	\$2,635.70
1/25/2024	HSA PP #2	\$70.00
1/30/2024	Outgoing Wire Transfer Fee	\$15.00
1/30/2024	Outgoing Wire Transfer Fee	\$15.00
1/30/2024	Outgoing Wire Transfer Fee	\$15.00
1/30/2024	Outgoing Wire US Bank - GO Bond 2013A	\$246,766.25
1/30/2024	Outgoing Wire US Bank - GO Bond 2020A	\$113,059.38
1/30/2024	Outgoing Wire US Bank - GO Bond 2018A	\$66,945.00
1/31/2024	ACH per item	\$11.50
1/31/2024	Low ACH Volume Maintenance	\$5.00
1/31/2024	RDC Monthly Fee	\$59.00
2/5/2024	PSN Payment Service	\$378.50
2/7/2024	MN Dept of Revenue - Sales Tax	\$1,320.00
2/12/2024	2024 Invoices - Payment Febuary 12, 2024	\$99,585.66
	Subtotal Paid Claims and Service Liabilities	<u>\$530,880.99</u>

TOTAL	Disbursement for Febuary 12, 2024	<u><u>\$601,281.00</u></u>
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City of Dundas

Payments

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Current Period: January 2024

Payments Batch 021224AP					\$99,585.66
Refer	0 <u>ABDO FINANCIAL SOLUTIONS, LL</u> -				
Cash Payment	E 101-41000-301	Auditing and Acct g Serv	Auditing & Acct g Services		\$5,200.00
Invoice	483044		2/1/2024		
Cash Payment	E 225-43150-301	Auditing and Acct g Serv	Auditing & Acct g Services		\$400.00
Invoice	483044		2/1/2024		
Cash Payment	E 601-49400-301	Auditing and Acct g Serv	Auditing & Acct g Services		\$1,000.00
Invoice	483044		2/1/2024		
Cash Payment	E 602-49450-301	Auditing and Acct g Serv	Auditing & Acct g Services		\$1,000.00
Invoice	483044		2/1/2024		
Cash Payment	E 603-49500-301	Auditing and Acct g Serv	Auditing & Acct g Services		\$400.00
Invoice	483044		2/1/2024		
Transaction Date	2/7/2024		Frandsen Bank	10100	Total \$8,000.00
Refer	0 <u>ALDRICH TECNNOLGY CONSULT</u> -				
Cash Payment	E 101-41000-309	EDP, Software and Desi	Microsoft Exchange Online		\$160.00
Invoice	9465		1/21/2024		
Transaction Date	2/7/2024		Frandsen Bank	10100	Total \$160.00
Refer	0 <u>APG MEDIA OF SOUTHERN MN</u> -				
Cash Payment	E 101-41000-351	Legal Notices Publishing	NOTICE OF PUBLIC HEARING		\$61.11
Invoice	111300124		1/31/2024		
Transaction Date	2/7/2024		Frandsen Bank	10100	Total \$61.11
Refer	0 <u>ARNOLDS SUPPLY & KLEENIT CO.</u> -				
Cash Payment	E 101-41000-200	Supplies	Credit for returned product		-\$42.00
Invoice	CM301314		1/26/2024		
Cash Payment	E 101-41000-200	Supplies	Cleaning supplies		\$36.00
Invoice	INV360788		2/1/2024		
Cash Payment	E 101-41000-200	Supplies	Cleaning supplies		\$265.80
Invoice	INV360096		1/25/2024		
Cash Payment	E 101-43100-200	Supplies	Cleaning supplies		\$265.80
Invoice	INV360096		1/25/2024		
Cash Payment	E 101-42100-200	Supplies	Cleaning supplies		\$177.20
Invoice	INV360096		1/25/2024		
Cash Payment	E 101-45200-200	Supplies	Cleaning supplies		\$177.20
Invoice	INV360096		1/25/2024		
Transaction Date	2/7/2024		Frandsen Bank	10100	Total \$880.00
Refer	0 <u>ASP, INC</u> -				
Cash Payment	E 101-42100-208	Training and Licensing	ABC Training Manual		\$29.58
Invoice	0482420IN		1/23/2024		
Transaction Date	2/7/2024		Frandsen Bank	10100	Total \$29.58
Refer	0 <u>AUTOMATIC SYSTEMS CO</u> -				
Cash Payment	E 601-49400-400	Repairs and Maintenanc	LEVEL TRANSDUCER - WELL #2		\$4,946.00
Invoice	41126		1/25/2024		
Transaction Date	2/7/2024		Frandsen Bank	10100	Total \$4,946.00
Refer	0 <u>BADGER METER</u> -				
Cash Payment	E 601-49400-210	Supplies/Water Meter, E	ORION CELLULAR SERV		\$1,004.92
Invoice	80149063		1/31/2024		

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Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$1,004.92
Refer	0 <u>BLUECROSS BLUESHIELD OF MN</u>	-			
Cash Payment	G 101-21713 Vision Insurance	Vision			\$12.82
Invoice	240201169641	2/1/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$12.82
Refer	0 <u>CANNON RIVER DRUG & VTF</u>	-			
Cash Payment	E 101-42100-433 Dues and Subscriptions	2024 Membership Contribution			\$1,366.00
Invoice	1012024	1/1/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$1,366.00
Refer	0 <u>CENTRAL FARM SERVICE</u>	-			
Cash Payment	E 101-43100-211 Equipment Fuel	Fuel			\$552.62
Invoice	24-Jan	1/31/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$552.62
Refer	0 <u>CITY OF NORTHFIELD</u>	-			
Cash Payment	E 602-49450-385 Sewer Utilities	Sewer Utilities			\$21,506.71
Invoice	23-Dec	1/22/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$21,506.71
Refer	0 <u>CORE & MAIN LP</u>	-			
Cash Payment	E 101-43100-200 Supplies	FLAMMABLE CABINET			\$1,291.95
Invoice	U185120	2/6/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$1,291.95
Refer	0 <u>CUMMINS INC</u>	-			
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Replacing relay - parts & labor			\$1,035.31
Invoice	E427217	1/11/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$1,035.31
Refer	0 <u>DICKS SANITATION INC</u>	-			
Cash Payment	E 603-49500-384 Refuse/Garbage Dispos	Garbage Service Jan 24			\$9,312.38
Invoice	10143174T460	2/1/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$9,312.38
Refer	0 <u>ECKBERG LAMMERS</u>	-			
Cash Payment	E 101-42100-304 Legal Fees	Dundas Prosecution January 24			\$680.22
Invoice	12024	1/31/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$680.22
Refer	0 <u>EIDSVOLD</u>	-			
Cash Payment	E 101-43100-400 Repairs and Maintenanc	PW shop doors			\$480.00
Invoice	1252024	1/16/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$480.00
Refer	0 <u>EPIC ENTERPRISES, INC</u>	-			
Cash Payment	E 101-42100-440 Cleaning Service	PD			\$28.99
Invoice	16211	12/31/2023			
Cash Payment	E 101-43100-440 Cleaning Service	PW			\$28.98
Invoice	16211	12/31/2023			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$57.97
Refer	0 <u>GALLS, LLC</u>	-			

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Cash Payment	E 101-42100-217	Uniforms	NYLON BELT						\$32.12
Invoice	26980552			2/2/2024					
Transaction Date	2/7/2024		Frandsen Bank	10100		Total			\$32.12
Refer	0	GOPHER STATE ONE CALL							
Cash Payment	E 601-49400-310	Professional Services	Gopher One Calls						\$29.05
Invoice	4010352			1/31/2024					
Cash Payment	E 602-49450-310	Professional Services	Gopher One Calls						\$29.05
Invoice	4010352			1/31/2024					
Transaction Date	2/7/2024		Frandsen Bank	10100		Total			\$58.10
Refer	0	GRAPHIC MAILBOX							
Cash Payment	E 601-49400-322	Postage	Postage						\$6.84
Invoice	190702			1/31/2024					
Transaction Date	2/7/2024		Frandsen Bank	10100		Total			\$6.84
Refer	0	GUTH ELECTRIC, LLC							
Cash Payment	E 101-45200-400	Repairs and Maintenanc	Hockey Rink - Retrofit LED lighting						\$4,700.00
Invoice	3131			2/6/2024					
Cash Payment	E 101-45200-400	Repairs and Maintenanc	Hockey Rink - repair broken conduits						\$400.00
Invoice	3132			2/6/2024					
Cash Payment	E 101-45200-400	Repairs and Maintenanc	LED retrofit Ice Skating Rink lights						\$3,100.00
Invoice	3108			1/31/2024					
Transaction Date	2/7/2024		Frandsen Bank	10100		Total			\$8,200.00
Refer	0	KWIK TRIP INC							
Cash Payment	E 101-42100-418	Vehicle Fuels	PD Fuel						\$586.85
Invoice	24-Jan			2/2/2024					
Transaction Date	2/7/2024		Frandsen Bank	10100		Total			\$586.85
Refer	0	KWIK TRIP INC							
Cash Payment	E 101-43100-418	Vehicle Fuels	PW Fuel						\$233.82
Invoice	24-Jan			2/2/2024					
Transaction Date	2/7/2024		Frandsen Bank	10100		Total			\$233.82
Refer	0	LAW ENFORCEMENT LABOR SVC							
Cash Payment	G 101-21707	LELSI Union Dues	Dues Feb 24						\$211.50
Invoice	24-Feb			2/1/2024					
Transaction Date	2/7/2024		Frandsen Bank	10100		Total			\$211.50
Refer	0	MARCO, INC							
Cash Payment	E 101-41000-413	Rental	Copier						\$244.93
Invoice	35812010			1/21/2024					
Transaction Date	2/7/2024		Frandsen Bank	10100		Total			\$244.93
Refer	0	MENARDS, INC							
Cash Payment	E 101-43100-200	Supplies	Cables						\$53.42
Invoice	60880			1/25/2024					
Cash Payment	E 101-43100-200	Supplies	Return - 100' RG6 COAX W/O -BLK						-\$17.99
Invoice	60929			1/26/2024					
Transaction Date	2/7/2024		Frandsen Bank	10100		Total			\$35.43
Refer	0	METERING & TECH SOLUTIONS							
Cash Payment	E 601-49400-210	Supplies/Water Meter, E	Meters & endpoints						\$748.26
Invoice	INV4303			2/1/2024					

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Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$748.26
Refer	0 <u>MIDWEST WATER SPECIALTY, INC</u>				
Cash Payment	E 101-42100-200 Supplies	Water			\$38.00
Invoice	119554	1/17/2024			
Cash Payment	E 101-41000-200 Supplies	Water			\$21.00
Invoice	119565	1/19/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$59.00
Refer	0 <u>MN DEPT OF NATURAL RESOURC</u>				
Cash Payment	E 601-49400-215 License/Permits	2023 Water Use Permit & Summer Surcharge			\$1,224.07
Invoice	19805119	2/2/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$1,224.07
Refer	0 <u>NAPA</u>				
Cash Payment	E 101-43100-400 Repairs and Maintenanc	Filters & wiper blades			\$208.96
Invoice	858232	1/18/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$208.96
Refer	0 <u>RICE COUNTY ADMINISTRATION</u>				
Cash Payment	E 101-41000-310 Professional Services	Share of 2024 Mills Town Trail Joint Powers Board			\$100.00
Invoice	12024	1/30/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$100.00
Refer	0 <u>RICE COUNTY HIGHWAY DEPART</u>				
Cash Payment	E 101-43100-408 Sand/Rock/Dirt	Sand & Salt Mix			\$2,352.00
Invoice	23-Dec	1/11/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$2,352.00
Refer	0 <u>RICE COUNTY SHERIFF</u>				
Cash Payment	E 101-42100-433 Dues and Subscriptions	2024 ERU & K9 Fees			\$1,650.00
Invoice	20240002	1/30/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$1,650.00
Refer	0 <u>STAPLES</u>				
Cash Payment	E 101-42100-200 Supplies	COPY PAPER			\$41.49
Invoice	3558033805	1/28/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$41.49
Refer	0 <u>T-MOBILE</u>				
Cash Payment	E 101-43100-321 Telephone & Communi	PW Director Cell			\$128.86
Invoice	9191957	1/16/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$128.86
Refer	0 <u>TYLER JOHNSON</u>				
Cash Payment	E 101-42100-208 Training and Licensing	BCA DMT Recertification Fee			\$75.00
Invoice	24-Feb	2/1/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$75.00
Refer	0 <u>US BANK</u>				
Cash Payment	E 305-47000-620 Fiscal Agent s Fees	GO Bond 2020A			\$500.00
Invoice	7195905	1/25/2024			
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$500.00
Refer	0 <u>VERIZON</u>				

City of Dundas

Payments

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Cash Payment	E 101-42100-321 Telephone & Communi	PD Cell			\$128.53
Invoice 9954030778	1/11/2024				
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$128.53
Refer	0 <u>WSB & ASSOC INC</u>				
Cash Payment	E 101-41000-303 Engineering Fees	General Engineering			\$1,614.50
Invoice 23-Dec	1/29/2024				
Cash Payment	E 101-41000-303 Engineering Fees	Retainer			\$800.00
Invoice 23-Dec	1/29/2024				
Cash Payment	E 101-43100-310 Professional Services	Dundas Transportation Study			\$341.00
Invoice 23-Dec	1/29/2024				
Cash Payment	E 602-49450-303 Engineering Fees	Wastewater System			\$187.50
Invoice 23-Dec	1/29/2024				
Cash Payment	E 602-49450-303 Engineering Fees	Preliminary Effluent Review Study			\$2,419.00
Invoice 23-Dec	1/29/2024				
Cash Payment	E 426-45200-500 Capital Outlay	TH 3 CR 1 Pedestrian Crossing			\$2,600.50
Invoice 23-Dec	1/29/2024				
Cash Payment	E 225-43150-303 Engineering Fees	Storm Water			\$276.25
Invoice 23-Dec	1/29/2024				
Cash Payment	E 101-41910-303 Engineering Fees	Public Planning Projects - N Sparks			\$1,977.50
Invoice 23-Dec	1/29/2024				
Cash Payment	G 430-22023 Escrow-Tractor Supply	Tractor Supply			\$660.00
Invoice 23-Dec	1/29/2024			Project 22023	
Cash Payment	G 430-22023 Escrow-Tractor Supply	Tractor Supply Plan Review			\$274.50
Invoice 23-Dec	1/29/2024			Project 22023	
Cash Payment	E 415-43100-500 Capital Outlay	Forest Ave & Depot St Reconstruction			\$6,764.50
Invoice 23-Dec	1/29/2024				
Cash Payment	E 101-45200-303 Engineering Fees	Parks			\$2,730.00
Invoice 23-Dec	1/29/2024				
Cash Payment	E 602-49450-303 Engineering Fees	Comp Sanitary Sewer System Plan			\$996.00
Invoice 23-Dec	1/29/2024				
Transaction Date	2/7/2024	Frandsen Bank	10100	Total	\$21,641.25
Refer	0 <u>XCEL ENERGY</u>				
Cash Payment	E 101-43124-381 Electricity	Other Recurring Charges			\$2,197.10
Invoice 861256412	1/17/2024				
Cash Payment	E 101-43124-381 Electricity	403 STAFFORD RDN UNIT SIGNAL			\$33.57
Invoice 861256412	1/17/2024				
Cash Payment	E 101-45200-381 Electricity	101 RAILWAY STS			\$13.35
Invoice 861256412	1/17/2024				
Cash Payment	E 101-45200-381 Electricity	214 1ST STS			\$98.14
Invoice 861256412	1/17/2024				
Cash Payment	E 601-49400-381 Electricity	108 HAGERTY ST			\$201.01
Invoice 861256412	1/17/2024				
Cash Payment	E 602-49450-381 Electricity	1000 RAILWAY ST N UNIT LIFT/PMP			\$349.15
Invoice 861256412	1/17/2024				
Cash Payment	E 601-49400-381 Electricity	1000 CANNON RD			\$142.57
Invoice 861256412	1/17/2024				
Cash Payment	E 602-49450-381 Electricity	1000 CANNON RD			\$142.57
Invoice 861256412	1/17/2024				

City of Dundas Payments

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Cash Payment	E 601-49400-381	Electricity	800 COUNTY ROAD 1 UNIT PUMP/PRB	\$227.88
Invoice	861256412	1/17/2024		
Cash Payment	E 602-49450-381	Electricity	1618 PINNACLE ST UNIT LIFT/PMP	\$482.54
Invoice	861256412	1/17/2024		
Cash Payment	E 601-49400-381	Electricity	694 RAILWAY STS UNIT TOWER	\$100.46
Invoice	861256412	1/17/2024		
Cash Payment	E 601-49400-381	Electricity	1189 BRIDGEWATER PKWY	\$12.58
Invoice	861256412	1/17/2024		
Cash Payment	E 101-45200-381	Electricity	215 RAILWAY ST N	\$58.22
Invoice	861256412	1/17/2024		
Cash Payment	E 601-49400-381	Electricity	1185 BRIDGEWATER PKWY UNIT WELLHSE	\$2,537.77
Invoice	861256412	1/17/2024		
Cash Payment	E 101-45200-381	Electricity	1205 BRIDGEWATER PKWY	\$106.17
Invoice	861256412	1/17/2024		
Cash Payment	E 101-42100-381	Electricity	108 DEMANN CT	\$174.47
Invoice	861256412	1/17/2024		
Cash Payment	E 101-43100-381	Electricity	108 DEMANN CT	\$174.47
Invoice	861256412	1/17/2024		
Cash Payment	E 101-43124-381	Electricity	6156 1 10TH ST E UNIT RAB LGHTS	\$107.16
Invoice	861256412	1/17/2024		
Cash Payment	E 101-41000-381	Electricity	100 RAILWAY ST N UNIT CITY HALL	\$373.61
Invoice	861256412	1/17/2024		
Cash Payment	E 101-41000-381	Electricity	100 RAILWAY ST N	\$455.98
Invoice	861256412	1/17/2024		
Cash Payment	E 101-43124-381	Electricity	RVL street lights 9/22-12/23	\$1,433.42
Invoice	861256412	1/17/2024		
Transaction Date	2/7/2024		Frandsen Bank 10100	Total \$9,422.19
Refer	0	<u>FRANSEN BANK & TRUST</u>		-
Cash Payment	G 101-21708	H.S.A. Withholdings	HSA - PP#3 M Summer	\$70.00
Invoice				
Transaction Date	2/7/2024		Frandsen Bank 10100	Total \$70.00
Refer	0	<u>GALLS, LLC</u>		-
Cash Payment	E 101-42100-217	Uniforms	uniforms	\$248.87
Invoice	026727160	1/8/2020		
Transaction Date	2/7/2024		Frandsen Bank 10100	Total \$248.87

City of Dundas

Payments

02/07/24 5:59 PM

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Current Period: January 2024

Fund Summary

	10100 Frandsen Bank
101 GENERAL FUND	\$38,068.29
225 STORM SEWER	\$676.25
305 2020A GO BONDS	\$500.00
415 STREET REPLACEMENT CIP	\$6,764.50
426 PARKS & REC. CAPITAL OUTLAY	\$2,600.50
430 ESCROW DEPOSITS	\$934.50
601 WATER	\$13,216.72
602 SEWER	\$27,112.52
603 REFUSE	\$9,712.38
	<hr/>
	\$99,585.66

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$99,585.66
Total	<hr/>
	\$99,585.66



February 12, 2023

Honorable Mayor, City Council and Staff
c/o Jenelle Teppen, City Administrator
City of Dundas
100 Railway Street N
Dundas, MN 55019

Re: Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
Forest Avenue and Depot Street Reconstruction
Dundas, MN
WSB Project No. 023909-000

Dear Honorable Mayor and City Council,

Following this letter is a resolution for your consideration at the February 12, 2024 City Council Meeting.

The resolution approves the plans and specifications and authorizes the advertisement for bids for the Forest Avenue and Depot Street Reconstruction.

We anticipate opening bids on or near March 19, 2024, and bringing the bid results to Council in March.

Sincerely,

WSB

Dustin Tipp
City Engineer

Attachments

cc: Nicole Portilla, City of Dundas

KAK/kkp

**CITY OF DUNDAS
RICE COUNTY, MINNESOTA**

RESOLUTION 2024-04

**A RESOLUTION ACCEPTING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS FOR
FOREST AVENUE AND DEPOT STREET RECONSTRUCTON**

WHEREAS, the engineering firm of WSB has prepared plans and specifications for the improvement of:

Reconstruction

- Forest Avenue from Hester Street to West Avenue
 - Remove existing pavement
 - Improve class 5 aggregate base
 - New pavement
 - Remove and replace cracked concrete
- Depot Street from Hester Street to Forest Avenue
 - Remove existing pavement
 - Improve class 5 aggregate base
 - New pavement
 - Remove and replace cracked concrete

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

- 1.) Such improvements are necessary, cost-effective, and feasible.
- 2.) Such plans and specifications are hereby approved.
- 3.) The consulting engineering firm shall prepare and cause to be inserted in the official paper and in the Finance and Commerce, an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published for two times, shall specify the work to be done, shall state that bids will be opened on or about March 19, 2024, and bids will be considered by the City Council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the City of Dundas for Five (5%) percent of the amount of such bid.

ADOPTED by the City Council of the City of Dundas this _____ day of _____, 2024.

By: _____
Glenn Switzer, Mayor

ATTEST: _____
Jenelle Teppen, City Administrator



REQUEST FOR COUNCIL ACTION

TO: City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Quote for Mowers
DATE: For the City Council Meeting of February 12, 2024

PURPOSE/ACTION REQUESTED

Consider approving a quote for the purchase of mowing equipment.

SUMMARY

Included in the 2024 budget are funds for the purchase of mowing equipment in order to bring the mowing of City parks/parcels/right-of-ways in house (no longer contracting for the work).

\$47,000 was budgeted in the Public Works Capital Fund in order to purchase two mowers – a 60-inch mower with a bushel dump and a 72-inch mower.

Staff sought quotes from three local vendors and received the following:

Midwest Machinery	\$41,600
Kibble Equipment	\$42,620
Minnesota Ag Group	\$45,663

The Public Works Committee will be reviewing quotes at 11:15 am on Monday, February 12.

Committee members and staff will provide the Council with feedback at the regular City Council meeting.

RECOMMENDATION

Motion to approve the quote from Midwest Machinery for \$41,000 for the two mowers.



REQUEST FOR COUNCIL ACTION

TO: City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Draft Job Description for Part-Time Seasonal Laborer
DATE: For the City Council Meeting of February 12, 2024

PURPOSE/ACTION REQUESTED

Consider approving the job description for the part-time seasonal laborer position.

SUMMARY

Included in the 2024 budget are hours for a part-time seasonal laborer position(s) who will primarily do the regular mowing for the City.

A draft of the job description for that position is attached.

The Public Works Committee will be reviewing the job description (usually the purview of the Human Resources Committee) at 11:15 am on Monday, February 12. Council member Modory is on both the Public Works Committee and the Human Resources Committee.

Committee members and staff will provide the Council with feedback at the regular City Council meeting.

RECOMMENDATION

Motion to approve draft job description for the part-time seasonal laborer position.

CITY OF DUNDAS

Classification: Part-Time Seasonal Public Works Laborer
Works

Department: Public

Reports to: Public Works Director

Location:

Supervises: None

FLSA Classification: Non-Exempt

Classification Summary: Seasonal laborers will perform a variety of skilled and unskilled tasks associated with the day-to-day maintenance of parks, public grounds, play structures, trails, recreational sites, park structures and associated amenities.

	Essential Duties and Responsibilities
1.	Ability to establish courteous and effective working relationships with city personnel and the general public; maintains professional demeanor, tone and conversations in all public areas of the city.
2.	Operates equipment including but not limited to mowers, small tractors, utility vehicles, hand/mechanical tools and equipment, etc.
3.	Performs duties related to maintenance of buildings and grounds including but not limited to mowing, weed whipping, tree/shrub/flower maintenance, garbage pickup/removal, weed control and tree trimming.
4.	Proper and safe use and maintenance of any assigned City vehicle and equipment. Observes and practices safe work habits. Attends and maintains all safety training and requirements to be legal, safe, and compliant with laws and regulations.
5.	Effectively coordinates activities with other public works staff.
6.	Assists City department and outside agencies as directed. Functions as a team member with all City employees and effectively interacts with all levels of City personnel.
7.	Represents the department and the City in a professional manner.
8.	Follows all instructions of the Public Works Director.
10.	Performs other duties of a similar nature.

Education and Experience Requirements:

High school diploma or equivalent. An excellent driving record. Ability to perform light to heavy physical labor, lift and carry up to 50 pounds frequently. Previous experience performing physical labor.

Licensing Requirements:

None

Knowledge Requirements:

- Office procedures, methods, and equipment;
- Filing and recordkeeping principles;
- English language, grammar, and punctuation;
- Applicable Federal, State, and/or local laws, rules, and regulations;
- Data entry techniques;
- Customer service principles;
- Computers and related software applications.

Skill Requirements:

- Perform tasks following standard procedures;
- Performing general labor and maintenance in assigned area of responsibility;
- Operating applicable tools, equipment, and machinery;
- Troubleshooting systems related to area of assignment;
- Prioritizing work;
- Monitoring and replenishing inventory;
- Preparing records and logs;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Ability to work under general autonomy in determining how objectives are achieved.
- Ability to answer basic questions with courtesy when appropriate.
- Ability to attend work punctually and regularly.

Physical Requirements:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing; discern color; and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Working Conditions:

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, environmental hazards and intense noises.

Must be able to operate tractors; skid steer; other power-driven equipment and tools; and computer.

Classification History

DATE	COMMENT
February 2024	New position

NOTE

The above classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.



REQUEST FOR COUNCIL ACTION

TO: City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Revised Quote for Truck Bed/Equipment
DATE: For the City Council Meeting of February 12, 2024

PURPOSE/ACTION REQUESTED

Consider approving quote for Truck Bed/Equipment.

SUMMARY

In July 2023 the City Council approved the purchase of a 1-ton truck for \$115,045.79 (fully outfitted). The cost was broken in two - \$56,630.79 for the truck and \$58,415 for the truck bed and equipment.

The truck is expected to be delivered the week of February 12. The truck bed and equipment weren't ordered until we knew that the truck was actually available. Staff contacted the truck bed/equipment vendor and learned that the price had increased from \$58,415 to 64,072., an increase of \$5,657. There is a four-month lead time on delivery of the truck bed and equipment.

The Public Works Committee is meeting at 11:15 am on Monday, February 12 to review the quote and discuss with staff. Committee members and staff will provide the Council feedback at the regular City Council meeting.

RECOMMENDATION

Motion to approve revised quote for truck bed/equipment.



REQUEST FOR COUNCIL ACTION

TO: City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Quotes for Purchase of a New Police Squad and Equipment
DATE: For the City Council Meeting of February 12, 2024

PURPOSE/ACTION REQUESTED

Consider approving quotes for a new Police squad and related equipment.

SUMMARY

The City's 2024 budget anticipates the purchase of a new police vehicle. The new squad will replace the 2017 Ford Explorer which has 114,000 miles on it and countless hours of idle time.

There is \$55,000 allocated in the 2024 CIP for the purchase of the squad.

The Police Chief has secured a quote from Dodge of Burnsville for a 2024 Dodge Durango. Dodge of Burnsville is on the state contract (contract #184131). The cost of the vehicle is \$42,397.00

Chief Hanson secured two quotes for the equipment purchase and installation as none of the vendors are on the state contract:

EATI	\$11,911.02
Action Fleet	\$12,050.62

The total purchase price is \$54,308.02.

The City still has in its possession a 2015 Ford Explorer which will be sent to auction. The 2017 Explorer will be kept for use for going to training, court, public works use, etc.

RECOMMENDATION

Motion to approve quotes for the squad car and equipment.



REQUEST FOR COUNCIL ACTION

TO: City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Quote for Computer Hardware/Software Updates/Upgrades
DATE: For the City Council Meeting of February 12, 2024

PURPOSE/ACTION REQUESTED

Consider approving a quote for the purchase of computer hardware/software updates/upgrades.

SUMMARY

Included in the 2024 budget are funds for the purchase of various computer hardware and software upgrades.

The City receives technical support from Aldrich Technology and during the preparation of the 2024 budget staff sought input from Aldrich staff on updating some of its technology infrastructure including:

- A new router
- Five desktop PC's
- Malwarebytes Endpoint Protection

The router and five desktop pc's will replace old and dated equipment. The Malwarebytes virus protection is currently in use but this new version allows for enterprise wide management instead of individual licenses which a more cost-effective way of managing this function.

The quote from Aldrich for all of the above is \$8,740 and does include on-site installation and set-up/configuration of the various pieces of equipment.

RECOMMENDATION

Motion to approve the quote from Aldrich Technology for computer hardware/software updates/upgrades.



City of Dundas
Public Works Staff Meeting / City Engineer Update 2/7/24
February 8, 2024
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. 2024 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.
 - Council approved the removal of the concrete walk just north of Bridge Street to Hester Street. The street light installation will be completed within the next 2-3 weeks. The concrete walk will be removed at the light pole locations. The remaining walk will be removed after the light installation.
 - Staff are soliciting additional quotes, with the work being done in the spring of 2024.
2. 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 met with BWT representatives on 6-21-2023 and 7-26-23 to discuss the Joint Road Policy. A follow-up meeting was held 9-13-23.
 - Staff prepared a preliminary road design and estimate of project costs for street improvements for a portion of 115th Street between CSAH 20 and CSAH 22. Staff have begun internal discussions on the future alignment between Highland Parkway and Cannon City Boulevard.
 - 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. 8-3-23 The County has received proposals from consultants for the study. ***The study kickoff meeting was held 1-25-24 with Rice County to kick off the corridor study.***
3. 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.
 - Funding in the amount of \$370,000 has been allocated to the project in the State's 2023 Capital Budget under Grants to Political Subdivisions.
 - A kick-off meeting was held on 11-15-23 with MnDOT and Rice County representatives to discuss the project. The funds will be administered through State Aid, which means Rice County will be the fiscal agent for the project. The grant funding will

cover consultant costs and construction costs for the project. Staff has revised the scope of work to include the concrete walk along Schilling Drive and are looking at costs to extend the concrete walk from the Dundas Dome to the City limits on Cannon Road. Once project scope is finalized, staff will prepare a proposal for consultant services to submit to the State to secure funding for design.

4. ECRT Parking Lot and Dog Park Relocation

- The concept plan was approved by Council March 13th Council Meeting.
- The dog park relocation is in the CIP for 2023 and the parking lot improvements in 2024.
- Staff met with Canines at Play to discuss participation in the project.
- Council awarded the Contract for the dog park fence to Caron fence on 5-22-23.
- The entrance has been closed off to restrict access until the gates have been completed.
- Staff plans to send out a request for quotes in February and award the contract at last council meeting in March.

5. Forest Avenue and Depot Street

- Based on the soil borings for Forest Avenue and Depot Street, extensive pavement repair is necessary. Future construction will likely include pavement reclamation and a bituminous overlay.
- Staff will begin plan preparation in October and bid the project in Spring of 2024. City will bond for the project.
- 10-9-23 Council authorized staff to proceed with project. Survey was completed on 10-18-23.
- ***A neighborhood meeting was held on 1-25-24 to discuss the improvements with the residents on the project.***
- Staff plans to bid the project in late February and award contract at last Council meeting in March.

6. Northfield Wastewater Treatment

- 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.

7. Public Works Tasks

- The storm water code and fees are under review, including sump pump connection requirements.

8. Regional Storm Water and Wetland

- The work in the pond south of County Road 1, within Schilling Park, will be completed in 2025 to allow time for the dog park to be moved and the existing fence to be removed. The project will include the pond slope grading in the Menard Pond south of Hester.

9. 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.

10. West Avenue Apartments

- Grading and excavation began on the site on 5/2/22.
- Council approved an amendment to the Developer's agreement to extend the completion date to May 30, 2024.

11. Public Works Cold Storage

- The preliminary site plan and building details were presented to Council on 2-27-23.
- Project information and proposed quote package for building and site grading were brought to Council for review at the May 22nd Council meeting.
- Council awarded the contract to Raw Construction, LLC for the site grading on 7-10-23. The contractor completed the site grading. Contractor needs to complete restoration to complete the project.
- Quotes were due 8-4-23 for the cold storage building. A total of 3 contractors submitted quotes for the work. Information was reviewed by Council on 9-11-23. Estimated project costs and available funding were reviewed by the Public Works Committee on 10-4-23.
- 10-27-23 Staff met to review and discuss the project scope to work towards finalizing building details.

12. Sanitary Sewer and Water Comprehensive Plan

- Staff are working to schedule an internal review of the draft comp plans.

13. Transportation Comprehensive Plan

- ***1-22-24 Council approved the Comprehensive Plan's Transportation Plan.***

14. Tractor Supply

- 8-28-23 Council approved the Developer's Agreement with Conditions.
- A new submittal to address the engineering comments has been received from the Developer's Engineer. Remaining comments to be addressed have been sent back to the Developer.
- The Developer signed the Development Agreement and has submitted securities.
- Site grading began on 9-25-23.

15. 2024 Schilling Drive Sanitary Sewer Repairs

- 10-9-23 Council authorized staff to proceed with project.
- The scope of work includes a sanitary sewer connection between two manholes at the intersection of Hester Street and Schilling Drive. The project will redirect sanitary sewer flows from the north and east to bypass the sanitary sewer line on Schilling Drive that has settlement issues.
- The project will be bid and constructed in 2024.

15. Lead Service Inventory

- ***The Minnesota Department of Health is requiring all Cities to create an inventory of water services in their efforts to address lead services. Staff are working to create an inventory of the City's water services to submit to the Minnesota Department of Health by July 15, 2024. Dundas does not have any lead services but are still required to report.***