

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, February 13, 2023
7:00 p.m. City Hall**

- 1. Call to Order/Pledge Allegiance**
- 2. Roll Call:** Mayor Glenn Switzer; Councilors Ashley Gallagher, Luke LaCroix, Grant Modory, Luke Swartwood
- 3. Public Forum**
- 4. Approval of Agenda***
Motion by _____, second by _____
- 5. Consent Agenda** *(All items on the Consent Agenda are considered routine and have been made available to the City Council at least 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 23, 2023*
 - b. Resolution 2023-06* A Resolution Delegating Authority to Make Electronic Transfers and Payment of Claims Prior to Council Approval to the City Administrator and their Designees for 2023
 - c. Disbursements* - \$562,040.07**Motion by _____, second by _____**
- 6. Old Business**
- 7. Ordinances and Resolutions**
- 8. New Business**
 - a. Consider Approving Contract with Eckberg Lammers for Criminal Prosecution Services*
Motion by _____, second by _____
 - b. Consider Accepting the 2022 Pavement Management Plan Report *
Motion by _____, second by _____
 - c. Consider Proposed Restructuring of Office Staff Positions*
Motion by _____, second by _____
- 9. Reports of Officers, Boards and Committees**
 - a. City Attorney
 - b. City Engineer*
 - c. City Administrator/Clerk
 - d. Mayor, Councilors and Committees
- 10. Announcements**
 - a. City Council Meeting – Monday, February 27 at 7:00 pm. City Hall
 - b. Park & Recreation Advisory Board – Tuesday, February 14 at 7:00 p.m. City Hall
 - c. Intergovernmental Meeting* – Wednesday, February 15 at 7:00 pm Greenvale Town Hall
 - d. Planning Commission Meeting – Thursday, February 16 at 7:00 p.m. at City Hall
 - e. City Hall Closed – Monday, February 20 Holiday
- 11. Adjourn**

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES**

Monday, January 23, 2023

7:00 p.m. City Hall

UNOFFICIAL MINUTES

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

Absent: Councilor Ashley Gallagher

Staff Present: City Engineer Dustin Tipp, City Administrator Jenelle Teppen, Deputy Clerk Linda Ripka

CALL TO ORDER

Mayor Switzer called the Council meeting to order at 7:27 p.m. followed by pledge of allegiance. A quorum was present.

PUBLIC FORUM/PRESENTATION - No one presented.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Motion by Modory, second by Swartwood, to approve Consent Agendas with correction to Resolution 2023-05 amount from Waterford Warriors is \$1,566.08 as follows:

Regular Minutes of January 9, 2023;

Resolution 2023-05 A Resolution Accepting Donation from the Waterford Warriors Snowmobile Club, Inc, and the Northfield Fire Relief Association;

Appointments to Dundas Planning Commissions of Larry Alderks and Bruce Morlan;

Disbursements - \$110,124.20. MCU

OLD BUSINESS – No old business brought before Council.

ORDINANCES AND RESOLUTIONS – No ordinance or resolution brought before Council.

NEW BUSINESS

Consider Approving Quote for Pond Cleaning

City Engineer Tipp presented and reviewed three quotes received for the 2023 Pond Maintenance Project. He identified the project is for pond south of County Road 1 within Schilling Park and the pond north of County Road 1, east of Weaver Lane with the work designated to remove any contaminated soils and sediment buildup and to clear trees and vegetation. He indicated the estimate was \$129,555 with the lowest bid coming in at \$167,541.75; therefore, staff asked for a revised quote for only pond north of County Road 1, east of Weaver for 2023. Tipp said the only quote returned was for \$71, 723 which is under the estimate of \$73,450.00 and there is adequate funding in the Capital Improvement Plan. He stated the other pond cleaning can be moved to 2024 or 2025.

Motion by Modory, second by LaCroix, to approve the quotes received and award a Contract for 2023 Pond Maintenance Project to Sunram Constructions, Inc of Corcoran, MN, for cleaning pond north of County Road 1, east of Weaver Lane in the amount of \$71,723. MCU

Consider Approving the Purchase of a Caterpillar 259D3

Administrator Teppen reviewed current Bobcat 2019 T595 skid loader hydraulic pump failed and cost to repair is \$27,160. She stated in previous Council discussion that staff was directed to receive quotes on purchasing with a trade-in. She reviewed three quotes stating staff recommends purchase of the Caterpillar Model 259D2 and stated after review of Capital Equipment Outlay, there are funds to purchase. Councilor LaCroix express concern on adding a warranty.

NEW BUSINESS

Consider Approving the Purchase of a Caterpillar 259D3 (con't)

Motion by Modory, second by Swartwood, to approve the purchase of Caterpillar Model 59D3 in the amount of \$55,371 after trade-in allowance of \$20,000 for City's current skid loader and authorize City Administrator to add an extended warranty for up to \$5,000. MCU

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

City Engineer – Dustin Tipp

Tipp reviewed his report noting: Rice County will install the pedestrian crossing signs on Hester Steet at the 1st Street Intersection this spring; the bench at the Trail Head sculpture is expected to arrive in February; staff recently met to discuss existing public works building and future cold storage building and will present more details at a future meeting.

WORK SESSION

Review Draft Pavement Management Program

Engineer Tipp informed the Council that is has been over twenty years since development of streets in Millstone Addition and some of Bridgewater Heights area and since the 1996 sewer project where new streets installed. He indicated it is time to look at and plan upkeep of those streets. He stated Pavement Management Program involves setting up a pavement condition report, policies on maintenance and financing along with scheduling of maintenance to assist the City in planning for good streets. He explained under the Program each roadway is inspected and assigned a Pavement Condition Index (PCI) value which is broken into five categories indicating the pavement condition and recommended maintenance to extend the life of the pavement. Tipp presented two maps with all the City streets showing PCI value and condition category of each street. He stated there are 11 miles of City streets noting the overall PCI rating is 80.9 out of 100 with a chart showing about 5% of streets are in poor to very poor condition with half in excellent condition. He gave current examples stating Bridge Street is PCI 40 with recommendation of reconstruction; Forest Avenue is PCI 48 recommending reclamation; Depot Street is PCI 69 recommendation of mill and overlay.

Tipp reviewed a typical asphalt deterioration curve using overall condition index and age of pavement. He showed a chart on asphalt pavement deterioration curve with and without proper maintenance schedule. He reviewed maintenance protocol types charting out when to seal coat, mill and overlay, and reclamation/reconstruction based on OCI range and PCI.

Councilor Modory asked about private roads as City is not responsible financially for their upkeep with Tipp indicating they were evaluated and received a PCI value.

Mayor Switzer asked if sewer piping should be evaluated when doing a road and Tipp indicated depending on the type of repair; can easily do televising to see condition but sewer pipes have long life.

Administrator Teppen indicated there will be several more Work Sessions on this program with discussion on policies for determining when to repair streets, funding, assessing to properties, etc. to guide the Council in making informative decisions.

ADJOURN

Motion by Swartwood, second by LaCroix, to adjourn the meeting at 8:24 p.m. MCU

Submitted by:

Attest:

Jenelle Teppen, Administrator/Clerk

Glenn Switzer, Mayor

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

RESOLUTION NUMBER 2023-06

A Resolution Delegating Authority to Make Electronic Funds Transfers and Payment of Claims Prior to Board Approval to the City Administrator and their Designees for 2023

WHEREAS, Minnesota Statute 471.38 Subd. 3a. requires the City Council annually delegate authority to make electronic funds transfers; and

WHEREAS, the City uses electronic funds transfers whenever possible as they are much more efficient and eliminates the risk of lost or mishandled check payments; and

WHEREAS, all electronic funds transfers are subject to:

1. Annual City Council designation of authority to the City Administrator and their designee.
2. Certified copy of designation to kept with disbursing bank.
3. The City's internal control procedures.
4. A list of all electronic transactions to be submitted for approval to City Council at its next regular meeting.

NOW THEREFORE, BE IT RESOLVED THAT authority to make electronic funds transfers and payment of claims prior to board approval shall be delegated to City Administrator and their designee.

ADOPTED by the City Council of Dundas, Minnesota, on this 13th day of February 2023.

CITY OF DUNDAS BY:

ATTEST:

Glenn Switzer, Mayor

Jenelle Teppen, Administrator/Clerk

CITY OF DUNDAS DISBURSEMENT REPORT
Council Meeting February 13, 2023

DATE	PAYABLE	AMOUNT
1/27/2023	PERA	\$3,651.86
2/10/2023	PERA	\$3,603.21
1/30/2023	State of MN Empower Retirement	\$600.00
2/9/2023	State of MN Empower Retirement	\$600.00
1/30/2023	MN Dept of Revenue	\$1,222.24
2/8/2023	MN Dept of Revenue	\$1,229.45
1/27/2023	IRS	\$5,591.95
2/10/2023	IRS	\$5,931.63
1/26/2023	Payroll PP# 3 Employees	\$18,163.72
2/9/2023	Payroll PP#4 Employees	\$18,481.07
2/9/2023	Payroll #2 City Council	\$1,960.19
2/6/2023	HSA Deposit for two employees	\$3,200.00
	Sub Total Paid Payroll and Sales Liabilities	\$64,235.32

1/31/2023	ACH per item	\$13.50
1/31/2023	Low ACH Volume Maintenance	\$5.00
1/31/2023	Outgoing Wire Transfer Fees (3 @ \$15)	\$45.00
1/31/2023	RDC Monthly Fee	\$59.00
1/31/2023	DNDSIMP 2020A	\$109,334.38
1/31/2023	DNDSGO2018A	\$62,845.00
1/31/2023	CDNMGOB2013A	\$245,141.25
1/25/2023	Cardmember Service	\$10.67
1/23/2023	NEXTIVA VOIP	\$189.70
2/3/2023	PSN Payment Service	\$347.25
2/12/2023	2022 Invoices - Payment February 13, 2023	\$18,299.34
2/12/2023	2023 Invoices - Payment February 13, 2023	\$61,514.66
	Sub Total Paid Claims and Service Liabilities	\$497,804.75

TOTAL	Disbursement for February 13, 2023	\$562,040.07
--------------	---	---------------------

City of Dundas Payments

02/09/23 12:56 PM

Page 1

Current Period: January 2023

Payments Batch 21323 2023 bills		\$61,514.66	
Refer	0 CAR TIME AUTO SERVICE CENTE	-	
Cash Payment	E 101-42100-400 Repairs and Maintenanc	Durango oil change	\$89.90
Invoice	255909	2/6/2023	
Transaction Date	2/6/2023	Frandsen Bank	10100
			Total
			\$89.90
Refer	0 CENTRAL FARM SERVICE	-	
Cash Payment	E 101-43100-211 Equipment Fuel	Jan 23 Equipment Fuel	\$503.98
Invoice	Jan	1/5/2023	
Transaction Date	1/5/2023	Frandsen Bank	10100
			Total
			\$503.98
Refer	0 MN DEPT OF NATURAL RESOURC	-	
Cash Payment	E 601-49400-215 License/Permits	Water use 2022	\$622.95
Invoice	19805119	1/18/2023	
Transaction Date	1/18/2023	Frandsen Bank	10100
			Total
			\$622.95
Refer	0 ECKBERG LAMMERS	-	
Cash Payment	E 101-42100-304 Legal Fees	Prosecution for January	\$660.28
Invoice	12023	1/31/2023	
Transaction Date	1/31/2023	Frandsen Bank	10100
			Total
			\$660.28
Refer	0 DICK-S/LAKEVILLE SANITATION	-	
Cash Payment	E 603-49500-384 Refuse/Garbage Dispos	Jan-23	\$8,604.85
Invoice	23-Jan	2/1/2023	
Transaction Date	2/1/2023	Frandsen Bank	10100
			Total
			\$8,604.85
Refer	0 GENERAL IRON	-	
Cash Payment	E 101-43100-400 Repairs and Maintenanc	Repaired worn plow skids	\$247.00
Invoice	15400	1/16/2023	
Transaction Date	1/16/2023	Frandsen Bank	10100
			Total
			\$247.00
Refer	0 GOPHER STATE ONE CALL	-	
Cash Payment	E 601-49400-310 Professional Services	2023 Annual Facility Operator Fee	\$25.00
Invoice	3000351	1/31/2023	
Cash Payment	E 602-49450-310 Professional Services	2023 Annual Facility Operator Fee	\$25.00
Invoice	3000351	1/31/2023	
Transaction Date	1/31/2023	Frandsen Bank	10100
			Total
			\$50.00
Refer	0 HAWKINS INC.	-	
Cash Payment	E 601-49400-200 Supplies	Chemicals	\$3,464.97
Invoice	6384747	1/19/2023	
Transaction Date	1/19/2023	Frandsen Bank	10100
			Total
			\$3,464.97
Refer	0 GOPHER STATE ONE CALL	-	
Cash Payment	E 601-49400-310 Professional Services	gopher one calls	\$2.70
Invoice	3010351	1/31/2023	
Cash Payment	E 602-49450-310 Professional Services	gopher one calls	\$2.70
Invoice	3010351	1/31/2023	
Transaction Date	1/31/2023	Frandsen Bank	10100
			Total
			\$5.40
Refer	0 GUTH ELECTRIC, LLC	-	
Cash Payment	E 101-45200-400 Repairs and Maintenanc	Ice rink - lighting troubleshooting	\$170.00
Invoice	2272	1/31/2023	

City of Dundas Payments

02/09/23 12:56 PM
Page 2

Current Period: January 2023

Transaction Date	1/31/2023	Frandsen Bank	10100	Total	\$170.00
Refer	0 TYLER JOHNSON	-			
Cash Payment	E 101-42100-217 Uniforms	uniform reimbursement			\$135.94
Invoice 23-Jan	1/18/2023				
Transaction Date	1/18/2023	Frandsen Bank	10100	Total	\$135.94
Refer	0 NAPA	-			
Cash Payment	E 101-43100-400 Repairs and Maintenan	Wiper Blades			\$26.24
Invoice 820692	1/26/2023				
Transaction Date	1/26/2023	Frandsen Bank	10100	Total	\$26.24
Refer	0 NAC, INC.	-			
Cash Payment	G 430-22021 Escrow - Bridgewater Town	Jan23 City Planner Fees			\$302.00
Invoice 26169	2/2/2023				
Cash Payment	E 101-41000-303 Engineering Fees	Jan23 City Planner Fees			\$417.00
Invoice 26169	2/2/2023				
Cash Payment	G 430-22022 Escrow- Johnson-Reiland	Jan23 City Planner Fees			\$83.00
Invoice 26169	2/2/2023				
Cash Payment	G 430-22022 Escrow- Johnson-Reiland	Jan23 City Planner Fees			\$151.00
Invoice 26169	2/2/2023				
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	Jan23 City Planner Fees			\$64.50
Invoice 26169	2/2/2023				
Cash Payment	E 101-41910-313 Planning Fee s	Jan23 City Planner Fees			\$645.00
Invoice 26169	2/2/2023				
Transaction Date	2/2/2023	Frandsen Bank	10100	Total	\$1,662.50
Refer	0 RICE COUNTY ADMINISTRATION	-			
Cash Payment	E 101-41000-310 Professional Services	Share of 2023 Mills Town Trail Joint Powers Board			\$100.00
Invoice 12023	1/31/2023				
Transaction Date	1/31/2023	Frandsen Bank	10100	Total	\$100.00
Refer	0 LAW ENFORCEMENT LABOR SVC	-			
Cash Payment	G 101-21707 LELSI Union Dues	Feb23 Union Dues			\$202.50
Invoice 23-Feb	2/1/2023				
Transaction Date	2/1/2023	Frandsen Bank	10100	Total	\$202.50
Refer	0 RICE CO. PROPERTY TAX & ELEC	-			
Cash Payment	E 101-43100-310 Professional Services	2023 Special Assessment Annual Maintenance			\$309.00
Invoice 20237	2/1/2023				
Transaction Date	2/1/2023	Frandsen Bank	10100	Total	\$309.00
Refer	0 SEMLM	-			
Cash Payment	E 101-41000-433 Dues and Subscriptions	Annual Dues 2023			\$50.00
Invoice 23-Jan	2/1/2023				
Transaction Date	2/1/2023	Frandsen Bank	10100	Total	\$50.00
Refer	0 SHI INTERNATIONAL CORP	-			
Cash Payment	E 101-41000-309 EDP, Software and Desi	Acrobat Pros			\$970.00
Invoice B16406415	1/26/2023				
Transaction Date	1/26/2023	Frandsen Bank	10100	Total	\$970.00
Refer	0 LEAGUE OF MN CITIES	-			

City of Dundas

Payments

02/09/23 12:56 PM
Page 3

Current Period: January 2023

Cash Payment	E 101-42100-433	Dues and Subscriptions	PATROL Subscription		\$345.00
Invoice	374786	1/10/2023			
Transaction Date	1/10/2023		Frandsen Bank	10100	Total \$345.00
Refer	0	MENARDS, INC			
Cash Payment	E 101-45200-200	Supplies	supplies		\$18.37
Invoice	40190	1/13/2023			
Transaction Date	1/13/2023		Frandsen Bank	10100	Total \$18.37
Refer	0	US BANK			
Cash Payment	E 305-47000-620	Fiscal Agent s Fees	GO Bonds 2020A - agent fees		\$500.00
Invoice	6800409	1/25/2023			
Transaction Date	1/25/2023		Frandsen Bank	10100	Total \$500.00
Refer	0	MENARDS, INC			
Cash Payment	E 101-43100-200	Supplies	supplies		\$64.60
Invoice	40478	1/18/2023			
Transaction Date	1/18/2023		Frandsen Bank	10100	Total \$64.60
Refer	0	MARCO, INC			
Cash Payment	E 101-41000-413	Rental	Copy machine lease 1/21/2023-2/20/2023		\$236.55
Invoice	33324261	1/21/2023			
Transaction Date	1/21/2023		Frandsen Bank	10100	Total \$236.55
Refer	0	METRO FIBERNET LLC			
Cash Payment	E 101-41000-321	Telephone & Communi	City Hall Internet		\$122.19
Invoice	1672997	2/1/2023			
Cash Payment	E 101-42100-321	Telephone & Communi	PD Internet		\$62.80
Invoice	1672997	2/1/2023			
Cash Payment	E 602-49450-321	Telephone & Communi	Pumphouse Internet		\$134.96
Invoice	1672997	2/1/2023			
Transaction Date	2/1/2023		Frandsen Bank	10100	Total \$319.95
Refer	0	MIDWEST MACHINERY CO			
Cash Payment	E 101-43100-400	Repairs and Maintenanc	Payloader oil & filters		\$161.99
Invoice	9478272	1/26/2023			
Cash Payment	E 101-43100-400	Repairs and Maintenanc	1698		\$2,395.00
Invoice	9470845	1/16/2023			
Transaction Date	1/26/2023		Frandsen Bank	10100	Total \$2,556.99
Refer	0	SPRINT			
Cash Payment	E 101-43100-321	Telephone & Communi	Phone services Jan23		\$60.96
Invoice	2.92583E+11	1/18/2023			
Transaction Date	1/18/2023		Frandsen Bank	10100	Total \$60.96
Refer	0	MIDWEST WATER SPECIALTY, IN			
Cash Payment	E 101-41000-200	Supplies	supplies		\$31.60
Invoice	117432	1/30/2023			
Transaction Date	1/30/2023		Frandsen Bank	10100	Total \$31.60
Refer	0	Municipal Inspections Inc			
Cash Payment	E 101-42400-311	Bldg Permit Expense	Permit 6803 Fees		\$174.49
Invoice	6803	2/4/2023			
Cash Payment	E 101-42400-312	Plan Review Expense	Permit 6803 Fees		\$756.13
Invoice	6803	2/4/2023			

City of Dundas

Payments

02/09/23 12:56 PM
Page 4

Current Period: January 2023

Cash Payment	E 101-42400-315	Plumbing Permit Expen	Permit 6803 Fees		\$8.48
Invoice 6803	2/4/2023				
Cash Payment	E 101-42400-314	Mechanical Permit Expe	Permit 6803 Fees		\$10.13
Invoice 6803	2/4/2023				
Transaction Date	2/4/2023	Frandsen Bank	10100	Total	\$949.23
Refer	0	WSB & ASSOC INC			
Cash Payment	E 101-41000-303	Engineering Fees	Retainer		\$800.00
Invoice 22-Dec	1/18/2023				
Cash Payment	E 602-49450-303	Engineering Fees	Wastewater System		\$1,420.50
Invoice 22-Dec	1/18/2023				
Cash Payment	E 101-41000-303	Engineering Fees	Pavement Mgmt Plan		\$412.00
Invoice 22-Dec	1/18/2023				
Cash Payment	E 225-43150-500	Capital Outlay	2023 Pond Maintenance		\$1,668.75
Invoice 22-Dec	1/18/2023				
Cash Payment	E 101-41000-303	Engineering Fees	Reimburse Exp.- Pace Analytical #22100399425		\$768.89
Invoice 22-Dec	1/18/2023				
Cash Payment	E 101-41000-303	Engineering Fees	General Engineering		\$2,000.00
Invoice 22-Dec	1/18/2023				
Cash Payment	E 225-43150-303	Engineering Fees	Storm Water		\$4,203.00
Invoice 22-Dec	1/18/2023				
Cash Payment	E 101-45200-303	Engineering Fees	Parks		\$257.25
Invoice 22-Dec	1/18/2023				
Cash Payment	E 101-41000-303	Engineering Fees	GIS		\$318.00
Invoice 22-Dec	1/18/2023				
Cash Payment	E 426-45200-500	Capital Outlay	CSAH 1 & TH 3 Sidewalk Improvements		\$3,891.75
Invoice 22-Dec	1/18/2023				
Cash Payment	G 430-22006	Escrow - 80 West Ave	Professional Services Dec22		\$612.50
Invoice 22-Dec	1/18/2023				
Transaction Date	1/18/2023	Frandsen Bank	10100	Total	\$16,352.64
Refer	0	ALDRICH TECHNOLOGY CONSULT			
Cash Payment	E 101-41000-309	EDP, Software and Desi	Microsoft Exchange Online (Plan 2) - Monthly		\$160.00
Invoice 7920	1/21/2023				
Transaction Date	1/21/2023	Frandsen Bank	10100	Total	\$160.00
Refer	0	AMAZON CAPITAL SERVICES			
Cash Payment	E 101-41000-200	Supplies	Office supplies		\$69.93
Invoice 17D33Q3GGWD	1/21/2023				
Transaction Date	1/21/2023	Frandsen Bank	10100	Total	\$69.93
Refer	0	AWWA			
Cash Payment	E 601-49400-433	Dues and Subscriptions	2023 Membership dues		\$79.00
Invoice 7002083414	2/2/2023				
Transaction Date	2/2/2023	Frandsen Bank	10100	Total	\$79.00
Refer	0	ABDO FINANCIAL SOLUTIONS, LL			
Cash Payment	E 101-41000-301	Auditing and Acct g Ser	Feb 23 Professional Financial Management Services		\$4,712.50
Invoice 466531	2/1/2023				

City of Dundas

02/09/23 12:56 PM

Page 5

Payments

Current Period: January 2023

Cash Payment	E 225-43150-301	Auditing and Acct g Ser	Feb 23 Professional Financial Management Services		\$362.50
Invoice	466531	2/1/2023			
Cash Payment	E 601-49400-301	Auditing and Acct g Ser	Feb 23 Professional Financial Management Services		\$906.25
Invoice	466531	2/1/2023			
Cash Payment	E 602-49450-301	Auditing and Acct g Ser	Feb 23 Professional Financial Management Services		\$906.25
Invoice	466531	2/1/2023			
Cash Payment	E 603-49500-301	Auditing and Acct g Ser	Feb 23 Professional Financial Management Services		\$362.50
Invoice	466531	2/1/2023			
Transaction Date	2/1/2023		Frandsen Bank	10100	Total \$7,250.00
Refer	0	ALBERS A & A PORTABLE SVCS			
Cash Payment	E 101-45200-413	Rental	Ice Rink Port-a-potty		\$125.00
Invoice	550194208	2/2/2023			
Transaction Date	2/2/2023		Frandsen Bank	10100	Total \$125.00
Refer	0	APG MEDIA OF SOUTHERN MN			
Cash Payment	G 430-22022	Escrow- Johnson-Reiland	PH Notice - Johnson-Reiland		\$108.00
Invoice	111300123	1/31/2023			
Transaction Date	1/31/2023		Frandsen Bank	10100	Total \$108.00
Refer	0	BADGER METER			
Cash Payment	E 601-49400-210	Supplies/Water Meter, E	ORION CELLULAR LTE SERV UNIT		\$666.90
Invoice	80117190	1/30/2023			
Transaction Date	1/30/2023		Frandsen Bank	10100	Total \$666.90
Refer	0	BAKER TILLY MUNICIPAL ADVISO			
Cash Payment	E 305-47000-300	Professional Services	2022 Continuing Disclosure Services		\$320.00
Invoice	BTMA18157	1/28/2023			
Cash Payment	E 601-47000-310	Professional Services	2022 Continuing Disclosure Services		\$320.00
Invoice	BTMA18157	1/28/2023			
Cash Payment	E 602-47000-310	Professional Services	2022 Continuing Disclosure Services		\$320.00
Invoice	BTMA18157	1/28/2023			
Cash Payment	E 300-47000-300	Professional Services	2022 Continuing Disclosure Services		\$320.00
Invoice	BTMA18157	1/28/2023			
Cash Payment	E 304-47000-300	Professional Services	2022 Continuing Disclosure Services		\$320.00
Invoice	BTMA18157	1/28/2023			
Transaction Date	1/28/2023		Frandsen Bank	10100	Total \$1,600.00
Refer	0	BY ALL MEANS GRAPHICS			
Cash Payment	E 101-42100-200	Supplies	M Summer business cards		\$70.00
Invoice	15908	2/3/2023			
Transaction Date	2/3/2023		Frandsen Bank	10100	Total \$70.00
Refer	0	BlueCross BlueSheild			
Cash Payment	G 101-21713	Vision Insurance	Jan 2023 Vision		\$30.66
Invoice	2.30201E+11	2/1/2023			
Transaction Date	2/1/2023		Frandsen Bank	10100	Total \$30.66
Refer	0	CAMPBELL KNOTSON			
Cash Payment	E 101-41000-304	Legal Fees	201 Railway Street South services		\$584.94
Invoice	10141000304	1/31/2023			

City of Dundas

Payments

02/09/23 12:56 PM
Page 6

Current Period: January 2023

Cash Payment	G 430-22006	Escrow - 80 West Ave	West Ave Services	\$96.00
Invoice	10141000304	1/31/2023		
Cash Payment	E 101-41000-304	Legal Fees	general services	\$1,262.40
Invoice	10141000304	1/31/2023		
Transaction Date	1/31/2023		Frandsen Bank 10100	Total \$1,943.34
Refer	0	AMAZON CAPITAL SERVICES		
Cash Payment	E 101-41000-200	Supplies	#9 Double Window Envelopes	\$26.09
Invoice	1WF3-734R-HXP	1/21/2023		
Transaction Date	2/8/2023		Frandsen Bank 10100	Total \$26.09
Refer	0	Municipal Inspections Inc		
Cash Payment	E 101-42400-311	Bldg Permit Expense	Permit#4740 -Permit Fees	\$391.88
Invoice	4740	2/3/2023		
Cash Payment	E 101-42400-312	Plan Review Expense	Permit#4740 -Permit Fees	\$331.14
Invoice	4740	2/3/2023		
Transaction Date	2/8/2023		Frandsen Bank 10100	Total \$723.02
Refer	0	XCEL ENERGY		
Cash Payment	E 101-43124-381	Electricity	Other recurring charges	\$2,134.70
Invoice	815089396			
Cash Payment	E 101-43124-381	Electricity	403 stafford rd	\$35.30
Invoice	815089396			
Cash Payment	E 101-45200-381	Electricity	101 Railway St s	\$13.79
Invoice	815089396			
Cash Payment	E 101-45200-381	Electricity	214 1st st s	\$100.54
Invoice	815089396			
Cash Payment	E 601-49400-381	Electricity	108 hagerty	\$306.55
Invoice	815089396			
Cash Payment	E 602-49450-381	Electricity	1000 railway st n lift/pump	\$456.75
Invoice	815089396			
Cash Payment	E 602-49450-381	Electricity	1000 cannon rd	\$202.56
Invoice	815089396			
Cash Payment	E 601-49400-381	Electricity	1000 cannon rd	\$202.56
Invoice	815089396			
Cash Payment	E 601-49400-381	Electricity	800 co rd 1	\$727.66
Invoice	815089396			
Cash Payment	E 602-49450-381	Electricity	1618 Pinnacle	\$345.51
Invoice	815089396			
Cash Payment	E 601-49400-381	Electricity	694 railway st s	\$121.83
Invoice	815089396			
Cash Payment	E 601-49400-381	Electricity	1189 BWP	\$13.23
Invoice	815089396			
Cash Payment	E 101-45200-381	Electricity	215 railway st s	\$65.20
Invoice	815089396			
Cash Payment	E 601-49400-381	Electricity	1185 BWP	\$2,606.74
Invoice	815089396			
Cash Payment	E 101-45200-381	Electricity	1205 BWP	\$168.22
Invoice	815089396			
Cash Payment	E 101-42100-381	Electricity	108 demann ct PW	\$340.71
Invoice	815089396			

City of Dundas Payments

02/09/23 12:56 PM
Page 7

Current Period: January 2023

Cash Payment	E 101-43100-381	Electricity	108 demann ct PD		\$340.70
Invoice 815089396					
Cash Payment	E 101-43124-381	Electricity	6156 110th st		\$104.89
Invoice 815089396					
Cash Payment	E 101-41000-381	Electricity	City Hall Unit		\$367.36
Invoice 815089396					
Cash Payment	E 101-41000-381	Electricity	City Hall		\$696.52
Invoice 815089396					
Transaction Date	2/8/2023		Frandsen Bank	10100	Total \$9,351.32

Fund Summary

	10100 Frandsen Bank
101 GENERAL FUND	\$25,663.74
225 STORM SEWER	\$6,234.25
300 2013A GO BONDS	\$320.00
304 2018A GO BONDS	\$320.00
305 2020A GO BONDS	\$820.00
426 PARKS & REC. CAPITAL OUTLAY	\$3,891.75
430 ESCROW DEPOSITS	\$1,417.00
601 WATER	\$10,066.34
602 SEWER	\$3,814.23
603 REFUSE	\$8,967.35
	\$61,514.66

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$61,514.66
Total	\$61,514.66

City of Dundas Payments

02/09/23 12:57 PM
Page 1

Current Period: January 2023

Payments Batch 2823 2022 invoices						\$18,299.34	
Refer	0 CITY OF NORTHFIELD					-	
Cash Payment	E 602-49450-385	Sewer Utilities	Sewer utilities			\$17,986.84	
Invoice Dec	1/23/2023						
Transaction Date	1/23/2023	Frandsen Bank	10100	Total		\$17,986.84	
Refer	0 NORTHFIELD HOSPITAL					-	
Cash Payment	E 101-42100-306	Recruitment	Preplacement Exam - PD			\$200.00	
Invoice 1	1/9/2023						
Transaction Date	1/9/2023	Frandsen Bank	10100	Total		\$200.00	
Refer	0 ALDRICH TECNNNOLOGY CONSULT					-	
Cash Payment	E 101-41000-310	Professional Services	Updated multiple PCs			\$112.50	
Invoice 7925	1/23/2023						
Transaction Date	1/23/2023	Frandsen Bank	10100	Total		\$112.50	

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND	\$312.50	
602 SEWER	\$17,986.84	
	\$18,299.34	

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$18,299.34
Total	\$18,299.34



REQUEST FOR CITY COUNCIL ACTION

TO: City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Approving the Agreement between the City and Eckberg Lammers for Criminal Prosecution Services

DATE: For the City Council Meeting of February 13, 2023

PURPOSE/ACTION REQUESTED

Consider approving the attached agreement between the City and Eckberg Lammers for Criminal Prosecution Services.

SUMMARY

In 2017 the City posted an RFP for Criminal Prosecution Services and awarded the agreement to Eckberg Lammers for 2018 – 2021. They continued to provide the service in 2022 as well.

The attached represents an agreement for 2023-2027.

In 2021 and 2022 the annual flat fee rate was \$7,900 and the new agreement carries that flat rate fee through 2023. Thereafter, the rate increases 3% annually through 2027 which is the same percentage increase year over year from the previous agreement.

RECOMMENDATION

Motion to approve the agreement with Eckberg Lammers for criminal prosecution services for 2023-2027.

▼ AGREEMENT FOR CRIMINAL PROSECUTION SERVICES

This Agreement, entered into between the City of Dundas, a Minnesota Municipal Corporation (City) and the Law Firm of Eckberg Lammers, P.C., (Criminal Prosecution Attorney) as of January 1, 2023 provides as follows:

ARTICLE I:
BACKGROUND: FINDINGS

- 1.1 Authority. The appointment and removal of the Criminal Prosecution Attorney are made by the City Council.
- 1.2 Council Determination. At a duly called regular meeting of the City Council it was determined that the law firm of Eckberg Lammers, P.C. be engaged as Criminal Prosecution Attorney, with Thomas J. Weidner of that firm serving as chief prosecutor for the City. This agreement between the firm and the City sets forth the terms and conditions of the engagement.

ARTICLE II:
TERMS AND CONDITIONS

- 2.1 Consideration. In consideration of the mutual promises and conditions contained in this Agreement, the City and the Criminal Prosecution Attorney agree to the terms and conditions as set forth herein.
- 2.2 Criminal Prosecution Attorney Appointment. The City appoints the firm of Eckberg Lammers, P.C. as Criminal Prosecution Attorney, with Thomas J. Weidner acting as primary chief prosecutor for the City.
- 2.3 Usual and Customary Criminal Prosecution Services. The Criminal Prosecution Attorney agrees to perform all usual and customary criminal prosecution services for the City in accordance with the terms of this Agreement, including, but not limited to the following primary responsibilities for the criminal prosecution services:

General Responsibilities:

Represent and prosecute all criminal law matters within the City's jurisdiction, included but not limited to scheduling, and attending all necessary hearings, trials, arraignments, and post-conviction hearing as required, coordinating officer and witness appearances, reviewing all criminal cases presented for purposes of prosecution, determine technical compliance with criminal code and other state statutes, writing complaints, making recommendations to the Court for alternatives to prosecution where appropriate, act as a resource to the Police Department in the development of criminal cases, and provide training sessions for Police and other City staff as needed.

Provide timely pursuit of disposition of criminal case in advance of actual Court cases to avoid unnecessary officer Court time.

Process and prosecute forfeiture cases on behalf of the Police Department.

The Criminal Prosecution Attorney is required to be knowledgeable in a variety of legal areas, including but not limited to:

- * Criminal Prosecution
- * Trial Activity
- * General Municipal Laws
- * City Code Issues related to criminal prosecution
- * General State and Federal Laws relating to prosecution matters
- * General Government Data Practices related to rules of discovery and criminal prosecution

The Criminal Prosecution services that are required by the City and covered by a fixed retainer fee include, but are not limited to, the following areas:

1. Meetings and/or telephone conversations with and advising City Administrator and Police Chief, police officers and other authorized staff on general criminal legal matters.
2. Research and submission of legal opinions on criminal legal matters requested by the City Administrator, Police Chief or other authorized staff, availability to answer staff questions by telephone.
3. Legal consultation and general support for City Administrator and Police Chief and other authorized staff on general criminal legal matters.
4. Provide a high level of customer service by responding in a prompt matter.
5. Prosecute all petty misdemeanor, misdemeanor and statutorily delegated gross misdemeanor offense committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including, but not limited to, traffic violations, DUI cases, and City Code violations that are prosecuted criminally.
6. Provide advice, consultation and training where required to the City's Police Department and to all other departments of the City in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
7. Prepare criminal complaints where facts warrant.
8. Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
9. Prepare appropriate pre-trial notices as required.
10. Seek such additional investigation as required.
11. Negotiate and enter plea bargains where deemed advisable.
12. Represent the City at all pre-trial motions.

13. Perform all legal research and prepare briefs when required.
14. Try all jury and court cases as necessitated.
15. Review ordinances for criminal prosecution as requested.
16. Render written opinions to law enforcement on criminal prosecution matters where requested, including interpretation of statutes, ordinances, rules and regulations.
17. Ensure proper notifications and preparation of police officers and staff for trial.
18. Assist in resolving criminal prosecution matters not resulting in litigation.
19. Assist the City and law enforcement in efficient disposition of DUI-related forfeitures arising from cases handled by the Criminal Prosecution Attorney.
20. Examine, evaluate and provide representation for all appeals to the Appellate Courts.

As part of the firm's comprehensive flat fee prosecution services, no charges are ever imposed for phone calls. The firm encourages police officers and staff to contact any of our prosecuting attorneys. If a phone call evolves into a project or work item, that item shall be covered by the flat fee retainer agreement. The firm has found its law enforcement clients welcome this approach, as it provides for unfettered legal advice without imposing financial pressure on the given department.

2.4 Compensation for Criminal Prosecution Services. For Criminal Prosecution Services for the years 2023 - 2027, the City agrees to compensate the Criminal Prosecution Attorney as follows:

	2023	2024	2025	2026	2027
Retainer Fee*	\$7,900	\$8,137	\$8,381	\$8,632	\$8,891
Hourly Attorney *	\$250	\$250	\$250	\$250	\$250

* Retainer Fee: Annual Amount to be paid in 12 equal installments.

* Hourly Attorney: The hourly rates for all attorneys will be the same and shall only apply to matters not related to or covered by this agreement. Such fees will be specifically agreed to by the City prior to any undertaking of legal services by the Criminal Prosecution Attorney.

2.5 Compensation for Expenses. The City will compensate the Criminal Prosecution Attorney for the following actual and necessary expenses incurred by the Criminal Prosecution Attorney on behalf of the City:

The Criminal Prosecution Attorney passes through the following charges to the City at cost:

- * Process Server Fees
- * Court Filing Fees
- * Document Recording and Closing Fees

* Court Reporter Transcription Fees

- 2.6 Billing Statements. Billings by the Criminal Prosecution Attorney to the City for services will be on a monthly basis, except as may otherwise be agreed upon by the parties. The billing statement shall be of sufficient detail to adequately inform the City concerning the services performed and the nature and extent of costs and disbursements. The statement shall also contain a summary that shows the total fees, charges and disbursements.
- 2.7 Term of Agreement. The term of this Agreement shall be for five years. The rates specified in this Agreement will remain in effect for the term of this Agreement.
- 2.8 Chief Prosecutor. It is the intention of the parties and it is hereby agreed by the Criminal Prosecution Attorney, the term "Chief Prosecutor" as used herein means and refers to Thomas J. Weidner, who will supervise and be responsible to the City for the criminal prosecution services provided.
- 2.9 Entire Agreement. This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire Agreement between the City and the Criminal Prosecution Attorney, and supersedes any other written or oral agreements between the City and the Criminal Prosecution Attorney. This Agreement can only be modified in writing signed by the City and the Criminal Prosecution Attorney.
- 2.10 Termination. This Agreement may be terminated by the City at any time or by the Criminal Prosecution Attorney upon 60 days written notice.
- 2.11 Conflict of Interest. The Criminal Prosecution Attorney shall use best efforts to meet all professional obligations to avoid conflict of interest and appearances of impropriety in representation of the City. In the event of a conflict, the Criminal Prosecution Attorney shall arrange for suitable alternative legal representation. It is the intent of the Criminal Prosecution Attorney to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.
- 2.12 Agreement Not Assignable. Except as provided in Paragraph 2.11 of this Agreement relating to conflicts of interest, the rights and obligations created by this Agreement may not be assigned by either party.
- 2.13 Agreement Not Exclusive. The City retains the right to hire other legal representatives for specific legal matters.
- 2.14 Independent Contractor Status. All services provided by the Criminal Prosecution Attorney pursuant to this Agreement shall be provided by the Criminal Prosecution Attorney as an independent contractor and not as an employee of the City for the purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.
- 2.15 Work Product. All records, information, materials and other work product prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City.

- 2.16 Insurance and Indemnification. Criminal Prosecution Attorney agrees to maintain a valid policy of Professional Liability Insurance for the duration of this Agreement. The value of the policy shall not be less than the cap of municipal tort liability as established by Minnesota Statutes. Criminal Prosecution Attorney further agrees to defend, indemnify, and hold harmless the City, its agents and employees against all causes of actions against the City or any of its agents or employees that arise from or as a result of the Criminal Prosecution Attorney's negligent actions or advice under the terms of this Agreement.
- 2.17 Data Practices Act Compliance. Data provided to the Criminal Prosecution Attorney under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- 2.18 Choices of Law and Venue. This Agreement shall be governed by the construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the State or Federal Courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their proper officers and representatives as the day and year first above written.

CITY OF DUNDAS

Dated: _____

Mayor

Dated: _____

City Administrator

Dated: _____

Thomas J. Weidner
Criminal Prosecuting Attorney



MEMORANDUM

To: Honorable Mayor and City Council
Dundas, Minnesota

From: Dustin M Tipp, P.E.
City Engineer

Date: February 13, 2023

Re: Accept the 2022 Pavement Management Report

Introduction

Attached is the 2022 Pavement Management Report.

Background

In 2022 Staff completed detailed, visual inspections of all roadways within the City to assess the condition of the City's pavement infrastructure. The data collected was used to generate the 2022 Pavement Management Report, which outlines the condition of each segment of roadway within the City and recommends maintenance and rehabilitation activities to extend the life of the pavement. The Pavement Management Report will allow Staff to plan and budget for future roadway maintenance projects, that ultimately extend the life of the pavement in a way that minimizes costs to taxpayers.

The information in the 2022 Pavement Management Report was review by Council at the Council Meeting on January 23rd, 2023.

Alternatives

1. Motion to Accept the 2022 Pavement Management Report.
2. Deny the request.

Staff Recommendation

Alternative No. 1: Motion to Accept the 2022 Pavement Management Report.

Attachments

1. 2022 Pavement Management Report

August 24, 2022

2022 PAVEMENT MANAGEMENT REPORT

Dundas, MN



PREPARED FOR: CITY OF DUNDAS
100 RAILWAY STREET NORTH
DUNDAS, MN 55019

WSB PROJECT NUMBER: 019661-000

Table of Contents

I. Executive Summary	2
II. Introduction.....	3
III. Pavement Condition Report Update.....	4
Pavement Lifecycle	4
Existing Pavement Conditions	5
Pavement Rating Examples	6
IV. Recommended Maintenance Action	11
Corrective Maintenance	11
Preventative Maintenance	11
Overlay/Mill and Overlay	13
Reclamation	13
Reconstruction.....	14
Pavement Forensics	14
Appendices.....	15
Appendix A: PCI and Condition Category Maps	16
Appendix B: PCI Values by Segment.....	18

I. Executive Summary

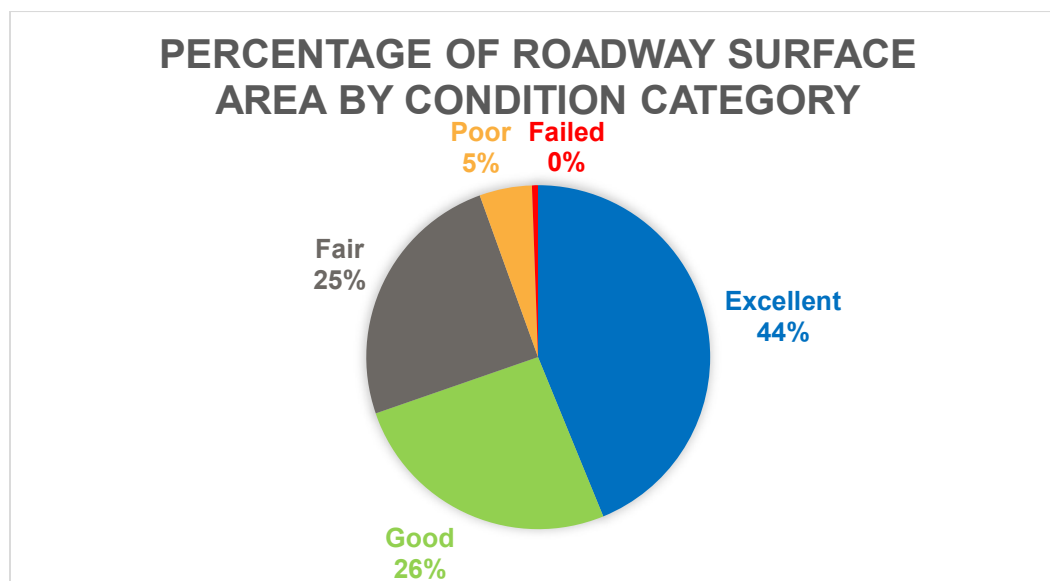
This report summarizes the findings of the pavement inspection of the road segments in Dundas performed by WSB & Associates and completed in July 2022. The report gives an overview of the condition of roads in the city but is not intended to be a final document on public policy or city planning and is subjected to change upon review by City Council. Gravel roads and segments the city did not want included in the analysis are not covered in this document.

A summary of the pavement condition report is listed below:

- 11 miles of City road were evaluated in Dundas.
- The current weighted average Pavement Condition Index (PCI) for bituminous roads in Dundas is 80.9. PCI is based on a 0 to 100 scale, with higher PCI values corresponding to better road conditions. This weighted average is calculated from the PCI values generated on each segment of roadway. A road's PCI is based on the quantity and severity of pavement distresses identified in the field. Any type of road maintenance (i.e. patching or crack sealing) done prior to inspections is accounted for in the PCI value.

Each segment of bituminous roadway was sorted into one of five broad categories based on their PCI value. Figure I.1. shows the percentage of bituminous roadways in each condition category in terms of surface area.

Figure I.1. Percent of System in Each Pavement Condition Category.



The largest category by far is the Excellent category with 44% of road surface qualifying for the top grouping. Additionally, less than 1% of all roads have reached the Failed category; this is a sign Dundas has done well managing its pavement system. The analysis included aims to protect the investment already made in the network by establishing maintenance standards and prioritizing maintenance treatments.

II. Introduction

A pavement management program includes a systematic method of conducting a detailed distress survey to evaluate the condition of roads in a network, followed by performing a cost-effective analysis of various maintenance and rehabilitation strategies. This assists decision makers in making the best decision on the use of available resources. The pavement management ideology, if successfully implemented, can result in improvement of the life cycle costs, performance, and service life of roads. The main objectives of a pavement management program are to maintain a high-level network, evaluate the effectiveness of different alternatives, and optimize timing of maintenance and rehabilitation activities. These objectives can be met by routinely conducting inspections and determining the condition of a system of roads. The data is typically managed within a pavement management software which can manage, sort, and store the collected information. Through this software, various models can be generated that allows the user to customize maintenance protocols, run different budget scenarios, and evaluate the outcomes of each scenario.

By conducting a pavement management analysis, the City is showing their willingness to continue looking for ways to improve their network of roads and extend the life of their pavement. On top of that, the benefits of a pavement management program extend beyond helping a City improve the average condition of its pavement. Better pavement results in less wear and damage to vehicles that travel the roads. Extending the life of a road reduces the frequency of major reconstruction projects that require lengthy detours and delays to travelers. Safety is improved by giving drivers a surface that allows them to stop quickly and predictably. Achieving the maximum service life of a road is also more sustainable for the environment by reducing the amount of material and fuel that is needed when pavement needs to be completely replaced.

Overall, a pavement management plan should improve the safety for a road network's users and the sustainability of its pavement maintenance while minimizing the costs to taxpayers. This document is designed to act as a guide to help the City manage its pavement. However, it is not the only source of information decision makers should use. It is important to also consult with maintenance staff and review other factors that cannot be accurately included a model. Circumstances unique to a specific City are hard to capture in a scientific analysis and may take precedent over the recommendations provided. WSB can provide Dundas more in-depth pavement analysis as well as help creating a specific capital improvement plan if requested.

III. Pavement Condition Report Update

Pavement Lifecycle

Pavement is constructed to meet the demands of traffic and the environment for a certain design period. The Pavement Condition Index (PCI) of the roadway declines as traffic and time slowly take their toll on newly constructed pavement. Figure III.1. shows the typical life expectancy of pavement based on data obtained from the Army Corps of Engineers.

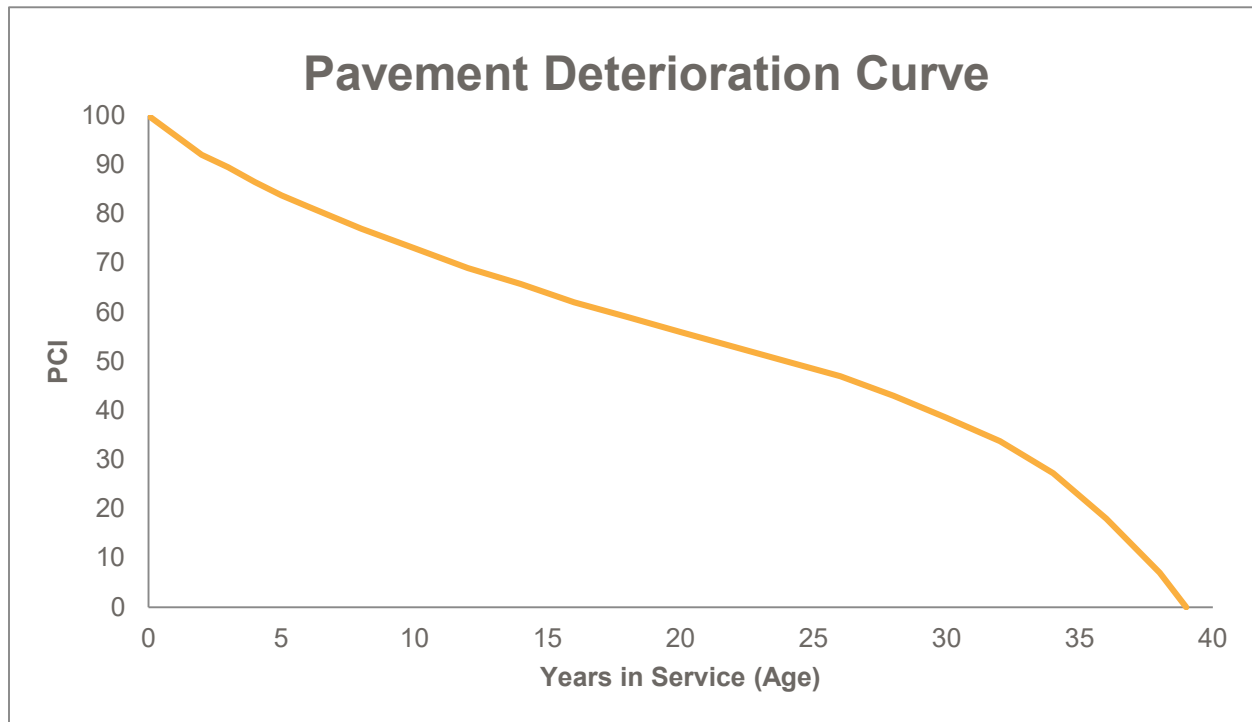


Figure III.1. Typical Pavement Deterioration Curve

This curve exhibits standard behavior when no maintenance is implemented. Each repair or preservation technique applied increases the PCI of a segment and increases its expected life by delaying degradation. The PCI values used in this report are based on a surface inspection of the City's streets. Surface inspections provide a good indication of the pavement and what riders experience when driving the road. However, they do not capture the sub-surface of a pavement structure. Pavement forensics such as pavement coring are required to analyze the entire depth of the road. Some repairs such as patching often improve the PCI of a road but fail to address underlying issues that will continue to cause deterioration. The recommendations in this report seek to keep PCI values high but also maintain the underlying layers of pavement for each segment.

Existing Pavement Conditions

PCI values are used to evaluate pavement condition on a scale from 0 to 100 with 100 being a perfect roadway that exhibits no distress. Table III.1. displays the PCI categories that the engineering staff at WSB use to describe the condition of bituminous roadways along with the maintenance strategy typically implemented on roads in that condition.

Table III.1. Pavement Condition Categories Based on PCI Values

Category	Pavement Condition Index (PCI)	Recommended Strategy
Excellent	85.01 – 100.00	Corrective Maintenance
Good	75.01 – 85.00	Preventative Maintenance
Fair	58.01 – 75.00	Mill/Overlay
Poor	40.01 – 58.00	Reclamation
Failed	0.00 – 40.00	Reconstruction

PAVER, an asset management software, was used to record and estimate the condition of each road segment. The software calculates PCI using deduct values that are based on the type, severity, and quantity of the visible pavement distresses on each road. Examples of asphalt pavement distresses include alligator cracking, longitudinal/transverse cracking, and potholes. Distress severity is classified as either low, moderate, or high. Depending on the type of distress, quantity is measured as the number of occurrences, length, or area.

The PCI values generated were based on a visual inspection and the corresponding recommended maintenance strategies should only be used as a guideline. In some cases, pavement forensics such as coring may be needed to supplement visual inspections and provide more information regarding roadway condition.

This report shows updated pavement conditions for all road segments requested by the City. Most bituminous roadways at the time of inspection were in Excellent or Good condition and few were in the Failed and Poor categories. Table III.2. shows how much of the City's pavement is in each condition category.

Table III.2. City Roads by Condition Category

Pavement Condition Index	Mileage	Percent of System by Area
Excellent Category (85.01 – 100.00)	4.7	43.8 %
Good Category (75.01 – 85.00)	2.8	25.9 %
Fair Category (58.01 – 75.00)	2.9	24.8 %
Poor Category (40.01 – 58.00)	0.6	4.9 %
Failed Category (0.00 – 40.00)	0.1	0.6 %

Appendix A includes maps of all the inspected road segments in the City with their PCI values and condition categories. Appendix B displays the PCI values of every inspected segment.

Pavement Rating Examples

PCI Rating = 40: Failed

Bridge St (Segment ID: 35)

When a road's PCI rating is 40 or below, the pavement shows high severity distresses at multiple locations or extensive moderate and low severity distresses. The street has deteriorated to the point where the structural integrity has diminished along with the driving surface. Drivers using segments of this condition experience bumpy and rough rides. Typically, streets of this category require reconstruction. Reconstruction involves removing the pavement at full depth, through the surface layers of asphalt and into the gravel base, and constructing the street to its original state. Reconstruction is very costly, so every effort should be made to keep streets from entering this category.



Detailed Distresses on Segment Shown:

- Alligator Cracking, Moderate Severity, 1.83%
- Block Cracking, Low Severity, 0.89%
- Edge Cracking, Low Severity, 0.83%
- Edge Cracking, Moderate Severity, 1.54%
- Edge Cracking, High Severity, 0.35%
- Longitudinal/Transverse Cracking, Low Severity, 5.41%
- Longitudinal/Transverse Cracking, Moderate Severity, 2.92%
- Patching, Low Severity, 15.75%
- Potholes, Low Severity, 0.08%
- Weathering, Moderate Severity, 100%

PCI Rating = 48: Poor***Forest Ave (Segment ID: 38)***

Roads in the Poor category are at the point where the number and severity of distresses dramatically worsen. Moderate and high severity distresses become common. Drivers experience many bumps while using these streets. Maintenance tactics such as crack sealing and seal coating are not effective, as the pavement has deteriorated beyond the point of repair. If the damage has not yet reached the base of the road, reclamation is recommended. Reclamation is an in-place recycling method for reconstruction of flexible pavements using the existing pavement section material as the base for a new roadway-wearing surface. While reclamation projects are much cheaper than reconstructions, it is still a costly procedure.

Detailed Distresses on Segment Shown:



- Alligator Cracking, Low Severity, 0.81%
- Alligator Cracking, Moderate Severity, 1.27%
- Block Cracking, Moderate Severity, 0.42%
- Edge Cracking, Moderate Severity, 0.63%
- Longitudinal/Transverse Cracking, Low Severity, 1.06%
- Longitudinal/Transverse Cracking, Moderate Severity, 1.09%
- Potholes, Low Severity, 0.05%
- Potholes, High Severity, 0.02%
- Weathering, Moderate Severity, 100.00%

PCI Rating = 69: Fair***Depot St N (Segment ID: 30)***

Segments rated as Fair may have a few moderate and severe distresses but usually only have mild widespread distresses. The road shows wear but it is still structurally sound. Drivers may experience some bumps while using these segments, but the driving surface is mostly smooth. Typically, streets in this category can be rehabilitated with a mill and overlay. This method involves milling off the top part of the pavement and replacing it with a new lift of fresh asphalt. Milling eliminates most of the distresses since they are usually mild and still only on the surface. The overlay provides a new driving surface while utilizing the existing base which is still in adequate condition. This strategy prevents the pavement from deteriorating past the point where repairing it is no longer cost-effective.

**Detailed Distresses on Segment Shown:**

- Alligator Cracking, Moderate Severity, 0.79%
- Edge Cracking, Low Severity, 0.81%
- Edge Cracking, Moderate Severity, 0.18%
- Longitudinal/Transverse Cracking, Low Severity, 1.79%
- Longitudinal/Transverse Cracking, Moderate Severity, 0.94%
- Weathering, Moderate Severity, 100.00%

PCI Rating = 81: Good
Stoneridge (Segment ID: 92)

Streets with a rating of Good have experienced enough freeze thaw cycles to show signs of distress. These distresses are usually mild with some moderate distresses also present. Drivers on these segments encounter mostly smooth rides with few bumps. While the distresses may still be relatively minor, they are prime candidates for preventative maintenance techniques. It is recommended that the City use a combination of crack sealing, chip sealing, and fog sealing to restore segments in the Good category. These strategies are relatively cheap and extremely cost-effective ways to extend the life of the pavement.



Detailed Distresses on Segment Shown:

- Longitudinal/Transverse Cracking, Low Severity, 1.61%
- Longitudinal/Transverse Cracking, Moderate Severity, 0.81%
- Weathering, Moderate Severity, 100.00%

PCI Rating = 93: Excellent***Hester St (Segment ID: 80)***

If a pavement section is categorized as Excellent, it will have been recently resurfaced or constructed. Distresses can be present but they usually mild in severity. Drivers will experience few if any bumps while traveling the segment. In most cases no maintenance is required on Excellent pavement. However, the City should be proactive by crack sealing seams and any early cracks to prevent seepage into the base of the road

**Detailed Distresses on Segment Shown:**

- Longitudinal/Transverse Cracking, Low Severity, 1.12%
- Weathering, Low Severity, 100.00%

IV. Recommended Maintenance Action

The information provided in this pavement management report is based on a systematic method of inspecting and rating the pavement condition of roads in the City's network, followed by an analysis of various cost-effective maintenance and rehabilitation strategies which can aid in making the best decisions on the use of available resources. It can also be used to provide updated data regarding the current pavement management plan. Dundas has many options at their disposal for pavement rehabilitation and preventative maintenance including reconstruction, reclamation, mill and overlays, and seal coats that extend the life of a roadway. Each of these treatments should last several years and be cost-effective if correctly implemented at the right time. WSB recommends using the recommended strategies listed in table III.1. However, this general recommendation is not perfect for every situation and should serve only as a general guide. A detailed explanation of each recommended maintenance activity is included below.

Corrective Maintenance

Corrective maintenance is used to fix a road segment that is not performing as expected. This may be the result of improper construction or unforeseen conditions. This typically involves crack sealing or patching. Corrective maintenance is recommended for roads in Excellent condition because these segments should not need any major maintenance other than minor crack sealing unless the pavement behaves unpredictably.

Preventative Maintenance

Preventative maintenance is defined as treatment to an existing road that will help preserve and protect the pavement, while also slowing future deterioration. This type of maintenance improves the condition of the system without increasing its structural capacity.

Implementing a preventative maintenance strategy is cost-effective and important since maintenance costs increase with pavement age. Preventative maintenance actions can be done at a much lower cost than preservation actions such as mill and overlays. By applying appropriate preventative maintenance before a road deteriorates, the pavement can be kept in good condition at a much lower cost. With proper preventative maintenance techniques, the life of an average paved road increases from 20 years to 60 years.

Preventative maintenance is best performed on newer pavements prior to the appearance of significant and/or severe distresses. There are many preventative maintenance applications that seek to protect pavement from deterioration. These treatments vary in effectiveness and price. Common preventative maintenance techniques include crack sealing, fog sealing, chip sealing, and chip sealing followed by fog sealing. A brief description and recommendations for these applications are included below. Less common techniques include rejuvenating, micro-surfacing, and slurry sealing. WSB would be happy to provide additional guidance on what types of preventative maintenance would work best for Dundas if needed. Patching can also be considered preventative maintenance, but it is usually implemented on small areas of severe distress. Additionally, patching a road to increase its PCI does not provide long term structural

improvement. Patching may be necessary to keep roads in serviceable condition but it should not be considered routine maintenance for every road.

Crack Seal

Crack sealing is done to prevent the intrusion of water and incompressible materials into cracks. When water enters cracks in pavement, it can soften the sub-base and base layers. This leads to the development of more severe distresses and ultimately the formation of potholes. In Minnesota where extensive freeze/thaw cycles exist, the water that enters the pavement structure through cracks can also lead to frost heaving issues. Crack sealing should be completed early in the life of a new pavement or overlay. For the most effective results, it should be performed 2 to 4 years after a new surface is constructed and periodically after that as deemed necessary. This technique will not improve the structural capacity of the pavement, but it will slow down future structural deterioration. In general, crack sealing should be done in coordination with other pavement preservation and rehabilitation treatments to enhance their performance. It may also be conducted as a stand-alone practice to increase pavement life through minimizing water and incompressible ingress and damage. Best practice is to seal cracks prior to fog seals, chip seals, overlays, and any other surface treatment. All moderate to high severity longitudinal, transverse, and block cracks between ¼ inch and ½ inch wide should be sealed. Cracks less than ¼ inch wide may be difficult to seal and should be filled with a surface treatment. Cracks wider than ¾ inch will require a mastic fill material. To mitigate roughness issues, overbanding or buildup of seal material on the surface of the pavement should be avoided. Finally, alligator cracks should be addressed through base repair or patching methods and should be largely removed prior to crack sealing. Crack sealing is an important first step to mitigating future pavement damage but adding a seal coat layer on top of sealed cracks provides significantly more protection from distresses. WSB recommends the City reference MnDOT Spec 3719, 3723, or 3725 for more information on crack sealing guidelines

Fog Seal

Fog sealing is another type of preventative maintenance in which asphalt emulsion is applied to the roadway to protect the surface from environmental aging, moisture damage, and oxidation. This preventative maintenance technique will not add any strength to the pavement. Fog sealing is typically completed one year after crack sealing. Typically, a fog seal will last 3 to 5 years. It is important to note that while the color of a fog seal may fade as early as a year after its application, a fog seal remains effective for as many as 2 to 4 years. WSB recommends the City reference MnDOT Spec 2355 for more information on fog sealing guidelines.

Chip Seal

Like a fog seal, the chip sealing process involves an application of a uniform layer of emulsified asphalt. However, chip sealing includes immediately applying by a layer of cover aggregate across the pavement surface. Pre-sweeping and filling of cracks should be done prior to the chip seal application. Chip sealing creates a waterproof surface membrane to the existing membrane, which helps to slow down the deterioration of the pavement from oxidation as well as to prevent the intrusion of water. Chip sealing is typically completed one year after crack sealing. Normally, a chip seal placed on a newer road will last 5 to 10 years. This assumes the

chip seal is protected during placement to allow proper curing time. Other factors that affect the performance of a chip seal include the type of binder that is used, the condition of the underlying road, and external factors such as plow damage. It is the responsibility of the owner to ensure that these external factors do not contribute to premature failure of a chip seal. Field surveys should assist in determining which roads are candidates for a chip seal. WSB recommends the City reference MnDOT Spec 2356 when considering chip sealing.

Chip Seal Followed by Fog Seal

A newer preventative maintenance strategy that has already proven cost-effective for cities includes combining the benefits of a chip seal and a fog seal. Applying a chip seal immediately followed by a fog seal extends the life of a traditional standalone chip seal project with some additional benefits. The fog seal over a chip seal provides for better chip retention resulting in a more durable surface and reducing the complaints from the public of chipped windows and rocks being tracked off the project. The public has been found to have a more positive opinion of the fog sealed chip seal projects because they appear as if the road was just overlaid at a reduced price and far less impact to roadway users.

The construction of this type of fix is the same as for the chip seal section in this report with the addition of a fog seal once the chip seal rock has been compacted. WSB would recommend applying CSS-1H emulsion at a rate of 0.10 gallons per square yard as a starting point. The application rate can depend on the rate of emulsion applied under the chip seal and the rock used so adjust as needed to the project conditions.

The City has reported having problems with standard chip seals in the past. Adding a fog seal on top of a chip seal is a way to reduce many of the issues experienced in the past. Engineers at WSB recently completed a statewide study on chip seals followed by fog seals and found they performed much better, were well-received by the public, and provided the cost-effective solution that seal coats are designed to deliver. For these reasons, chip seal followed by fog seal is recommended as the main preventative maintenance solution for the City.

Overlay/Mill and Overlay

An overlay involves placing a new layer of bituminous material on top of an existing asphalt surface. A mill and overlay requires grinding all or a portion of the in-place asphalt surface and topping the ground surface with a bituminous wearing course. This rehabilitation strategy provides a structural improvement to the roadway. We recommend conducting more investigation such as pavement coring to evaluate the subsurface conditions before implementing an overlay project. Information such as depths of pavement layers, signs of debonding, and distresses that are not visible from the road surface can be obtained through pavement coring. Applying an overlay to a pavement structure with inadequate subsurface conditions will cause the new surface to fail prematurely.

Reclamation

The most common types of reclamation are full-depth reclamations (FDR) and stabilized full-depth reclamations (SFDR). FDR involves pulverizing the full depth of bituminous and a portion of the underlying materials. That material then gets blended together and placed as a sound

base for new pavement. Typically, FDR reclaim depth is 12 inches, although it can be as deep as 18 inches. Excess FDR mixture may be removed to allow 6-inch lifts compaction. Additional rock may need to be provided if the mixture is expected to be deficient in crushing or gradation. The reclaimed mixture can be topped with different types of surface course, depending on the structural requirements and anticipated traffic level. A layer of tack coat needs to be applied prior to surface treatment to provide good bonding between the FDR mixture and surface course. SFDR involves the same process but includes mechanical, chemical, or bituminous stabilization. The typical minimum depth of stabilization is 4 inches, but it can go as deep as 6 inches. Mechanical stabilization involves the addition of new aggregate or recycled materials. Chemical stabilization includes the addition of lime, cement, fly ash, calcium chloride, or other proprietary products. The asphalt additives can be foamed asphalt or asphalt emulsion. These stabilizing agents if combined with additives, can help optimizing the FDR performance.

Reconstruction

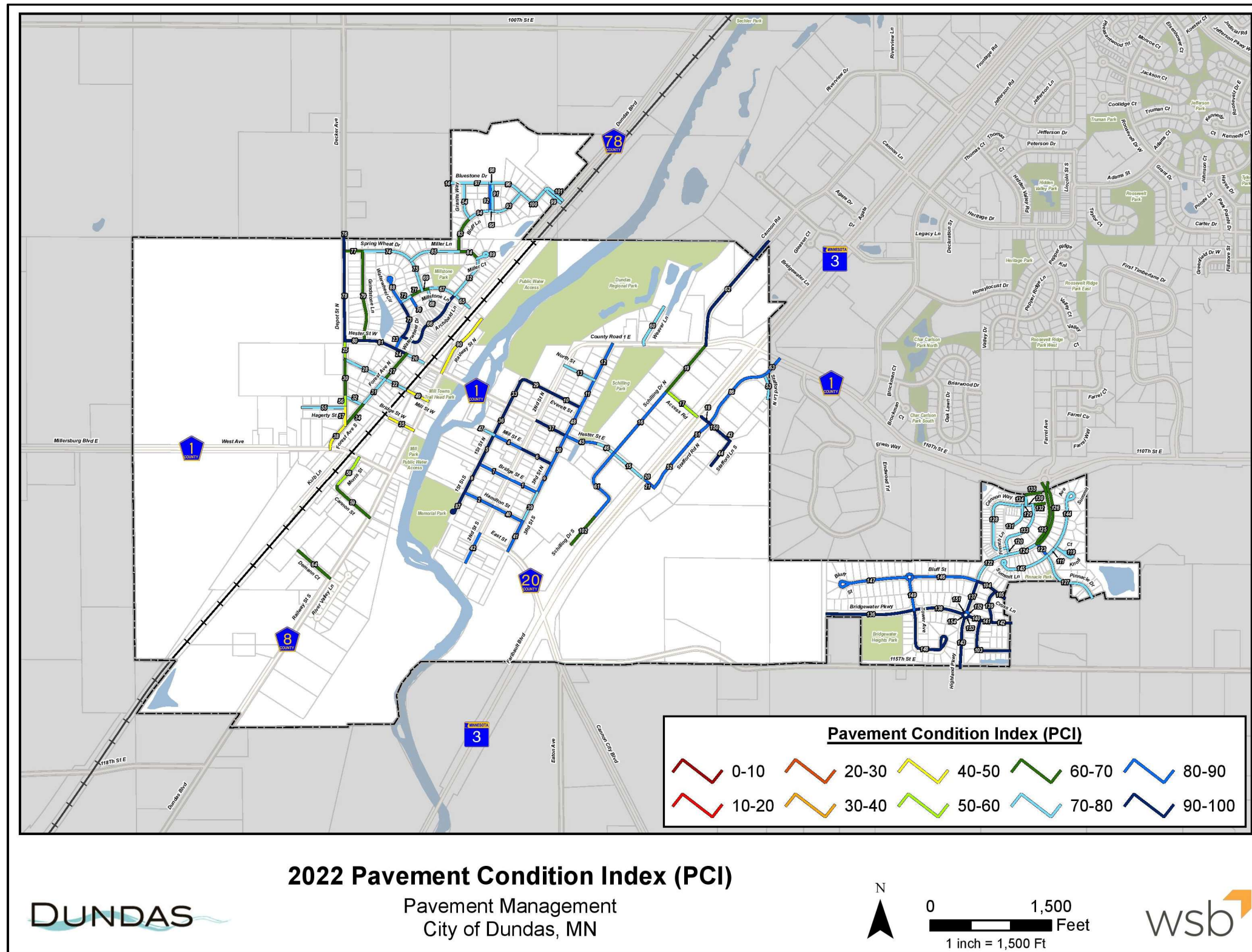
Reconstruction includes the complete replacement of the road's driving surface and pavement structure. The pavement along with its base layers are then replaced with new material. Asphalt mix type, ride specification, lift thicknesses, and compaction requirements must be in accordance to the specified standard. Selecting the specific appropriate reconstruction plan for a road requires more detailed investigation such as pavement coring. Each road segment requires a specific pavement design that considers existing subgrade materials and traffic loading to create the most effective pavement structure. Subsurface water management is a significant component of a reconstruction project. Thus, addressing roadway drainage is included in roadway reconstruction projects. When performing a reconstruction, it is important to consider the entire pavement structure that includes the base and subbase. A larger initial investment in thicker base and subbase layers along with edge drains provides the pavement with a stronger foundation that reduces damage from moisture under the surface. This produces pavement that is less susceptible to damage and has a longer expected life. WSB can provide specific reconstruction design recommendations if requested.

Pavement Forensics

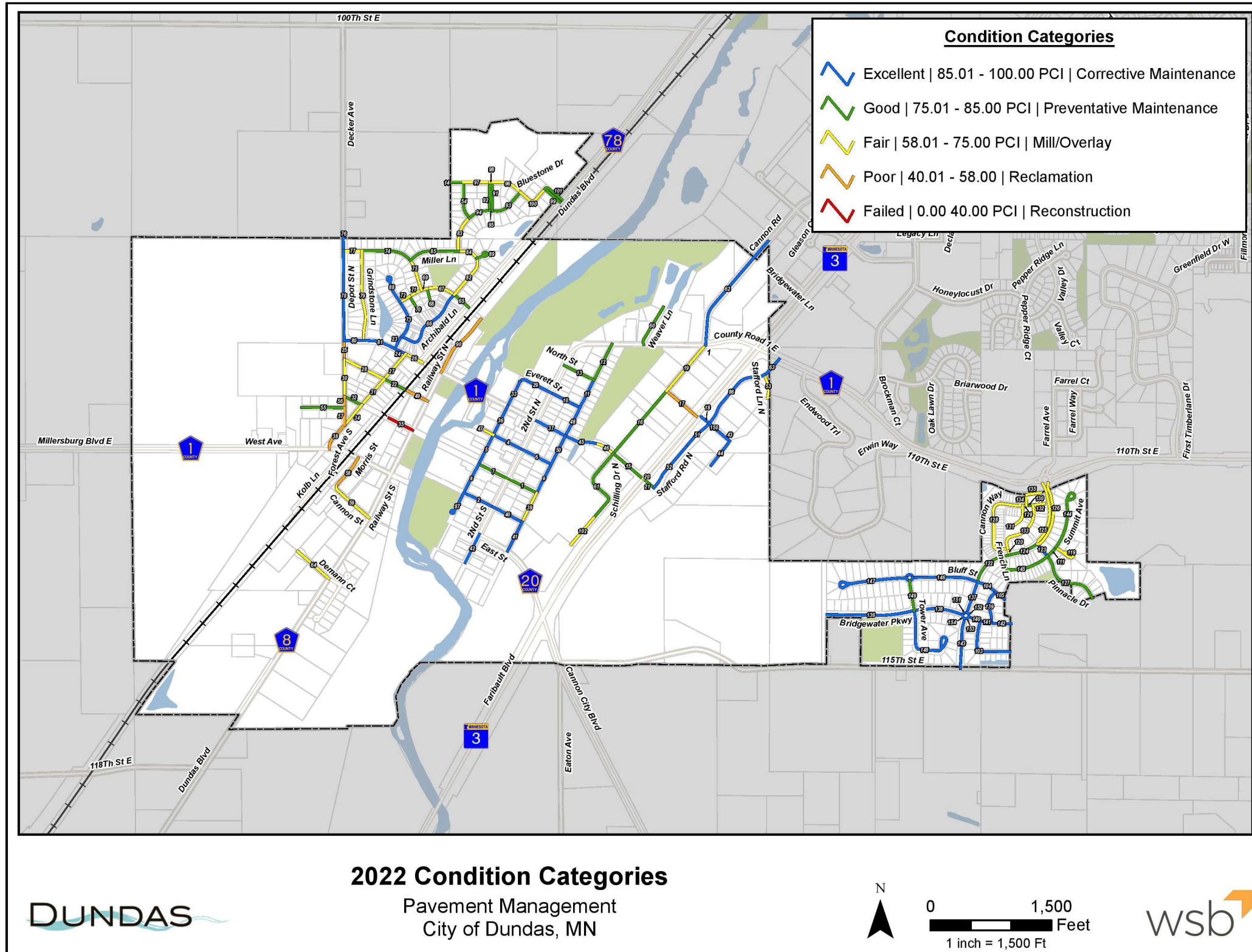
The final decision on implementing a reconstruction or reclamation project should come after a pavement forensic study. Pavement forensics studies the pavement structure and condition of the base underneath the visible layer of pavement. Important information results from this analysis. Examining pavement cores can determine the depths of pavement layers, signs of bonding or de-bonding, and distresses that might not be visible from the surface. Soil borings along the roadway can be used to identify aggregate depths and soil classifications to provide a better understanding of the roadway section. This information is crucial when determining what type of rehabilitation is needed and what it will cost. Several factors should be considered when deciding the number of cores to be taken such as the pavement condition and the variability in the pavement depth as cores are being taken. A pavement forensic study should be conducted less than two years before a major maintenance project to ensure the results of the study accurately reflect the road's condition. The findings of pavement forensic studies have been proven to lead to cost savings and more appropriate maintenance strategies. WSB can perform pavement forensics for Dundas if requested.

Appendices

Appendix A: PCI and Condition Category Maps



Document Path: K:\019861-000\GIS\Mapas\Pavement\MGMT\2022 PCI Date Saved: 8/23/2022



Appendix B: PCI Values by Segment

Branch ID	Section ID	Length (ft)	Area (ft ²)	2022 PCI	Recommended Maintenance
1ST ST N	5	404	10,493	100	Corrective Maintenance
1ST ST N	33	342	9,565	100	Corrective Maintenance
1ST ST N	36	395	10,267	100	Corrective Maintenance
1ST ST S	8	404	10,500	100	Corrective Maintenance
1ST ST S	87	387	17,048	100	Corrective Maintenance
2ND ST S	42	390	9,363	88	Corrective Maintenance
3RD ST N	9	405	10,534	87	Corrective Maintenance
3RD ST N	11	382	10,686	89	Corrective Maintenance
3RD ST N	12	497	13,922	83	Preventative Maintenance
3RD ST N	48	393	10,993	87	Corrective Maintenance
3RD ST N	50	394	10,247	89	Corrective Maintenance
3RD ST S	39	403	10,484	74	Mill/Overlay
3RD ST S	41	403	11,281	89	Corrective Maintenance
ACCESS RD	17	483	16,432	50	Reclamation
ARCHIBALD	66	970	27,157	95	Corrective Maintenance
BLUESTONE	14	165	4,620	77	Preventative Maintenance
BLUESTONE	96	389	10,903	75	Mill/Overlay
BLUESTONE	97	322	9,013	75	Mill/Overlay
BLUESTONE	98	31	931	75	Mill/Overlay
BLUESTONE	100	407	11,391	75	Mill/Overlay
BLUFF LN	83	459	12,845	68	Mill/Overlay
BLUFF LN	93	445	12,467	79	Preventative Maintenance
BLUFF LN	94	271	7,587	77	Preventative Maintenance
BLUFF LN	95	34	964	78	Preventative Maintenance
BLUFF ST	104	257	6,675	100	Corrective Maintenance
BLUFF ST	105	141	3,662	100	Corrective Maintenance

Branch ID	Section ID	Length (ft)	Area (ft ²)	2022 PCI	Recommended Maintenance
BLUFF ST	146	933	26,128	87	Corrective Maintenance
BLUFF ST	147	1,126	31,534	89	Corrective Maintenance
BRIDGE ST	1	403	10,482	80	Preventative Maintenance
BRIDGE ST	7	402	10,460	85	Preventative Maintenance
BRIDGE ST	32	237	6,649	77	Preventative Maintenance
BRIDGE ST	35	328	9,192	40	Reconstruction
BRIDGEWATE	136	1,090	30,528	95	Corrective Maintenance
BRIDGEWATE	138	611	17,108	95	Corrective Maintenance
BRIDGEWATE	140	154	4,313	100	Corrective Maintenance
BRIDGEWATE	141	137	3,832	100	Corrective Maintenance
BRIDGEWATE	142	248	6,936	100	Corrective Maintenance
CANNON RD	62	1,559	37,426	94	Corrective Maintenance
CANNON ST	59	567	14,733	65	Mill/Overlay
CANNON WAY	128	1,052	21,046	73	Mill/Overlay
CANNON WAY	129	44	882	74	Mill/Overlay
CANNON WAY	130	81	1,629	76	Preventative Maintenance
CANNON WAY	132	143	2,864	69	Mill/Overlay
CEDAR LN	139	418	11,710	100	Corrective Maintenance
CROSS CIRC	103	777	20,193	100	Corrective Maintenance
DEMANN CT	64	514	14,390	62	Mill/Overlay
DEPOT ST N	25	231	6,477	53	Reclamation
DEPOT ST N	30	462	12,936	69	Mill/Overlay
DEPOT ST N	76	186	7,429	90	Corrective Maintenance
DEPOT ST N	78	1,111	44,449	93	Corrective Maintenance
DEPOT ST S	56	136	3,811	50	Reclamation
DEPOT ST S	57	217	6,067	46	Reclamation
EVERETT ST	10	407	11,399	100	Corrective Maintenance
EVERETT ST	29	428	11,994	100	Corrective Maintenance

Branch ID	Section ID	Length (ft)	Area (ft ²)	2022 PCI	Recommended Maintenance
FOREST AVE	27	409	11,455	62	Mill/Overlay
FOREST AVE	31	427	11,953	70	Mill/Overlay
FOREST AVE	34	326	9,139	61	Mill/Overlay
FOREST AVE	38	361	10,110	48	Reclamation
FRENCH LN	120	88	2,627	71	Mill/Overlay
FRENCH LN	133	715	14,305	73	Mill/Overlay
FRENCH LN	134	130	2,610	71	Mill/Overlay
GLEASON RD	18	132	7,929	90	Corrective Maintenance
GLEASON RD	43	215	7,513	90	Corrective Maintenance
GLEASON RD	150	120	6,006	91	Corrective Maintenance
GOOSEBERRY	131	299	5,977	74	Mill/Overlay
GRANITE WA	54	461	12,912	77	Preventative Maintenance
GRINDSTONE	79	1,115	31,224	66	Mill/Overlay
HAGERTY ST	55	531	14,869	77	Preventative Maintenance
HAMILTON S	2	404	10,499	87	Corrective Maintenance
HAMILTON S	40	405	10,519	87	Corrective Maintenance
HESTER ST	15	483	19,323	78	Preventative Maintenance
HESTER ST	24	150	4,188	91	Corrective Maintenance
HESTER ST	26	234	6,541	75	Mill/Overlay
HESTER ST	37	402	16,088	90	Corrective Maintenance
HESTER ST	45	421	16,841	87	Corrective Maintenance
HESTER ST	46	227	9,084	72	Mill/Overlay
HESTER ST	80	242	6,783	93	Corrective Maintenance
HESTER ST	81	408	11,432	93	Corrective Maintenance
HIGHLAND P	122	556	20,026	79	Preventative Maintenance
HIGHLAND P	124	374	13,462	76	Preventative Maintenance
HIGHLAND P	125	803	16,069	68	Mill/Overlay
HIGHLAND P	126	841	16,814	69	Mill/Overlay

Branch ID	Section ID	Length (ft)	Area (ft ²)	2022 PCI	Recommended Maintenance
HIGHLAND P	137	401	14,442	91	Corrective Maintenance
HIGHLAND P	143	623	17,449	100	Corrective Maintenance
HIGHLAND P	151	60	842	95	Corrective Maintenance
HIGHLAND P	152	61	853	87	Corrective Maintenance
HIGHLAND P	153	57	804	94	Corrective Maintenance
HIGHLAND P	154	58	808	94	Corrective Maintenance
KNOLL CT	119	434	11,272	74	Mill/Overlay
MILL ST E	4	403	10,467	86	Corrective Maintenance
MILL ST E	6	403	10,468	91	Corrective Maintenance
MILL ST E	47	118	3,065	70	Mill/Overlay
MILL ST W	22	277	7,744	77	Preventative Maintenance
MILL ST W	28	552	15,470	73	Mill/Overlay
MILL ST W	49	275	7,687	48	Reclamation
MILL TOWNS	99	246	4,432	77	Preventative Maintenance
MILL TOWNS	101	270	4,852	77	Preventative Maintenance
MILLER CT	89	247	14,796	79	Preventative Maintenance
MILLER LN	82	553	15,479	71	Mill/Overlay
MILLER LN	84	262	7,345	68	Mill/Overlay
MILLER LN	85	627	17,556	77	Preventative Maintenance
MILLSTONE	65	235	6,589	79	Preventative Maintenance
MILLSTONE	67	355	9,945	70	Mill/Overlay
MILLSTONE	69	74	2,083	65	Mill/Overlay
MILLSTONE	71	166	4,636	69	Mill/Overlay
MILLSTONE	72	138	3,859	70	Mill/Overlay
MORRIS ST	58	452	11,744	52	Reclamation
NORTH ST	13	409	11,443	78	Preventative Maintenance
PARKER CT	68	137	2,197	77	Preventative Maintenance
PINNACLE D	123	195	5,469	87	Corrective Maintenance

Branch ID	Section ID	Length (ft)	Area (ft²)	2022 PCI	Recommended Maintenance
PINNACLE D	127	836	23,411	79	Preventative Maintenance
RAILWAY ST	90	829	18,248	48	Reclamation
SCHILLING	16	1,018	34,625	81	Preventative Maintenance
SCHILLING	19	748	25,434	68	Mill/Overlay
SCHILLING	61	1,038	35,289	81	Preventative Maintenance
SCHILLING	102	435	14,776	64	Mill/Overlay
SCHULLER C	70	132	2,105	81	Preventative Maintenance
SPRING WHE	74	637	17,844	77	Preventative Maintenance
SPRING WHE	75	396	11,098	71	Mill/Overlay
SPRING WHE	77	229	6,408	69	Mill/Overlay
STAFFORD L	44	379	13,275	90	Corrective Maintenance
STAFFORD L	53	300	7,208	73	Mill/Overlay
STAFFORD R	20	49	1,967	72	Mill/Overlay
STAFFORD R	21	132	5,276	80	Preventative Maintenance
STAFFORD R	51	407	9,771	86	Corrective Maintenance
STAFFORD R	52	657	15,770	88	Corrective Maintenance
STAFFORD R	63	270	6,479	89	Corrective Maintenance
STAFFORD R	86	965	23,150	87	Corrective Maintenance
STONERIDGE	91	350	7,007	77	Preventative Maintenance
STONERIDGE	92	348	6,955	81	Preventative Maintenance
SUMMIT AVE	111	152	4,254	79	Preventative Maintenance
SUMMIT AVE	144	900	25,194	76	Preventative Maintenance
SUMMIT LN	145	751	15,019	79	Preventative Maintenance
TOWER AVE	148	1,138	31,870	95	Corrective Maintenance
TOWER AVE	149	377	10,544	81	Preventative Maintenance
VERMILLION	135	179	3,582	69	Mill/Overlay
WATERWHEEL	23	177	4,943	86	Corrective Maintenance
WATERWHEEL	73	469	13,121	90	Corrective Maintenance

Branch ID	Section ID	Length (ft)	Area (ft²)	2022 PCI	Recommended Maintenance
WATERWHEEL	88	456	12,763	89	Corrective Maintenance
WEAVER LN	60	534	14,942	76	Preventative Maintenance



REQUEST FOR CITY COUNCIL ACTION

TO: City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Approving Proposed Restructuring of Office Staff Positions and Authorize Staff to Recruit

DATE: For the City Council Meeting of February 13, 2023

PURPOSE/ACTION REQUESTED

Consider approving proposed restructuring of office staff positions and authorize staff to recruit.

SUMMARY

In an effort to divide office related tasks more equitably between the two existing office positions I have proposed to the Human Resources Committee (Council members La Croix and Modory), the attached two job descriptions. Also attached are the current descriptions.

The current positions of Deputy City Clerk and Office Assistant are proposed to be eliminated and the Office Manager and Administrative Assistant positions would replace them.

The Office Manager position is proposed to be a 40 hour/week, in person position, and the Administrative Assistant position is proposed to be a 28 hour/week, in person position. Currently the Deputy City Clerk is a 32 hour/week, occasionally hybrid (WFH/In person) position and the Office Assistant is a 40 hour/week, in person position.

The grade and pay range remain the same between the current positions and the proposed positions.

It will be necessary for the incumbents in the current positions to apply for either position should they wish to.

The members of the Human Resources Committee have met and reviewed the proposed plan and recommend approval to the City Council.

RECOMMENDATION

Motion to approve the Office Manager and Administrative Assistant job descriptions.

Classification: Deputy City Clerk
 Assistant Administrator
Reports to: City
Supervises: None

Department: Administration
Location: City Hall
FLSA Classification: Non-Exempt

Classification Summary: This position performs medium complex administrative support duties. The position is the point of contact for most city business licenses and permits. Responsibilities may include under general direction: preparing council and other city-related agendas; and updating the city code of ordinances and policies. -

	Essential Duties and Responsibilities	%
1.	Under general direction prepares city council, planning commission and parks and recreation advisory committee agenda and packet, attends meetings, and maintains ordinances, resolutions and minutes.	50
2.	Performs all duties of the utility billing function.	15
3.	Performs on-boarding duties for new employees and other related activities-	5
4.	Coordinates issuance and renewal of various licenses.	5
5.	Manages building permit records as well as disburses and collects building applications and plans; coordinates other building permit activities.	10
6.	Greets public and responds to in-person, email and telephone inquiries. Provides answers and information requiring knowledge of city policies and procedures.	15
7.	Performs other duties of a similar nature.	N/A

Education and Experience Requirements:

Specialized training beyond high school that is less than a two-year technical certificate or associate’s; three years office support and bookkeeping experience,; or an equivalent combination of education and experience.

Licensing Requirements:

None

Knowledge Requirements:

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

Skill Requirements:

- Composing meeting minutes, forms, and/or other related information;
- Maintaining files;
- Utilizing modern office equipment;
- Processing and reviewing data;
- -Performing a variety of typical tasks within standard operating procedures and moderate supervision;
- Prioritizing work;
- Balancing accounts;
- Reconciling financial records and information;
- Applying applicable Federal, State, and/or local laws, rules, and regulations; Federal not necessary,
- Tabulating, recording, and balancing transactions;
- Providing customer service;
- Using a computer and applicable software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions:

Office Environment

Classification History

DATE	COMMENT
March 2019	Draft prepared by DDA

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.

CITY OF DUNDAS

Classification: Office Assistant – Flex
Reports to: City Administrator
Supervises: None

Department: Administration
Location: City Hall
FLSA Classification: Non-Exempt

Classification Summary: This position performs less complex administrative support duties. The position serves as the first point of contact for visitors to City Hall. Provide the highest level of customer service and generate a friendly, helpful first impression to all who call or visit City Hall.

	Essential Duties and Responsibilities	%
1.	Greet the public, determine the nature of their business, provide information, answer questions, and direct them to the appropriate person or department.	
2.	Perform clerical duties using a variety of software programs including, word processing, spreadsheets, enterprise software and database programs.	
3.	Cross train with the Deputy City Clerk to assist with general duties which may include: issuing and processing over the counter permits, park rental, administrative duties, elections related tasks.	
4.	Open and distribute incoming mail. Prepare outgoing mail such as payments to vendors or other mailed documents as needed.	
5.	Provide additional support for the City's monthly utility billing function including customer service, account updates, etc.	
7.	Performs other duties of a similar nature.	N/A

Education and Experience Requirements:

Specialized training beyond high school that is less than a two-year technical certificate or associate's; three years office support and customer service experience; or an equivalent combination of education and experience.

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:

- Ability to answer multi-lines phone with highest level of professionalism, friendly disposition and courteous treatment of all persons. Ability to effectively communicate with supervisor, co-workers, elected officials and the general public in a professional, tactful and courteous manner, both verbally and in writing.
- Maintaining files;
- Utilizing modern office equipment;

CITY OF DUNDAS

- Processing and reviewing data;
- Performing a variety of typical tasks within standard operating procedures and moderate supervision;
- Prioritizing work;
- Applying applicable Federal, State, and/or local laws, rules, and regulations;
- Providing customer service;
- Using a computer and applicable software applications;
- Ability to maintain strict confidentiality;
- Ability to work under sometimes stressful situations and act accordingly;
- Normal business hours are 8:00 to 4:30 pm. This position will work a part-time schedule, approximately 28 hours per week. Flexibility is necessary.
- Ability to attend work punctually and regularly.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions:

Office Environment

Classification History

DATE	COMMENT
October 2019	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.

CITY OF DUNDAS

Classification: Office Manager
Reports to: City Administrator
Supervises: None

Department: Administration
Location: City Hall
FLSA Classification: Non-Exempt

Classification Summary: This position performs medium to complex administrative support duties.

	Essential Duties and Responsibilities
1.	Prepares city council, planning commission and parks and recreation advisory committee agenda and packet, attends meetings on occasion.
2.	Performs all duties of the utility billing function; ensures accurate and timely processing of water, sewer, and storm water billing systems to accomplish execution of meter reading and billing of utility charges and to ensure proper responses to customer inquiries in accordance with established ordinances, resolutions, policies, and procedures.
3.	Assists in maintaining the City website.
4.	Acts as backup in the Elections process.
5.	Ensures that all official documents, records, ordinances and resolutions of the City are maintained in compliance with legal and policy requirements for records retention and disposition. Administers the City's computerized and manual records management.
6.	Performs all phases of accounts payable and accounts receivable functions to process vendor and customer records for preparing and issuing payments and invoices, and reporting on vendors and customers in accordance with City policies
7.	Serve as a notary public for City documents and attest signatures on official City documents and maintains custody of the City Seal.
8.	Establishes and maintains effective working relationships with other employees.
9.	Greets public and responds to their inquiries.
10.	Performs other duties of a similar nature.

Education and Experience Requirements:

Specialized training beyond high school that is less than a two-year technical certificate or associate's; three years office support and bookkeeping experience; or an equivalent combination of education and experience.

Licensing Requirements:

None

Knowledge Requirements:

- Accounting principles and practices;
- Financial reporting techniques and requirements;
- Applicable Federal, State, and/or local laws, rules, and regulations;
- Data entry techniques;

CITY OF DUNDAS

- Mathematical concepts;
- Recordkeeping principles;
- Customer service principles;
- Computers and related software applications.

Skill Requirements:

- Adapts policies and procedures to fit unusual and complex situations;
- Balancing accounts;
- Reconciling financial records and information;
- Applying applicable Federal, State, and/or local laws, rules, and regulations;
- Tabulating, recording, and balancing transactions;
- Performing mathematical calculations;
- Providing customer service;
- Using a computer and applicable software applications;

Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions:

Office Environment. Because of the customer service component of this position, remote work is not an option.

Classification History

DATE	COMMENT
January 2023	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.

CITY OF DUNDAS

Classification: Administrative Assistant

Reports to: City Administrator

Supervises: None

Department: Administration

Location: City Hall

FLSA Classification: Non-Exempt

Classification Summary: This position provides technical and administrative support services to the City Administrator and administrative staff. The position often serves as the first point of contact for visitors to City Hall. Provide the highest level of customer service and generates a friendly, helpful first impression to all who call or visit City Hall.

	Essential Duties and Responsibilities
1.	Greet the public in person or over the phone, determine the nature of their business, provide information, answer questions, and direct them to the appropriate person or department.
2.	Coordinates issuance and renewal of various licenses.
3.	Cross train with the Office Manager to assist with general duties which may include: issuing and processing over the counter permits, park rental, administrative duties, elections related tasks.
4.	Assists all city departments with clerical and general administrative support.
5.	Open and distribute incoming mail. Prepare outgoing mail such as payments to vendors or other mailed documents as needed.
6.	Assists Building Official, processes building permit applications and completes and submits quarterly building permit reports to the State of Minnesota.
7.	Provide additional support for the City's monthly utility billing function including customer service, account updates, etc.
8.	Assists Office Manager in the collection, organization and submission of accounts payable and receivable.
9.	Establishes and maintains effective working relationships with other employees.
10.	Performs other duties of a similar nature.

Education and Experience Requirements:

Specialized training beyond high school that is less than a two-year technical certificate or associate's; three years office support and customer service experience; or an equivalent combination of education and experience.

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;

CITY OF DUNDAS

- Customer service principles;
- Computers and related software applications.

Skill Requirements:

- Ability to answer multi-lines phone with highest level of professionalism, friendly disposition and courteous treatment of all persons. Ability to effectively communicate with supervisor, co-workers, elected officials and the general public in a professional, tactful and courteous manner, both verbally and in writing.
- Maintaining files;
- Utilizing modern office equipment;
- Processing and reviewing data;
- Performing a variety of typical tasks within standard operating procedures and moderate supervision;
- Prioritizing work;
- Applying applicable Federal, State, and/or local laws, rules, and regulations; Federal not necessary,
- Providing customer service;
- Using a computer and applicable software applications;
- Ability to maintain strict confidentiality;
- Ability to work under sometimes stressful situations and act accordingly;
- Normal business hours are 8:00 to 4:30 pm. This position will work a part-time schedule, approximately 28 hours per week. Flexibility is necessary.
- Ability to attend work punctually and regularly.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions:

Office Environment. Because of the customer service component of this position, remote work is not an option.

Classification History

DATE	COMMENT
January 2023	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.



City of Dundas
Public Works Staff Meeting / City Engineer Update 02/08/23

February 9, 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.
 - Rice County will install the pedestrian crossing signs on Hester Street at the 1st Street intersection this spring. Private utility conflicts exist in the boulevards and further investigation is required to determine sign locations.
3. 2022 Storm Sewer Maintenance
 - Hester Street
 - On the south side of Hester Street between the Menard and City ponds; the storm sewer outlet from 3rd Street will be extended, and the pond side slopes flattened in this area. 12-16-21 Menard Inc indicated that they are not willing to turn over the stormwater pond to the City. Menard has finalized the grading and maintenance easement documents. 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.
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, 115th Street and TH 3. Coordination between City, BWT, State and County will be required.

- 4/12/21 the City Council approved a resolution in support of Rice County preparing a planning Study of Decker Avenue from TH 19 to CSAH 1. 11-3-21 Staff met with Rice County. The County is planning to revisit the study in 2022.

6. CSAH 1/TH 3 Pedestrian Crossing

- The scope 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. Funding award letters will be sent out for selected projects on March 24, 2023.

7. ECRT Parking Lot

- An aggregate base parking area is proposed to be created at the ECRT on the NE corner of 1st Street N / Everett Street.
- Project was moved to the 2024 CIP
- 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 will be presented at the February 27th Council Meeting and brought back to Council for approval at the March 13th meeting.***

8. Forest Avenue and Depot Street

- Based on the soil borings for Forest Avenue, extensive pavement repair has been included in the CIP for 2023. Future construction will likely include pavement reclamation and a bituminous overlay.
- 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 has been identified in the CIP for 2024.
- 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. Benches have a 10–12-week lead time and will be installed when they are received from the supplier.
- The Contractor expects to receive the benches from the supplier in early February. The bench installation is the only remaining item of work for the project.

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 11th.
- 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.
- The City received an inquiry regarding converting the Access Road west of TH 3 between CSAH 1 and Hester Street to a public street; a draft policy will be prepared for reviewing these types of requests.

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 tree removals within the pond area and plans to start the pond excavation late next week.***
- 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 27th Council Meeting, a work session will be held to discuss costs associated with recommended maintenance activities.***

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 will be presented to Council at the February 27th Council Meeting.***

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.

INTERGOVERNMENTAL MEETING

WEDNESDAY, FEBRUARY 15

7:00 PM

GREENVALE TOWN HALL

31800 GUAM AVE., NORTHFIELD

A quorum of Dundas City Council members may be in attendance.