

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, January 10, 2022
7:00 p.m. City Hall**

- 1. Call to Order/Pledge Allegiance**
- 2. Roll Call:** Mayor Glenn Switzer; Councilors Luke LaCroix, Larry Fowler, Grant Modory, Luke Swartwood
- 3. Public Forum**
- 4. Approval of Agenda***
Motion by _____, second by _____
- 5. Initial Meeting**
 - a. Resolution 2021-01* A Resolution Designating Depositories and Establishing Procedures for Depositing and Investing Funds
Motion by _____, second by _____
 - b. Name Official Newspaper - *Faribault Daily News*
Motion by _____, second by _____
 - c. Appoint Acting Mayor
Motion by _____, second by _____
 - d. Appoint Officers and Members of Boards, Commissions, Committees*
Motion by _____, second by _____
 - e. Appoint Council Members to City Council Committees*
Motion by _____, second by _____
- 6. 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 December 13, 2021*
 - b. Disbursements 12/27/21 - \$53,816.28
 - c. Disbursements 1/13/22 - \$88,473.57**Motion by _____, second by _____**
- 7. Old Business**
 - a. Consider Approving Draft Parks Survey*
Motion by _____, second by _____
- 8. Ordinances and Resolutions**
- 9. New Business**
 - a. Consider Authorizing Staff to Recruit for Full-Time Public Works Assistant*
Motion by _____, second by _____
 - b. Consider Authorizing Staff to Recruit for Administrative Intern*
Motion by _____, second by _____
 - c. Consider Approving 2022 Salary Adjustments*
Motion by _____, second by _____
- 10. Reports of Officers, Boards and Committees**
 - a. City Attorney
 - b. City Engineer*
 - c. City Administrator/Clerk/Treasurer
 - d. Mayor, Councilors and Committees
- 11. Announcements**
 - a. Park & Recreation Advisory Board – Tuesday, January 11 at 7:00 p.m. at City Hall
 - b. City Hall Closed – Monday, January 17 Holiday
 - c. Planning Commission Meeting – Thursday at January 20 at 7:00 p.m. at City Hall
 - d. City Council Meeting and Public Hearing* – Monday, January 25 at 7:00 p.m. at City Hall
- 12. Adjourn**

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

RESOLUTION NUMBER 2022-01

*A Resolution Designating Depositories and Establishing Procedures
for Depositing and Investing Funds*

WHEREAS, Minnesota Statutes §118A.02 requires the governing body of each government entity to designate one or more financial institutions as depositories of funds; and

WHEREAS, Minnesota Statutes §118A.01 Sub. 3 defines financial institution as “...savings association, commercial bank, trust company, credit union...”; and

WHEREAS, the financial institutions to be designated meets the requirements of the State of Minnesota and the City of Dundas;

NOW, THEREFORE BE IT RESOLVED, that Frandsen Bank and Trust of Dundas, Minnesota; is hereby designated as a depository for the funds of the City of Dundas; the City Administrator/Clerk is authorized to deposit City funds therein in accordance with Minnesota Statutes §118A.01 to 118A.06; and

BE IT FURTHER RESOLVED, that, in accordance with Minnesota Statutes §118A, Sub.1, Sec. b, the City Administrator/Clerk be authorized to designate additional depositories; and

BE IT FURTHER RESOLVED, for deposits beyond insurance the depositories will furnish collateral in the manner and to the extent permitted by law. All such collateral must be approved by the Dundas City Council and accompanied by a written assignment providing that, upon default, the financial institution shall release to the Dundas City Council on demand, free of exchange or any other charges, the collateral pledged; and

BE IT FURTHER RESOLVED, that all collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that has furnished the collateral. The selection must be approved by the Dundas City Council. In case of default upon the part of the depository, the Dundas City Council shall have full power and authority to sell such collateral or, as much as may be necessary, to realize the full amount due the City over such federal guarantee.

ADOPTED, by the Dundas City Council of Dundas, Minnesota, on this 10th day of January 2022.

CITY OF DUNDAS BY:

ATTEST:

Glenn Switzer, Mayor

Jenelle Teppen, City Administrator/Clerk

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES
Monday, December 13, 2021
7:00 p.m. City Hall**

UNOFFICIAL MINUTES

Present: Mayor Glenn Switzer; Councilors: Luke LaCroix, Larry Fowler, Grant Modory, Luke Swartwood
Staff Present: City Engineer Dustin Tipp, Administrator Jenelle Teppen

CALL TO ORDER/PLEDGE ALLEGIANCE

Mayor Switzer called the Council meeting to order at 7:00 p.m. A quorum was present.

TRUTH-IN-TAXATION HEARING (TNT)

Budget 2022 Review and Discussion of Levy for Taxes Payable in 2022

Financial consultant Blake Torbeck of ABDO presented the Budget and Levy for 2022. He stated overall the budget shows an increase of \$146,000 from previous year or 12% covering the General Fund, EDA, and debt service. He reviewed the Capital Improvement Project (CIP) allocated cost areas. Torbeck stated Rice County showed Tax Capacity on value of property up 10%. He reported on the market values will be about \$25.00 increase per \$100,000.

Final 2022 Enterprise Funds Budget

Financial consultant Blake Torbeck of ABDO presented 2022 budget for Enterprise Funds breaking down into four categories of water, sewer, storm water and refuse. He referred to water study with water budget to increase 3% and sewer budget increase 4%. He compared income to expenses. No increase was recommended to storm water or refuse.

PUBLIC FORUM

No input from public.

APPROVAL OF AGENDA

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

CONSENT AGENDA

**Motion by Swartwood, second by Fowler, to approve the consent agenda as follows:
Regular Minutes of November 22, 2021;
Disbursements - \$210,658.68. MCU**

OLD BUSINESS

No old business brought before Council.

ORDINANCES AND RESOLUTIONS

Resolution 2021-34 A Resolution Approving 2022 Proposed General Fund Budget and 2022 Final Property Tax Levy

Motion by Modory, second by Fowler, to approve Resolution 2021-34. MCU

Resolution 2021-35 A Resolution Authorizing Staff to Pay Invoices Received Between December 8 and 21, 2021

Administrator Teppen stated due to lack of quorum for December 27 meeting, City Attorney indicated invoices can be paid during the period December 2 through 21 by Resolution.

Motion by Swartwood, second by LaCroix, to approve Resolution 2021-35. MCU

NEW BUSINESS

Consider Approving Gambling Premises Permits for 2022

Motion by Switzer, second by LaCroix, to approve a 2022 Gambling Premises Permits for:

- (1) Fire Relief Association of Northfield at Dawn’s Corner Bar, 200 Railway Street North;**
- (2) Dundas Baseball Association at L&M Bar and Grill, 224 Railway Street North; and**
- (3) Waterford Warriors at Dawn’s Corner Bar at 200 Railway Street North. MCU**

Consider Approving Cigarette Licenses for 2022

Motion by Switzer, second by LaCroix, to approve 2022 Cigarette Licenses for:

- (1) AJE Enterprises, Inc., d/b/a Firehouse Liquor at 607 Stafford Road North;**
- (2) Four Browns, LLC, d/b/a MGM Wine and Spirits at 420 Schilling Drive North;**
- (3) Kwik Trip, Inc. d/b/a Kwik Trip #489 at 415 Hester Street East; and**
- (4) Dawn’s Corner Bar, Inc. d/b/a Dawn’s Corner Bar at 200 Railway Street North. MCU**

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

City Engineer – Dustin Tipp

Engineer Tipp gave updates on various projects including; Menards stormwater pond, joint road policy on 115th Street; preliminary road design for 115th Street; proposing County Road 1 and Hwy 3 project moved to 2023 as Rice County has no funds budgeted for cost sharing in 2022; seeking costs from other companies on jetting sewer lines; Northfield submitted permit to MPCA for capacity increase with anticipating a 60-day review period; and issuance of a grading permit to Stoneridge Hills.

Mayor Switzer suggested informing Bridgewater Township the City has reviewed their joint road policy and the City will be responding.

City Administrator/Clerk – Jenelle Teppen

Administrator Teppen reported on complaints after first snow, mainly not quick enough noting staff worked prepping during snow and then from 3:00 a.m. to noon including trail removal. She reported on following up on the new snow plow, it is still scheduled for March 2022. She reviewed holiday schedule for the City.

Mayor, Councilors and Committees

Mayor Switzer stated the consultant presented their report at NAFRS at the last meeting and the chief will be retiring in January 2022. Teppen stated at the next meeting there will be a motion to appoint an interim chief, Tom Nelson, for a period of up to 12 months.

ADJOURN

Motion by LaCroix, second by Fowler, to adjourn the meeting at 7:31 p.m. MCU

Submitted by:

Attest:

Jenelle Teppen, City Administrator

Glenn Switzer, Mayor

DISBURSEMENT REPORT
December 8, 2021 - December 21, 2021
City of Dundas
Council Meeting January 10, 2022

DATE	PAYABLE	AMOUNT
12/16/2021	PERA	\$3,815.66
12/17/2021	State of MN Empower Retirement	\$900.00
12/13/2021	MN Dept of Revenue Sales & Use Tax	\$1,436.00
12/17/2021	MN Dept of Revenue	\$1,313.60
12/16/2021	IRS	\$6,534.45
12/16/2021	Payroll PP# 25 Employees	\$18,632.57
	Sub Total Paid Payroll and Sales Liabilities	\$32,632.28
12/17/2021	NEOPOST Inc Payment	\$599.76
12/27/2021	Bills paid (Claims Register)	\$20,584.24
	Sub Total Paid Claims and Service Liabilities	\$21,184.00
TOTAL	Disbursements for January 10, 2022	\$53,816.28

CITY OF DUNDAS
Payments

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Current Period: December 2021

Payments Batch 122721AP				Total
Refer	0			\$20,584.24
Invoice				
Transaction Date	12/22/2021	Frandsen Bank	10100	Total
Refer	0	ABDO FINANCIAL SOLUTIONS, LLC		
Cash Payment	E 101-41000-301 Auditing and Acct g Servi	December 21 Accounting Services		\$3,672.50
Invoice	451404	12/1/2021		
Cash Payment	E 225-43150-301 Auditing and Acct g Servi	December 21 Accounting Services		\$282.50
Invoice	451404	12/1/2021		
Cash Payment	E 601-49400-301 Auditing and Acct g Servi	December 21 Accounting Services		\$706.25
Invoice	451404	12/1/2021		
Cash Payment	E 602-49450-301 Auditing and Acct g Servi	December 21 Accounting Services		\$706.25
Invoice	451404	12/1/2021		
Cash Payment	E 603-49500-301 Auditing and Acct g Servi	December 21 Accounting Services		\$282.50
Invoice	451404	12/1/2021		
Transaction Date	12/22/2021	Frandsen Bank	10100	Total \$5,650.00
Refer	0	AFLAC		
Cash Payment	G 101-21710 Other Deductions	Employee Reimbursed HB065		\$367.62
Invoice	160608	12/7/2021		
Transaction Date	12/22/2021	Frandsen Bank	10100	Total \$367.62
Refer	0	ALDRICH TECNNNOLOGY CONSULT		
Cash Payment	E 101-41000-309 EDP, Software and Desig	Microsoft Exchange Online (plan 2)		\$136.00
Invoice	6333	12/21/2021		
Transaction Date	12/22/2021	Frandsen Bank	10100	Total \$136.00
Refer	0	CAMPBELL KNUTSON		
Cash Payment	E 101-41000-304 Legal Fees	General matters for November		\$1,365.80
Invoice		11/30/2021		
Transaction Date	12/22/2021	Frandsen Bank	10100	Total \$1,365.80
Refer	0	CAMPBELL KNUTSON		
Cash Payment	E 101-41000-304 Legal Fees	Bridgewater Heights Development-Township		\$96.00
Invoice		11/30/2021		
Transaction Date	12/22/2021	Frandsen Bank	10100	Total \$96.00
Refer	0	CAMPBELL KNUTSON		
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	Stoneridge Development		\$120.00
Invoice		11/30/2021		
Transaction Date	12/22/2021	Frandsen Bank	10100	Total \$120.00
Refer	0	ENDRES WINDOW CLEANING		
Cash Payment	E 101-41000-440 Cleaning Service	Window Wash - City Hall		\$135.00
Invoice	122245	12/13/2021		
Transaction Date	12/22/2021	Frandsen Bank	10100	Total \$135.00
Refer	0	EPIC ENTERPRISES, INC		
Cash Payment	E 101-42100-440 Cleaning Service	misc services-police and PW		\$14.40
Invoice	15552	11/30/2021		

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Cash Payment	E 101-43100-440	Cleaning Service	misc services-police and PW		\$14.40
Invoice	15552	11/30/2021			
Transaction Date	12/22/2021		Frandsen Bank	10100	Total \$28.80
Refer	0	<u>FRANSEN BANK & TRUST</u>			
Cash Payment	E 101-41000-431	Bank Fees	safe deposit box rent		\$36.00
Invoice		12/16/2021			
Transaction Date	12/22/2021		Frandsen Bank	10100	Total \$36.00
Refer	0	<u>FREEDOM SECURITY AND SURVEI</u>			
Cash Payment	E 101-41000-400	Repairs and Maintenanc	Check intermittent ground fault on fire alarm system		\$911.25
Invoice	768	12/21/2021			
Transaction Date	12/22/2021		Frandsen Bank	10100	Total \$911.25
Refer	0	<u>GUTH ELECTRIC, LLC</u>			
Cash Payment	E 101-43124-400	Repairs and Maintenanc	Fixed pole knocked down by storm		\$486.25
Invoice	1197	12/20/2021			
Transaction Date	12/22/2021		Frandsen Bank	10100	Total \$486.25
Refer	0	<u>GUTH ELECTRIC, LLC</u>			
Cash Payment	E 101-41000-400	Repairs and Maintenanc	Removed damaged flag light and install k/o plug		\$41.60
Invoice	1177	12/14/2021			
Transaction Date	12/22/2021		Frandsen Bank	10100	Total \$41.60
Refer	0	<u>JOHNS SNOW AND MOW LLC</u>			
Cash Payment	E 225-43150-406	Grounds Maintenance	snow removal		\$600.00
Invoice		12/21/2021			
Cash Payment	E 101-43100-406	Grounds Maintenance	snow removal		\$200.00
Invoice		12/21/2021			
Cash Payment	E 101-45200-406	Grounds Maintenance	snow removal		\$100.00
Invoice		12/21/2021			
Cash Payment	E 601-49400-406	Grounds Maintenance	snow removal		\$100.00
Invoice		12/21/2021			
Transaction Date	12/22/2021		Frandsen Bank	10100	Total \$1,000.00
Refer	0	<u>NAC, INC.</u>			
Cash Payment	G 430-22018	Escrow - Stoneridge Hills	November Technical Assistance-City Projects		\$297.00
Invoice	25585	12/9/2021			
Cash Payment	E 101-41910-313	Planning Fee s	November Technical Assistance-City Projects		\$297.00
Invoice	25585	12/9/2021			
Transaction Date	12/22/2021		Frandsen Bank	10100	Total \$594.00
Refer	0	<u>NAC, INC.</u>			
Cash Payment	E 101-41000-313	Planning Fee s	November Technical Assistance-Meetings		\$250.00
Invoice	25586	12/9/2021			
Transaction Date	12/22/2021		Frandsen Bank	10100	Total \$250.00
Refer	0	<u>NAPA</u>			
Cash Payment	E 101-43100-419	Vehicle Operations	supplies		\$34.39
Invoice	5121-00-766409	12/6/2021			
Transaction Date	12/22/2021		Frandsen Bank	10100	Total \$34.39
Refer	0	<u>NCPERS GROUP LIFE INS</u>			

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Cash Payment	G 101-21712 Life Insurance	life insurance-January			\$48.00
Invoice	43360012022	12/10/2021			
Transaction Date	12/22/2021	Frandsen Bank	10100	Total	\$48.00
Refer	0 OFFICE DEPOT				
Cash Payment	E 101-43100-200 Supplies	office supplies			\$32.69
Invoice	180647949001	12/21/2021			
Transaction Date	12/22/2021	Frandsen Bank	10100	Total	\$32.69
Refer	0 MN PEIP				
Cash Payment	G 101-21712 Life Insurance	Health Insurance -January			\$10.35
Invoice	1150228	12/10/2021			
Cash Payment	G 101-21711 Dental Insurance	Health Insurance -January			\$82.04
Invoice	1150228	12/10/2021			
Cash Payment	G 101-21706 Hospitalization/Medical Ins	Health Insurance -January			\$1,548.72
Invoice	1150228	12/10/2021			
Transaction Date	12/22/2021	Frandsen Bank	10100	Total	\$1,641.11
Refer	0 RICE COUNTY ADMINISTRATION				
Cash Payment	E 101-41000-310 Professional Services	2022 TNT Statements			\$295.74
Invoice	2020-588	12/21/2021			
Transaction Date	12/22/2021	Frandsen Bank	10100	Total	\$295.74
Refer	0 BENNY H. SVIEN				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Permit #7218			\$21.88
Invoice		12/8/2021			
Cash Payment	E 101-42400-312 Plan Review Expense	Permit #7218			\$474.03
Invoice		12/8/2021			
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Permit #7218			\$1.64
Invoice		12/8/2021			
Cash Payment	E 101-42400-314 Mechanical Permit Expen	Permit #7218			\$1.50
Invoice		12/8/2021			
Transaction Date	12/22/2021	Frandsen Bank	10100	Total	\$499.05
Refer	0 TRI-STATE BOBCAT				
Cash Payment	E 101-43100-419 Vehicle Operations	fuel cap			\$21.72
Invoice	P66790	12/9/2021			
Transaction Date	12/22/2021	Frandsen Bank	10100	Total	\$21.72
Refer	0 US POSTMASTER				
Cash Payment	E 101-42100-413 Rental	PD post office box rent			\$84.00
Invoice					
Transaction Date	12/22/2021	Frandsen Bank	10100	Total	\$84.00
Refer	0 VERIZON				
Cash Payment	E 101-42100-321 Telephone & Communic	cell phones			\$128.72
Invoice	9894903770	12/11/2021			
Transaction Date	12/22/2021	Frandsen Bank	10100	Total	\$128.72
Refer	0 WSB & ASSOC INC				
Cash Payment	E 101-41000-303 Engineering Fees	2021 City Engineering			\$800.00
Invoice	R-017408-000-11	12/20/2021			
Cash Payment	E 101-41000-303 Engineering Fees	General Survey Assistance			\$642.00
Invoice	R-017408-000-11	12/20/2021			

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Cash Payment	E 602-49450-303 Engineering Fees	Wastewater Pre-treatment		\$394.00
Invoice	R-017408-000-11 12/20/2021			
Cash Payment	E 225-43150-303 Engineering Fees	Depot Street N/Hester Street W Drainage		\$281.25
Invoice	R-017408-000-11 12/20/2021			
Cash Payment	E 225-43150-303 Engineering Fees	Hester Street E Storm Sewer Outlet Shop		\$93.75
Invoice	R-017408-000-11 12/20/2021			
Cash Payment	E 101-41910-303 Engineering Fees	Right of Way Permits		\$34.50
Invoice	R-017408-000-11 12/20/2021			
Cash Payment	E 101-41000-303 Engineering Fees	GIS Base Maps		\$260.00
Invoice	R-017408-000-11 12/20/2021			
Cash Payment	E 101-41910-303 Engineering Fees	Pavement Maintenance		\$218.75
Invoice	R-017408-000-11 12/20/2021			
Cash Payment	E 602-49450-303 Engineering Fees	Wastewater System		\$510.00
Invoice	R-017408-000-11 12/20/2021			
Cash Payment	E 225-43150-303 Engineering Fees	Storm Water System		\$437.50
Invoice	R-017408-000-11 12/20/2021			
Cash Payment	E 101-41910-303 Engineering Fees	Comprehensive Transportation Planning		\$187.50
Invoice	R-017408-000-11 12/20/2021			
Cash Payment	E 426-45200-500 Capital Outlay	Tower Park Improvements and Planning		\$268.00
Invoice	R-017408-000-11 12/20/2021			
Cash Payment	E 101-41000-303 Engineering Fees	Industrial Park Feasibility		\$187.50
Invoice	R-017408-000-11 12/20/2021			
Transaction Date	12/22/2021	Frandsen Bank	10100	Total \$4,314.75
Refer	0 WSB & ASSOC INC			
Cash Payment	G 430-22013 Escrow - Brd. Hgt. Pre. Plat	Bridgewater Heights		\$62.50
Invoice	R-010168-000-54 12/20/2021			
Cash Payment	G 430-22013 Escrow - Brd. Hgt. Pre. Plat	Tower Heights PUD Amendment		\$343.75
Invoice	R-010168-000-54 12/20/2021			
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	Stoneridge Hills		\$1,152.50
Invoice	R-010168-000-54 12/20/2021			
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	Stoneridge Hills		\$312.50
Invoice	R-010168-000-54 12/20/2021			
Cash Payment	G 430-22012 Escrow - Brd. Hgt. Annex/Cn	Tower Heights Annexation Request		\$207.00
Invoice	R-010168-000-54 12/20/2021			
Cash Payment	G 430-22019 Escrow - AT&T Tower Antenn	AT&T Mobility Lease Agreement		\$187.50
Invoice	R-010168-000-54 12/20/2021			
Transaction Date	12/22/2021	Frandsen Bank	10100	Total \$2,265.75

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Fund Summary

10100 Frandsen Bank

101 GENERAL FUND	\$13,239.49
225 STORM SEWER	\$1,695.00
426 PARKS & REC. CAPITAL OUTLAY	\$268.00
430 ESCROW DEPOSITS	\$2,682.75
601 WATER	\$806.25
602 SEWER	\$1,610.25
603 REFUSE	\$282.50
	<hr/>
	\$20,584.24

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$20,584.24
Total	<hr/> \$20,584.24

DISBURSEMENT REPORT
December 22, 2021 - January 10, 2022
City of Dundas
Council Meeting January 10, 2022

DATE	PAYABLE	AMOUNT
12/30/2021	PERA	\$2,969.66
12/30/2021	State of MN Empower Retirement	\$900.00
12/31/2021	MN Dept of Revenue	\$958.60
12/31/2021	IRS	\$4,699.92
12/30/2021	Payroll PP# 26 Employees	\$15,808.83
1/6/2022	HSA Deposit for one employee	\$1,400.00
	Sub Total Paid Payroll and Sales Liabilities	\$26,737.01
12/23/2021	Nextiva Voip	\$186.68
12/23/2021	Cardmember Service	\$1,190.26
12/31/2021	ACH per item	\$9.00
12/31/2021	Low ACH Volume Maintenance	\$5.00
12/31/2021	RDC Monthly Fee	\$59.00
1/3/2022	PSN Payment Service	\$322.50
1/10/2022	Invoices - Payment for 2021 invoices	\$21,929.43
10/10/2022	Invoices - Payment for 2022 invoices	\$38,034.69
	Sub Total Paid Claims and Service Liabilities	\$61,736.56
TOTAL	Disbursement for January 10, 2022	\$88,473.57

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Payments

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Current Period: January 2022

Payments Batch 011022AP2021bills		\$21,929.43	
Refer	0 <u>AHLMANS</u>	-	
Cash Payment	E 101-42100-580 Equipment	PD gun equipment	\$412.97
Invoice	166082 12/30/2021		
Transaction Date	1/5/2022	Frandsen Bank 10100	Total \$412.97
Refer	0 <u>ALBERS A & A PORTABLE SVCS</u>	-	
Cash Payment	E 101-45200-413 Rental	Portable Restroom Rental-December	\$100.00
Invoice	1614 1/5/2022		
Transaction Date	1/5/2022	Frandsen Bank 10100	Total \$100.00
Refer	0 <u>AMAZON CAPITAL SERVICES</u>	-	
Cash Payment	E 101-41000-200 Supplies	Chair mat, voice recorder and office supplies	\$172.42
Invoice	14FV-XNWP-DX4 12/22/2021		
Transaction Date	1/5/2022	Frandsen Bank 10100	Total \$172.42
Refer	0 <u>BADGER METER</u>	-	
Cash Payment	E 601-49400-210 Supplies/Water Meter, Et	Orion cellular lte service unit	\$103.55
Invoice	80087784 12/29/2021		
Transaction Date	12/29/2021	Frandsen Bank 10100	Total \$103.55
Refer	0 <u>CENTRAL FARM SERVICE</u>	-	
Cash Payment	E 101-43100-418 Vehicle Fuels	Fuel	\$243.10
Invoice	12/31/2021		
Transaction Date	12/29/2021	Frandsen Bank 10100	Total \$243.10
Refer	0 <u>DICK-S/LAKEVILLE SANITATION</u>	-	
Cash Payment	E 603-49500-384 Refuse/Garbage Dispos	Trash service December 2021	\$7,574.40
Invoice	DT0004334335 12/31/2021		
Transaction Date	12/29/2021	Frandsen Bank 10100	Total \$7,574.40
Refer	0 <u>ECKBERG LAMMERS</u>	-	
Cash Payment	E 101-42100-304 Legal Fees	Prosecution December 21	\$661.51
Invoice	12 2021 12/31/2021		
Transaction Date	12/29/2021	Frandsen Bank 10100	Total \$661.51
Refer	0 <u>GUTH ELECTRIC, LLC</u>	-	
Cash Payment	E 101-41000-400 Repairs and Maintenanc	Install mounting brackets on new pole lights	\$508.00
Invoice	1233 12/28/2021		
Transaction Date	12/29/2021	Frandsen Bank 10100	Total \$508.00
Refer	0 <u>GUTH ELECTRIC, LLC</u>	-	
Cash Payment	E 101-42100-400 Repairs and Maintenanc	fixed electric door at police station	\$920.00
Invoice	1215 12/27/2021		
Transaction Date	12/29/2021	Frandsen Bank 10100	Total \$920.00
Refer	0 <u>KWIK TRIP INC</u>	-	
Cash Payment	E 101-42100-418 Vehicle Fuels	fuel	\$540.87
Invoice			
Cash Payment	E 101-43100-418 Vehicle Fuels	fuel	\$608.30
Invoice			
Transaction Date	12/29/2021	Frandsen Bank 10100	Total \$1,149.17
Refer	0 <u>LUZ CLEANING SERVICE</u>	-	

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Payments

Current Period: January 2022

Cash Payment	E 101-41000-440	Cleaning Service	December cleaning		\$600.00
Invoice	3733	12/23/2021			
Transaction Date	12/29/2021	Frandsen Bank	10100	Total	\$600.00
Refer	0	GREG MALECHA	-		
Cash Payment	E 101-43100-217	Uniforms	Uniform reimbursement		\$362.98
Invoice		12/22/2021			
Transaction Date	12/29/2021	Frandsen Bank	10100	Total	\$362.98
Refer	0	MARCO, INC	-		
Cash Payment	E 101-41000-413	Rental	Printer Lease 12/21/21-01/20/22		\$229.26
Invoice	30736458	12/24/2021			
Transaction Date	12/29/2021	Frandsen Bank	10100	Total	\$229.26
Refer	0	MENARDS, INC	-		
Cash Payment	E 101-42100-200	Supplies	supplies		\$50.52
Invoice	17398	10/10/2021			
Transaction Date	12/29/2021	Frandsen Bank	10100	Total	\$50.52
Refer	0	QUADIENT LEASING	-		
Cash Payment	E 101-41000-413	Rental	lease payment		\$207.96
Invoice	N9198434	12/29/2021			
Transaction Date	12/29/2021	Frandsen Bank	10100	Total	\$207.96
Refer	0	SPRINT	-		
Cash Payment	E 101-43100-321	Telephone & Communic	Phone Service 11/15/21-12/14/21		\$96.04
Invoice	292583318-241	12/18/2021			
Transaction Date	12/29/2021	Frandsen Bank	10100	Total	\$96.04
Refer	0	BENNY H. SVIEN	-		
Cash Payment	E 101-42400-311	Bldg Permit Expense	4th Quarter Building Official fees		\$11.27
Invoice	021-1230	12/30/2021			
Cash Payment	E 101-42400-315	Plumbing Permit Expens	4th Quarter Building Official fees		\$3.50
Invoice	021-1230	12/30/2021			
Cash Payment	E 101-42400-314	Mechanical Permit Expen	4th Quarter Building Official fees		\$1.33
Invoice	021-1230	12/30/2021			
Transaction Date	12/29/2021	Frandsen Bank	10100	Total	\$16.10
Refer	0	XCEL ENERGY	-		
Cash Payment	E 101-43124-381	Electricity	Utilities		\$1,899.34
Invoice	762271469	1/4/2022			
Cash Payment	E 101-43124-381	Electricity	Utilities		\$33.73
Invoice	762271469	1/4/2022			
Cash Payment	E 101-45200-381	Electricity	Utilities		\$14.92
Invoice	762271469	1/4/2022			
Cash Payment	E 101-45200-381	Electricity	Utilities		\$54.71
Invoice	762271469	1/4/2022			
Cash Payment	E 601-49400-381	Electricity	Utilities		\$242.38
Invoice	762271469	1/4/2022			
Cash Payment	E 602-49450-381	Electricity	Utilities		\$443.06
Invoice	762271469	1/4/2022			
Cash Payment	E 602-49450-381	Electricity	Utilities		\$171.63
Invoice	762271469	1/4/2022			

CITY OF DUNDAS
Payments

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Current Period: January 2022

Cash Payment	E 601-49400-381 Electricity	Utilities			\$171.64
Invoice	762271469	1/4/2022			
Cash Payment	E 601-49400-381 Electricity	Utilities			\$361.70
Invoice	762271469	1/4/2022			
Cash Payment	E 602-49450-381 Electricity	Utilities			\$519.46
Invoice	762271469	1/4/2022			
Cash Payment	E 601-49400-381 Electricity	Utilities			\$108.26
Invoice	762271469	1/4/2022			
Cash Payment	E 601-49400-381 Electricity	Utilities			\$11.90
Invoice	762271469	1/4/2022			
Cash Payment	E 101-45200-381 Electricity	Utilities			\$67.85
Invoice	762271469	1/4/2022			
Cash Payment	E 601-49400-381 Electricity	Utilities			\$2,381.39
Invoice	762271469	1/4/2022			
Cash Payment	E 101-45200-381 Electricity	Utilities			\$161.80
Invoice	762271469	1/4/2022			
Cash Payment	E 101-42100-381 Electricity	Utilities			\$279.46
Invoice	762271469	1/4/2022			
Cash Payment	E 101-43100-381 Electricity	Utilities			\$279.47
Invoice	762271469	1/4/2022			
Cash Payment	E 101-43124-381 Electricity	Utilities			\$113.22
Invoice	762271469	1/4/2022			
Cash Payment	E 101-41000-381 Electricity	Utilities			\$356.13
Invoice	762271469	1/4/2022			
Cash Payment	E 101-41000-381 Electricity	Utilities			\$849.40
Invoice	762271469	1/4/2022			
Transaction Date	1/5/2022	Frandsen Bank	10100	Total	\$8,521.45

Fund Summary

	10100 Frandsen Bank
101 GENERAL FUND	\$9,840.06
601 WATER	\$3,380.82
602 SEWER	\$1,134.15
603 REFUSE	\$7,574.40
	\$21,929.43

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$21,929.43
Total	\$21,929.43

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Payments

Current Period: January 2022

Payments Batch 011021 2022 Bills				\$38,034.69	
Refer	0 BY ALL MEANS GRAPHICS	-			
Cash Payment	E 101-42100-200 Supplies	set up animal bite form			\$173.95
Invoice	13241	1/4/2021			
Transaction Date	1/5/2022	Frandsen Bank	10100	Total	\$173.95
Refer	0 LAW ENFORCEMENT LABOR SVC	-			
Cash Payment	G 101-21707 LELSI Union Dues	January 2022			\$130.00
Invoice		1/1/2020			
Transaction Date	1/5/2022	Frandsen Bank	10100	Total	\$130.00
Refer	0 METRO FIBERNET LLC	-			
Cash Payment	E 101-41000-321 Telephone & Communic	Phone charges			\$121.91
Invoice		1/1/2022			
Cash Payment	E 101-42100-321 Telephone & Communic	Phone charges			\$49.33
Invoice		1/1/2022			
Cash Payment	E 601-49400-321 Telephone & Communic	Phone charges			\$67.24
Invoice		1/1/2022			
Cash Payment	E 602-49450-321 Telephone & Communic	Phone charges			\$67.24
Invoice		1/1/2022			
Transaction Date	1/5/2022	Frandsen Bank	10100	Total	\$305.72
Refer	0 NAFRS	-			
Cash Payment	E 101-42200-300 Professional Services	2022 Party Contributions			\$23,920.00
Invoice					
Transaction Date	1/5/2022	Frandsen Bank	10100	Total	\$23,920.00
Refer	0 SHI INTERNATIONAL CORP	-			
Cash Payment	E 101-41000-309 EDP, Software and Desig	Adobe Volume License			\$776.00
Invoice	B14548444	12/29/2021			
Transaction Date	1/5/2022	Frandsen Bank	10100	Total	\$776.00
Refer	0 UTILITY SERVICE CO., INC	-			
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Pedisphere East Tower			\$5,851.40
Invoice	550822	1/1/2022			
Transaction Date	1/5/2022	Frandsen Bank	10100	Total	\$5,851.40
Refer	0 UTILITY SERVICE CO., INC	-			
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Composite West Tank			\$6,877.62
Invoice	550823	1/1/2022			
Transaction Date	1/5/2022	Frandsen Bank	10100	Total	\$6,877.62

CITY OF DUNDAS
Payments

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Current Period: January 2022

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND		\$25,171.19
601 WATER		\$12,796.26
602 SEWER		\$67.24
		<hr/>
		\$38,034.69

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$38,034.69
Total	<hr/>
	\$38,034.69



REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Revised Draft Parks Survey
DATE: For the City Council Meeting of January 10, 2022

PURPOSE/ACTION REQUESTED

Consider approving a revised draft parks survey.

SUMMARY

The City Council previously reviewed a draft of a survey on park amenities and had some suggested changes:

- Revise the map to show the area other green/open space areas of the City without specific Park designation.
- The survey should apply to all parks, not just Tower Park.
- Provide a question on amenities to the broader parks system – not solely specific to Tower Park
- Add a broad age question to gather information on respondents age.

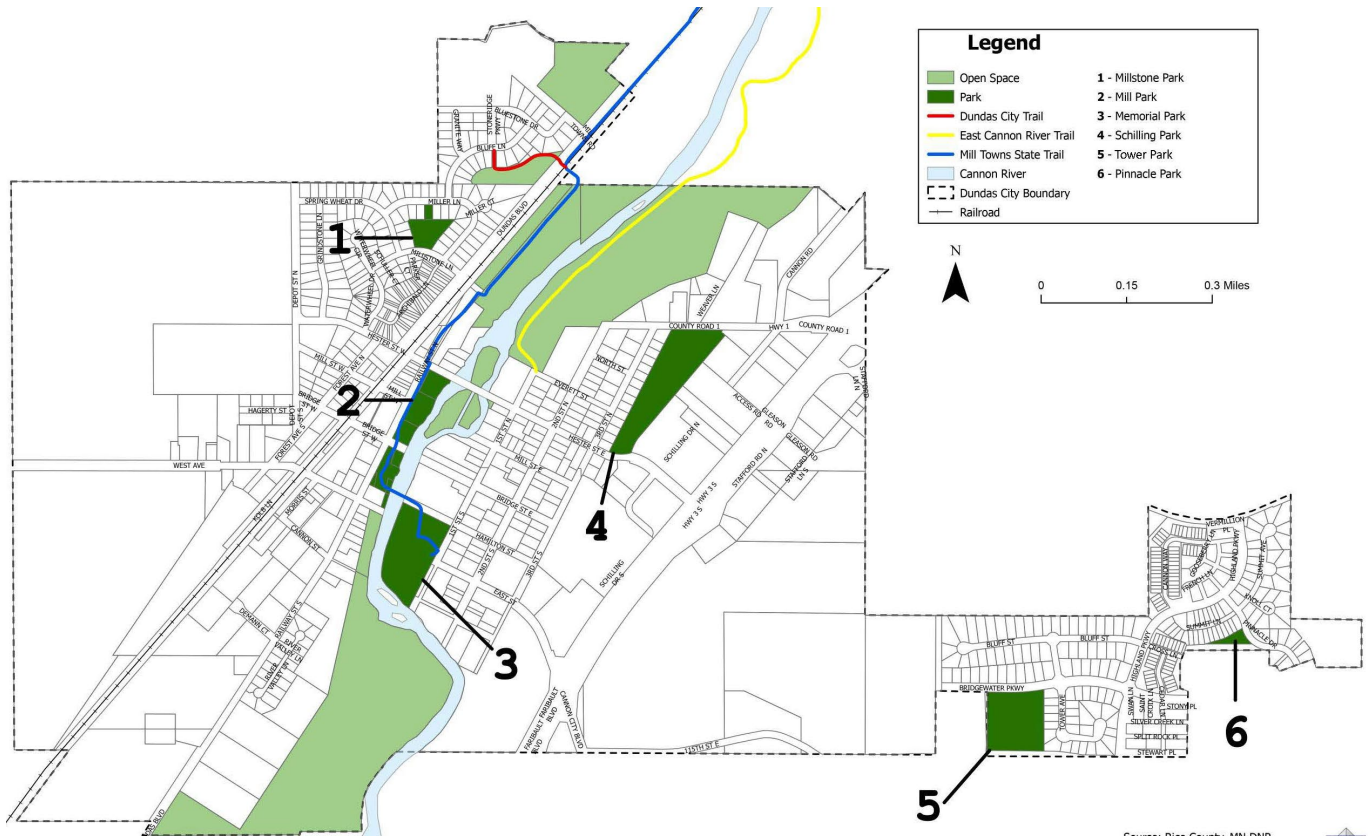
Those changes have been made and are reflected in the attached.

The intention is to send a postcard to every mailing address in the City, asking them to participate in the survey and providing a QR code to taking them directly to the online survey.

RECOMMENDATION

Motion to approve the revised draft park survey.

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



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

1. Please select the age groups of those in your household: (select all that apply)

a. Under 12	d. 30-49
b. 12-18	e. 50-64
c. 19-29	f. 65+

2. What Park recreational amenities do you and your household most often use or seek out in any park within the City? _____ (fill in blank)

3. If you were to dream big for the Dundas Parks system, rank the following in order of preference: (1 thru 4)
- ___ Pickleball Courts
 - ___ Basketball Court
 - ___ Amphitheater/Performance area
 - ___ Splash pad / Interactive Water Feature
4. Do you or your family members currently use the recreational amenities provided at Tower Park (Bridgewater Heights) - hockey rink, warming house and open space?
- a. Hockey rink: **Yes / No**
 - b. Warming house: **Yes / No**
 - c. Open space: **Yes / No**
5. Would you support any the following park improvements at Tower Park:
- a. Age appropriate playground
 - i. Age 2-5, **Circle one:** **Yes / No**
 - ii. Age 5-12, **Circle one:** **Yes / No**
 - iii. Older/ Teen: **Circle one:** **Yes / No**
 - b. Splash Pad: **Yes / No**
 - c. Pickle Ball Courts: **Yes / No**
 - d. Picnic Shelter: **Yes / No**
 - e. Restroom facilities: **Yes / No**
 - f. Flexible greenspace / field areas: **Yes / No**
 - g. Basketball Court: **Yes / No**
 - h. Sand Volleyball: **Yes / No**
 - i. Amphitheater / Performance area: **Yes / No**
 - j. Walking trail: **Yes / No**
 - k. Exercise Equipment: **Yes / No**
 - l. Community Garden: **Yes / No**
 - m. Other: **(fill in blank)** _____
6. Would you support any the following park improvements elsewhere within the City park system:
- a. Age appropriate playground
 - i. Age 2-5, **Circle one:** **Yes / No**
 - ii. Age 5-12, **Circle one:** **Yes / No**
 - iii. Older/ Teen: **Circle one:** **Yes / No**
 - b. Splash Pad: **Yes / No**
 - c. Pickle Ball Courts: **Yes / No**
 - d. Picnic Shelter: **Yes / No**
 - e. Restroom facilities: **Yes / No**
 - f. Flexible greenspace / field areas: **Yes / No**
 - g. Basketball Court: **Yes / No**
 - h. Sand Volleyball: **Yes / No**

- i. Amphitheater / Performance area: **Yes / No**
 - j. Walking trail: **Yes / No**
 - k. Exercise Equipment: **Yes / No**
 - l. Community Garden: **Yes / No**
 - m. Other: **(fill in blank)**
7. Would you be interested in participating in a “Friends of Tower Park” group to help guide improvements, activities and coordinate other engagement pertaining to Tower Park? **Yes / No**

9.
Thank you for participating in this survey to gauge interest in the potential opportunities at Tower Park. We welcome you to join the Parks and Rec Advisory Board to help grow the City’s park system and recreational opportunities.



REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Authorizing Staff to Recruit for Public Works Assistant
DATE: For the City Council Meeting of January 10, 2022

PURPOSE/ACTION REQUESTED

Consider authorizing staff to recruit for Public Works Assistant.

SUMMARY

A second Public Works Assistant Position was included in the approved 2022 budget. Staff is seeking Council authorization to begin recruiting for the position.

RECOMMENDATION

Motion to authorize staff to begin recruiting for a Public Works Assistant.



REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Authorizing Staff to Recruit for Administrative Intern
DATE: For the City Council Meeting of January 10, 2022

PURPOSE/ACTION REQUESTED

Consider authorizing staff to recruit for an Administrative Intern.

SUMMARY

As Council will recall, I had recently mentioned that the Minnesota City/County Managers Association is offering matching funds of up to \$3,500 to member municipalities to sponsor an Internship with the goal of providing real life experience working in local government management.

I applied to the program and was notified that we were selected as one of the three municipalities to receive the matching funds.

In the application I highlighted the areas I thought the Intern would participate in including (but not limited to), working on establishing EDA programs and policies, election support, park, business and benefit survey outreach, follow up and compilation, website development including developing fillable forms for all the building permit forms, etc.

The selected person would work 20 hours per week and I anticipate a salary between \$17 and \$20 per hour depending on qualifications. The total expenditure for salary is between \$17,680 and \$20,800. After receiving the matching funds it's between \$14,180 and \$17,300. Because the position will work across the organization and funds, I propose funding the salary across the general fund, the EDA fund, and the water and sewer funds – with the general fund bearing most of the expense.

RECOMMENDATION

Motion to approve the job description for Administrative Intern and authorize posting of the position.

CITY OF DUNDAS
POSITION DESCRIPTION

ADMINISTRATIVE INTERN

JOB TITLE: Administrative Intern

DEPARTMENT: Administration

SUPERVISOR: City Administrator

HOURS WORKED: 20 Hours Per Week

Primary Objective of Position

The position supports and assists in completing duties and projects across a variety of areas within the City. The goal of the position is to offer a comprehensive perspective of local government management through participation and mentorship.

Supervision Received

Works under the supervision of the City Administrator

Major Areas of Responsibility/Accountability

The listed examples may not include all duties performed by this position.

1. Attends and presents at City Council meetings and other Commission meetings as needed.
2. Assists in project development and execution in a variety of departments including Administration, Finance, Police, Public Works, Elections.
3. Create agenda materials and reports for City Council meetings and other Commission meetings.
4. Assist with the drafting of city ordinances, ordinance amendments, resolutions.
5. Develop and execute research projects regarding various municipal issues at the direction of the City Administrator.
6. Assist the City Administrator with document creation and other tasks as needed.
7. Participate in general administration and management of local government.
8. Acts as backup for duties relating to customer service (service window, phones, etc)

Knowledge, Skills and Abilities

1. Considerable knowledge in research, programming and coordination of activities and special projects.
2. Working knowledge of Dundas City Code.
3. Working knowledge of municipal planning processes and procedures.
4. Considerable ability to communicate both orally and in writing, maintaining effective relationships with supervisors, co-workers and elected and appointed officials.
5. Considerable ability to analyze data and prepare detailed and accurate reports.
6. Ability to effectively operate a computer and various software packages including Microsoft Office.
7. Problem solving skills.

Minimum Qualifications

Recent college graduate or current student in bachelor's or master's program with a degree/major in political science, public administration, urban studies or a related field.

Date: January 2022



REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving 2022 Salary Adjustments
DATE: For the City Council Meeting of January 10, 2022

PURPOSE/ACTION REQUESTED

Consider approving 2022 salary adjustments.

SUMMARY

The Compensation Study that the City Council approved in early 2019 contemplated two items with respect annual salary adjustments for city staff.

- 1) All positions were placed in a pay structure with grades and steps to allow movement from one step to the next based upon length of service.
- 2) An annual COLA adjustment, The wages of the pay plan are adjusted upwards each year using a cost of living factor or percentage.

Employees who are at the top of their range would receive just the COLA.

I have attached the 2022 Compensation Plan based on the 3% COLA adjustment approved as part of the budget process.

Police Officer compensation is set forth in the collective bargaining agreement between the City and LELS, and as such, their COLA adjustment was tied to the non-union group of employees.

RECOMMENDATION

Motion to approve the 2022 salary adjustments for staff.

2022 Compensation Plan

Evaluation Points			Range Steps									
Grade	Point Minimum	Point Maximum	1	2	3	4	5	6	7	8	9	10
1	0	150	\$15.46	\$16.05	\$16.66	\$17.25	\$17.85	\$18.49	\$19.07	\$19.66	\$20.25	\$20.86
2	151	171	\$17.01	\$17.66	\$18.32	\$18.98	\$19.64	\$20.29	\$20.96	\$21.62	\$22.29	\$22.95
3	172	182	\$18.36	\$19.08	\$19.79	\$20.51	\$21.22	\$21.93	\$22.65	\$23.36	\$24.07	\$24.78
4	183	203	\$19.28	\$20.03	\$20.78	\$21.53	\$22.27	\$23.02	\$23.77	\$24.51	\$25.27	\$26.03
5	204	234	\$20.24	\$21.02	\$21.82	\$22.60	\$23.39	\$24.17	\$24.97	\$25.75	\$26.53	\$27.32
6	235	275	\$21.25	\$22.07	\$22.91	\$23.73	\$24.54	\$25.38	\$26.21	\$27.04	\$27.86	\$28.58
7	276	304	\$22.31	\$23.19	\$24.04	\$24.92	\$25.79	\$26.65	\$28.35	\$28.39	\$29.26	\$30.12
8	305	347	\$23.43	\$24.34	\$25.25	\$26.16	\$27.08	\$27.99	\$28.89	\$29.81	\$30.72	\$31.62
9	348	418	\$24.61	\$25.55	\$26.51	\$27.47	\$28.43	\$29.39	\$30.64	\$31.30	\$32.25	\$33.21
10	419	469	\$25.83	\$26.83	\$27.84	\$28.85	\$29.85	\$30.85	\$31.86	\$32.87	\$33.87	\$34.88
11	470	520	\$28.93	\$30.16	\$31.18	\$32.30	\$33.44	\$34.56	\$35.69	\$36.80	\$37.92	\$39.05
12	521	590	\$32.40	\$33.66	\$34.93	\$36.17	\$37.44	\$38.67	\$39.96	\$41.22	\$42.48	\$43.74
13	591	641	\$34.67	\$36.02	\$37.37	\$38.71	\$40.07	\$41.42	\$42.76	\$44.10	\$45.45	\$46.80
14	642	692	\$37.44	\$38.56	\$39.72	\$40.91	\$42.14	\$43.40	\$44.70	\$46.04	\$47.43	\$48.85
15	693	743	\$40.43	\$42.01	\$43.59	\$44.10	\$46.73	\$48.31	\$49.87	\$51.46	\$53.02	\$54.59

City of Dundas
Public Works Staff Meeting / City Engineer Update 1/5/22

January 6, 2022
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.
 - Given the time of year, current prices and contractor availability, the 2021 Sidewalk/Trail Improvements project will be combined with the Memorial Park Improvements project and Staff will be issuing a request for quotes for construction in early 2022.
 - Drainage improvements will be made at the low point of 1st Street and Everett Street.
 - From the ECRT trail connection to Hester Street, a striped pedestrian/bike lane will be installed in the street with no parking signs on the west side of 1st Street. A trail in the boulevard will not be installed.
 - Striping of a crossing of Hester Street at 1st Avenue will be coordinated with Rice County. 11/3/21 County will be responsible for the crossing markings on pavement on Hester Street and 1st Street. The existing pedestrian ramp on the SW corner of the intersection will be expanded for better access to 1st street to the southwest.
 - A striped bike lane will be added in the street on the west side of 1st street, extending from Hester Street to Memorial Park.
 - Staff continues to work on the quote package for Spring 2022 construction.
 - **Staff plans to send out a request for quotes in February or March with work to begin in the spring.**
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. Staff has provided comments on the original grading and maintenance easement that was received from Menard.**
 - Modification work to the catch basin near the Dundas Dome driveway. Structure cannot be lowered. Lower grade around casting and structure and rip rap area. Regrade from

road and Dundas Dome swale to improve drainage with the possible addition of a concrete flume from street to catch basin. Work will be done in 2022 with potential sidewalk project.

4. 2023 Street Lighting

- On Railway Street down to West Avenue; and including lights at each end of the pedestrian bridge over the Cannon River.
- Updated pricing will be requested from the supplier.
- As part of the project, the existing poles at City Hall will re-located to the Railway Street/Memorial Park area and shorter (16') poles will be installed.

5. Comprehensive Transportation Planning

- 8/9/21 Staff met with Bridgewater Township officials to discuss the road policy/plan referenced in the OAA. Township officials indicated they would submit initial drafts based on the discussion in September. Meeting was held with BWT on 10/27/21 to discuss initial draft. ***The Joint Road Policy from BWT has been reviewed and staff has prepared a City of Dundas JRP and is working to set up a meeting with BWT to review.***
- ***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.*** 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 includes a crossing of CSAH 1 connecting the existing trail near the PRV to the sidewalk on Stafford Road North; and pedestrian connections west along the south side of CSAH 1 to Cannon Road. Staff has prepared a preliminary design and cost estimate for the improvements. Rice County does not have funding budgeted for cost sharing in 2022. Project would be done in 2023. ***Project will be presented to council at the 2nd council meeting in January.***
- A portion of the \$121,900 capital expenditure budgeted for Sidewalk/Trail in 2021 is to further preliminary design of these crossing concepts.
- Staff reviewed concept with Rice County on 11/3/21.

7. ECRT Parking Lot

- An aggregate base parking area is proposed to be created at the ECRT on the NE corner of 1st Street N / Everett Street.
- Project is in the 2023 CIP
- Staff contacted the DNR and they would welcome the addition of the parking lot but do not hold any formal interest in the land use of that area. Direction was given to notify Northfield of any improvements

8. Forest Avenue

- Based on recent soil borings, extensive pavement repair has been included in the draft CIP, future construction which will likely include pavement reclamation and a bituminous overlay. The pavement rehabilitation needs of Forest Avenue will be

reviewed again in the spring of 2022; mill and overlay needs for Depot Street may become a higher priority.

9. Memorial Park

- Given the time of year, current prices and contractor availability, the 2021 Sidewalk/Trail Improvements project will be combined with the Memorial Park Improvements project and Staff will be issuing a request for quotes for construction in early 2022.
- The City has concluded a berm will not be placed around the field.
- Staff met on site to review the scope of the proposed roadway/trail improvements now that the play area is in.
- The City plans to eliminate a segment of sidewalk along the west side of 1st Street S. (south of Hamilton Street). The parking lot will be reconfigured in this area to have parallel parking stalls. A trail will be added for access to the pavilion and play area. Improvements will be made to the roads and trails to improve access to residents and maintenance crews. This will be reviewed with the Duke's prior to implementation.
- ***Staff plans to send out a request for quotes in February or March with work to begin in the spring.***

10. Mill Town Trail Head

- ***The sculpture will be re-set in early 2022.***
- ***Sculpture area landscaping will go out for bid following sculpture reset and cleaning.***

11. Northfield Wastewater Treatment

- 4/26/21 Dundas received a letter from the City of Northfield regarding TSS loadings.
- Staff maintains regular contact with the MPCA and City of Northfield regarding these issues and will provide a verbal update on agreement compliance issues at each City Council meeting.
- Meeting was held with City of Northfield on 10/5/21 and 10/11/21
 - Discussed variations in sampling data and sampling locations between Dundas and Northfield.
 - Held Preliminary discussions on amending the 2001 agreement.
 - Northfield is requesting an increase in discharge limits from the MPCA which would also increase the limits from Dundas from the limits previously defined in the 2001 agreement.
 - 11/8/21 staff held meeting with PCA to discuss Northfield Wastewater permit ammendment.
 - 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. ***Staff continues to reach out to multiple companies to get the work scheduled as soon as possible.***
 - Staff is exploring a new connection between existing manholes to bypass the area of concern. ***A Gopher State One Call has been submitted to identify any private utility conflicts that may impact the connection being made. When all maps are received, staff will review and determine the feasibility to make the connection.***
 - 12/9/21 Northfield submitted the permit ammendment to the PCA. The PCA has a 60-day review period.
 - 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.

- ***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.***

12. 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.
- A pavement management document is being prepared based on past actions and bituminous pavement conditions.
- The City received an inquiry regarding converting the Access Road west of TH 3 between CSAH 1 and Hester Street to a public street; a draft policy will be prepared for reviewing these types of requests.
- For a future UPRR/Hester Street sidewalk crossing, the retaining wall at 236 Railway Street will need to be relocated.

13. Regional Storm Water and Wetland

- This will be the next storm water pond cleaning project; the focus for work at the regional pond will be clearing trees/brush and removing sediment. A future study will be done to quantify treatment capacity and service area for the pond.

14. Tower Park Improvements

- Draft survey questions have been reviewed by Park and Rec Advisory Board and comments have been received.
- ***12/22/21 Staff has revised the map and survey based on comments.***

15. Two Year Warranty Inspections

- Warranty inspections have been completed for the 2019 projects; Swenke will be contacted about one small settlement on Stafford Road North

16. AT&T East tower antenna modification

- 11/11/21 Staff has approved the submittals and is coordinating the work with AT&T.

17. Bridgewater Heights Annexation Area Concept Plan

- 2/18/21 the Planning Commission considered the concept plan and provided feedback.
- 3/11/21 the City received a letter from the Bridgewater Township attorney objecting to the annexation; the City responded.

18. Dundas Dome Site

- A request for an extension of the completion date for parking lot work was approved by the City Council on 10/12/20.

19. Stoneridge Hills 2nd

- On 8/6/21 the City Planner forwarded a letter to the developer indicating their land use application was incomplete for review.
- 11/10/21 developer submitted revised drainage report and supporting information for review City review. 11/15/21 City forwarded drainage and engineering comments to the developer's Engineer.
- 11/19/21 Staff and Developer executed a conditional grading permit. Developer has started minor site grading work.

20. Tower Heights

- Trails and concrete walks on highland parkway have been placed.
- Concrete barriers at Highland Parkway, on the north side of 115th Street, have been placed by Bridgewater Township. On 7/20/21 the developer was reminded to communicate to their subcontractors, suppliers, builders, and others, that these barricades are not to be moved, or removed, for even a short amount of time. The only exception is for emergency vehicles.
- 8/12/21 a LOC reduction was authorized.
- 10/6/21 a LOC reduction was authorized.
- 11/30/21 a LOC reduction was authorized.

21. West Avenue Apartments

- 6/8/20 the City Council approved the Comprehensive Plan Amendment, Preliminary and Final Plat; the PUD Preliminary and Final Plan; Building and Site Plan; a Planned Unit Overlay District; and the Development Agreement.
- 8/4/20 the developer signed the Development Agreement and the storm water agreement.
- ***Building application permit was approved but has not been picked up with Developer.***

22. Industrial Zone – 600 Railway Street South

- Staff prepared a concept plan of street and utility improvements and preliminary cost estimate. Information will be presented at the EDA meeting on 11/22/21

23. Dundas Well Projections

- ***Based on water demand projections and the population forecasts from the City comprehensive plan, a new 600 gpm well would be needed at the earliest in 2024 and at the latest by 2030. WSB recommends using 2026 as a reasonable forecast for the need for an additional well. The addition of the third well would be adequate through 2040.***



NOTICE OF PUBLIC HEARING
CITY OF DUNDAS – RICE COUNTY

*NOTICE OF PUBLIC HEARING ON AMENDMENT OF CHAPTER 34.01 OF THE DUNDAS
ZONING CODE MAKING CHANGES TO FEES*

NOTICE IS HEREBY GIVEN that the Dundas City Council will hold a Public Hearing on Monday, January 24, 2022 at 7:00 p.m. or soon thereafter as possible at Dundas City Hall, 100 Railway St N, Dundas, MN for the purposes of receiving written and oral comments from the public on proposed changes to City Code Chapter §34.01 Fee Schedule.

If you desire to be heard in reference to this matter you may attend the Public Hearing, submit a letter to the City Administrator/Clerk at City of Dundas, PO Box 70, Dundas, MN 55019-0070 or email jteppen@dundas.us. Letters and emails must be received by 4:00 p.m. Monday, January 24, 2022.

A copy of the proposed fee changes are available for inspection at Dundas City Hall during normal business hours or at the City's website at www.cityofcundas.org and at the hearing.

Jenelle Teppen, Administrator/Clerk