

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, June 12, 2023
7:00 p.m. City Hall**

- 1. Call to Order/Pledge Allegiance**
- 2. Roll Call** Mayor Switzer, Council members Gallagher, LaCroix, Modory, Swartwood
- 3. Presentation – Northfield Chamber of Commerce**
- 4. Public Comment**
- 5. Approval of Agenda**
- 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 May 22, 2023
 - b. Consider Liquor License Renewals for the period of July 1, 2023 through June 30, 2024
 - c. Disbursements - \$176,341.38
- 7. Regular Agenda**
 - a. Consider Approving Temporary Liquor License – Chapel Brewing – July 9, 2023 Event
 - b. Reports of Officers, Boards and Committees**
 - a. City Engineer
 - b. City Administrator/Clerk
 - c. Mayor, Councilors and Committees
 - c. Announcements**
 - a. City Council Meeting – Monday, June 26 and July 10 at 7:00 pm. City Hall
 - b. Park & Recreation Advisory Board – Tuesday, June 13 at 7:00 p.m. City Hall
 - c. Planning Commission Meeting– Thursday, June 15 at 7:00 p.m. at City Hall
 - d. Adjourn**

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES
Monday, May 22, 2023
7:00 p.m. City Hall**

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

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

CALL TO ORDER

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

PUBLIC FORUM – No public presentation to the Council

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

Regular Minutes of May 8, 2023;

Resolution 2023-10 Transferring Funds from Account 426 to Account 410

Disbursements - \$108,869.15. MCU

REGULAR AGENDA

- a. Consider Approving Ordinance 2023-03 Amending City Code Chapter 154 for Consistency with the Comprehensive Plan

Motion by Swartwood, second by LaCroix to approve Ordinance 2023-03 Amending City Code Chapter 154 for Consistency with the Comprehensive Plan. MCU

- b. Consider Receiving Quotes and Awarding Contract for 2023 Sanitary Sewer Cleaning and Televising

Motion by Modory, second by Swartwood to receive quotes and award contract to Hydro-Vac, Inc for \$22,085.80 for 2023 Sanitary Sewer Cleaning and Televising. MCU

- c. Consider Receiving Quotes and Awarding Contract for Dog Park Fence

Motion by Gallagher, second by Swartwood to receive quotes and award contract to Caron Fence for \$34,030.00. MCU

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

City Engineer – Dustin Tipp

Tipp reported on the various projects and tasks that he and staff are working on.

City Administrator/Clerk - Jenelle Teppen

Teppen reported that staff initiated discussion with Menards on a secondary access due to closure of Schilling Drive for a period of time in both 2024 and 2025 in order to replace a sanitary sewer line. She also reported that the Defeat of Jesse James Days Bike Tour will be moving to Dundas this year.

Bike Tour reps are working with Dundas Dukes reps on the details. She also mentioned that the Canines At Play group are hosting a fundraiser at the dog park on Saturday, June 3 from 2-5 PM.

WORK SESSION

a. Public Works Cold Storage Building

City Engineer Tipp presented the draft quote package for the proposed Cold Storage Building. City Council members reviewed and discussed it and said that they appreciated the opportunity to review it and directed staff to send the quote package out.

ADJOURN

Motion by Modory, second by Gallagher, to adjourn the meeting at 7:53 p.m.

Minutes prepared by Jenelle Teppen, City Administrator/City Clerk



REQUEST FOR CITY COUNCIL ACTION

TO: City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Approving Liquor License Renewals for the Period of July 1, 2023 through June 30, 2024

DATE: For the City Council Meeting of June 12, 2023

PURPOSE/ACTION REQUESTED

Consider approving Liquor License Renewals.

SUMMARY

The City Council is asked to approve the 2023 liquor license renewals, Current liquor licenses expire on June 30, 2023. The attached list reflects liquor licenses in their respective categories:

Once the licenses are approved by the City Council they are sent to the Department of Public Safety Alcohol and Gambling Enforcement Division for review and approval.

RECOMMENDATION

Motion to approve liquor license renewals for the period of July 1, 2023 through June 30, 2024.

2023 LIQUOR LICENSE RENEWALS

License Type	Licensee Name	Licensee DBA	Address
Combination On-Sale/Off-Sale/Special Sunday			
	Dawn Kruse	Dawn's Corner Bar	200 Railway St N
	Lyle and Pauline's Inc	L&M Bar and Grill	224 Railway St N
	Ruth's on Stafford	Ruth's on Stafford	410 Stafford Lane S
On-Sale 3.2 and Wine			
	CABBII LLC	Cannon Valley Cinema 10	404 Schilling Drive
	Dundas Baseball Assn	Dundas Dukes	514 1st St S
Off-Sale 3.2			
	Kwik Trip, Inc	Kwik Trip #489	415 Hester St E
Taproom			
	The Meeting House LLC	Chapel Brewing	15 Hester Street
Off-Sale			
	AJE Enterprises Inc	Firehouse Liquor	607 Stafford Rd N
	Four Browns LLC	MGM Wine and Spirits	420 Schilling Drive

CITY OF DUNDAS DISBURSEMENT REPORT
Council Meeting June 12, 2023

DATE	PAYABLE	AMOUNT
6/1/2023	PERA	\$4,049.33
6/1/2023	State of MN Empower Retirement	\$600.00
6/1/2023	State of MN Empower Retirement (HCSP)	\$458.90
6/1/2023	MN Dept of Revenue	\$1,123.67
6/1/2023	IRS	\$5,687.80
6/1/2023	Payroll PP# 11 Employees	\$17,739.13
6/1/2023	Payroll #6 City Council	\$1,960.19
	Sub Total Paid Payroll and Sales Liabilities	<u>\$31,619.02</u>
5/31/2023	ACH per item	\$21.00
5/31/2023	Low ACH Volume Maintenance	\$5.00
5/31/2023	RDC Monthly Fee	\$59.00
5/31/2023	Nextiva VOIP	\$188.76
5/31/2023	PSN Payment Service	\$363.50
6/12/2023	2023 Invoices - Payment June 12, 2023	\$144,085.10
	Sub Total Paid Claims and Service Liabilities	<u>\$144,722.36</u>
TOTAL	Disbursement for June 12, 2023	<u><u>\$176,341.38</u></u>

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Payments

Current Period: May 2023

Payments Batch AP061223		\$144,085.10	
Refer	0	<u>ABDO FINANCIAL SOLUTIONS, LL</u>	
Cash Payment	E 101-41000-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 472447	6/1/2023		\$4,712.50
Cash Payment	E 225-43150-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 472447	6/1/2023		\$362.50
Cash Payment	E 601-49400-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 472447	6/1/2023		\$906.25
Cash Payment	E 602-49450-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 472447	6/1/2023		\$906.25
Cash Payment	E 603-49500-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 472447	6/1/2023		\$362.50
Transaction Date	6/1/2023	Frandsen Bank	10100
		Total	\$7,250.00
Refer	0	<u>GUTHRIE, ABIGAIL</u>	
Cash Payment	E 101-41000-208	Training and Licensing	MMCI - Meal Reimbursement
Invoice 45078	5/11/2023		\$30.31
Transaction Date	5/11/2023	Frandsen Bank	10100
		Total	\$30.31
Refer	0	<u>AFLAC</u>	
Cash Payment	G 101-21710	Other Deductions	Employee Reimbursed HB065
Invoice 99862	6/2/2023		\$257.16
Transaction Date	6/2/2023	Frandsen Bank	10100
		Total	\$257.16
Refer	0	<u>AHLMANS</u>	
Cash Payment	E 101-42100-200	Supplies	12ga buckshot & slugs
Invoice 45069	5/18/2023		\$19.00
Transaction Date	5/18/2023	Frandsen Bank	10100
		Total	\$19.00
Refer	0	<u>ALBERS A & A PORTABLE SVCS</u>	
Cash Payment	E 101-45200-413	Rental	Portable Restroom Rental
Invoice 45047	5/31/2023		\$500.00
Transaction Date	5/31/2023	Frandsen Bank	10100
		Total	\$500.00
Refer	0	<u>ALDRICH TECNNOLOGY CONSULT</u>	
Cash Payment	E 101-41000-580	Equipment	600VA Battery Backup & Surge Protector
Invoice 8432	5/23/2023		\$88.00
Cash Payment	E 101-41000-310	Professional Services	Onsite services - Battery backup/power loss issue
Invoice 8432	5/23/2023		\$75.00
Cash Payment	E 101-41000-310	Professional Services	Splashtop software issues
Invoice 8338	5/19/2023		\$37.50
Cash Payment	E 101-41000-309	EDP, Software and Desi	Microsoft Exchange Online (Plan 2)- Monthly
Invoice 8424	5/21/2023		\$160.00
Transaction Date	5/23/2023	Frandsen Bank	10100
		Total	\$360.50
Refer	0	<u>AMAZON CAPITAL SERVICES</u>	
Cash Payment	E 101-41000-200	Supplies	Credit for returned office supplies
Invoice 19VFN7171KD3	6/1/2023		-\$26.99
Cash Payment	E 101-41000-200	Supplies	Dish cloths, dish mat
Invoice 1FWTH4K366QC	5/25/2023		\$15.98
Cash Payment	E 101-42100-200	Supplies	Police badge stickers
Invoice 1FWTH4K366QC	5/25/2023		\$14.39

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Payments

Current Period: May 2023

Transaction Date	6/1/2023	Frandsen Bank	10100	Total	\$3.38
Refer	0 APG MEDIA OF SOUTHERN MN	-			
Cash Payment	E 101-41000-351 Legal Notices Publishing	Publishing - SUMMARY FINANCIAL REPORT, PROPRIETARY FUNDS			\$757.35
Invoice	111300523	5/31/2023			
Transaction Date	5/31/2023	Frandsen Bank	10100	Total	\$757.35
Refer	0 AUTOMATIC SYSTEMS CO	-			
Cash Payment	E 601-49400-400 Repairs and Maintenan	PRV PRESSURE TRANSMITTER REPLACEMENT			\$4,989.00
Invoice	40340	5/31/2023			
Transaction Date	5/31/2023	Frandsen Bank	10100	Total	\$4,989.00
Refer	0 BADGER METER	-			
Cash Payment	E 601-49400-210 Supplies/Water Meter, E	ORION CELLULAR LTE SERV UNIT			\$982.30
Invoice	80127527	5/30/2023			
Transaction Date	5/30/2023	Frandsen Bank	10100	Total	\$982.30
Refer	0 BLUECROSS BLUESHIELD OF MN	-			
Cash Payment	G 101-21713 Vision Insurance	Vision			\$28.15
Invoice	230601298908	6/1/2023			
Transaction Date	6/1/2023	Frandsen Bank	10100	Total	\$28.15
Refer	0 CAR TIME AUTO SERVICE CENTE	-			
Cash Payment	E 101-42100-400 Repairs and Maintenan	REPLACE BRAKE PADS & ROTORS			\$897.97
Invoice	260500	5/15/2023			
Transaction Date	5/15/2023	Frandsen Bank	10100	Total	\$897.97
Refer	0 CITY OF NORTHFIELD	-			
Cash Payment	E 602-49450-385 Sewer Utilities	Sewer Utilities			\$21,766.92
Invoice	45017	5/22/2023			
Transaction Date	5/22/2023	Frandsen Bank	10100	Total	\$21,766.92
Refer	0 CORE & MAIN, LP	-			
Cash Payment	E 601-49400-400 Repairs and Maintenan	1-1/4 WESTERNCB REPAIR LID 5614L LID 1 1/4 UPPER 1 1/4 PE NT			\$399.00
Invoice	S922322	5/25/2023			
Cash Payment	E 601-49400-400 Repairs and Maintenan	BLUE MARKING FLAG, GREEN MARKING FLAG			\$60.00
Invoice	S912695	5/24/2023			
Transaction Date	5/25/2023	Frandsen Bank	10100	Total	\$459.00
Refer	0 ECKBERG LAMMERS	-			
Cash Payment	E 101-42100-304 Legal Fees	Dundas Prosecution - May			\$660.37
Invoice	52023	5/31/2023			
Transaction Date	5/31/2023	Frandsen Bank	10100	Total	\$660.37
Refer	0 FREEDOM SECURITY AND SURVEI	-			
Cash Payment	E 101-41000-310 Professional Services	Alarmnet IP Monitoring			\$84.00
Invoice	1213	6/1/2023			
Transaction Date	6/1/2023	Frandsen Bank	10100	Total	\$84.00
Refer	0 GOPHER STATE ONE CALL	-			
Cash Payment	E 601-49400-310 Professional Services				\$48.60
Invoice	3050352	5/31/2023			

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Current Period: May 2023

Cash Payment	E 602-49450-310	Professional Services				\$48.60
Invoice	3050352	5/31/2023				
Transaction Date	5/31/2023		Frandsen Bank	10100	Total	\$97.20
Refer	0	HAWKINS INC.	-			
Cash Payment	E 601-49400-200	Supplies	Chlorine, 150 LB Chlorine Cylinder			\$2,260.11
Invoice	6476584	5/19/2023				
Transaction Date	5/19/2023		Frandsen Bank	10100	Total	\$2,260.11
Refer	0	KWIK TRIP INC	-			
Cash Payment	E 101-43100-418	Vehicle Fuels	PW Fuel			\$321.04
Invoice	May 2023 PW	6/2/2023				
Cash Payment	E 101-42100-418	Vehicle Fuels	PD Fuel			\$723.75
Invoice	May 2023 PD	6/2/2023				
Transaction Date	6/2/2023		Frandsen Bank	10100	Total	\$1,044.79
Refer	0	LAW ENFORCEMENT LABOR SVC	-			
Cash Payment	G 101-21707	LELSI Union Dues	Union Dues			\$202.50
Invoice	45078	6/1/2023				
Transaction Date	6/1/2023		Frandsen Bank	10100	Total	\$202.50
Refer	0	LMCIT	-			
Cash Payment	E 101-41000-362	Property Insurance	Property/Casualty Coverage Premium			\$7,603.00
Invoice	10026567	5/18/2023				
Cash Payment	E 101-42100-362	Property Insurance	Property/Casualty Coverage Premium			\$15,330.00
Invoice	10026567	5/18/2023				
Cash Payment	E 101-43100-362	Property Insurance	Property/Casualty Coverage Premium			\$3,540.00
Invoice	10026567	5/18/2023				
Cash Payment	E 101-45200-362	Property Insurance	Property/Casualty Coverage Premium			\$12,050.00
Invoice	10026567	5/18/2023				
Cash Payment	E 601-49400-362	Property Insurance	Property/Casualty Coverage Premium			\$14,260.00
Invoice	10026567	5/18/2023				
Cash Payment	E 602-49450-362	Property Insurance	Property/Casualty Coverage Premium			\$10,570.00
Invoice	10026567	5/18/2023				
Transaction Date	5/18/2023		Frandsen Bank	10100	Total	\$63,353.00
Refer	0	MARCO, INC	-			
Cash Payment	E 101-41000-413	Rental	Copier Lease 05/21/2023-06/20/2023			\$236.55
Invoice	34143103	5/21/2023				
Transaction Date	5/21/2023		Frandsen Bank	10100	Total	\$236.55
Refer	0	MCMA	-			
Cash Payment	E 101-41000-433	Dues and Subscriptions	Annual Membership 2023-2024			\$127.37
Invoice	2023-2024	5/1/2023				
Transaction Date	5/1/2023		Frandsen Bank	10100	Total	\$127.37
Refer	0	MENARDS, INC	-			
Cash Payment	E 101-45200-400	Repairs and Maintenanc	3 Black Letters & Numbers			\$18.30
Invoice	47144	5/17/2023				
Cash Payment	E 101-42100-200	Supplies	PD Supplies, toilet paper, batteries, wipes, etc			\$38.11
Invoice	46293	5/3/2023				
Cash Payment	E 101-43100-400	Repairs and Maintenanc	Hex Bolts & Nuts			\$15.86
Invoice	47076	5/16/2023				

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Cash Payment	E 101-42100-200	Supplies	WINBAG SHIMMING TOOL PIC ANT BAIT 12PK	\$46.95
Invoice 47383	5/21/2023			
Cash Payment	E 101-45200-400	Repairs and Maintenanc	Mulch	\$179.40
Invoice 47029	5/15/2023			
Cash Payment	E 101-43100-400	Repairs and Maintenanc	POTHOLE PATCH	\$754.11
Invoice 46766	5/11/2023			
Cash Payment	E 601-49400-200	Supplies	15BLUE STAKE FLAG 10PK, NITRILE GLOVES BLK	\$7.81
Invoice 46294	5/3/2023			
Transaction Date	5/17/2023	Frandsen Bank	10100	Total \$1,060.54
Refer	0	<u>METRONET</u>		-
Cash Payment	E 101-41000-321	Telephone & Communi	Telephone & Internet Services City Hall	\$121.77
Invoice June 2023	6/1/2023			
Cash Payment	E 101-42100-321	Telephone & Communi	Telephone & Internet Services PD	\$62.34
Invoice June 2023	6/1/2023			
Cash Payment	E 602-49450-321	Telephone & Communi	Telephone & Internet Services Pumphouse	\$134.26
Invoice June 2023	6/1/2023			
Transaction Date	6/1/2023	Frandsen Bank	10100	Total \$318.37
Refer	0	<u>MINNESOTA VALLEY TESTING LA</u>		-
Cash Payment	E 601-49400-310	Professional Services	COLIFORM COLILERT, Water Testing	\$53.90
Invoice 1198166	5/5/2023			
Transaction Date	5/5/2023	Frandsen Bank	10100	Total \$53.90
Refer	0	<u>MN DEPARTMENT OF HEALTH</u>		-
Cash Payment	G 601-20810	MN Connection Fee	For Period: 04/01/2023-06/30/2023	\$1,803.06
Invoice 2023Q2	4/1/2023			
Transaction Date	4/1/2023	Frandsen Bank	10100	Total \$1,803.06
Refer	0	<u>MN PUMP WORKS</u>		-
Cash Payment	E 602-49450-400	Repairs and Maintenanc	AP500 Air Mixer- Main Lift Station.	\$4,113.00
Invoice INV021105	5/22/2023			
Transaction Date	5/22/2023	Frandsen Bank	10100	Total \$4,113.00
Refer	0	<u>MUNICIPAL INSPECTIONS INC.</u>		-
Cash Payment	E 101-42400-311	Bldg Permit Expense	P#4771 - 226 Spring Wheat Dr	\$9.39
Invoice 4771	5/31/2023			
Cash Payment	E 101-42400-312	Plan Review Expense	P#4771 - 226 Spring Wheat Dr	\$40.71
Invoice 4771	5/31/2023			
Cash Payment	E 101-42400-311	Bldg Permit Expense	P#4775 - 1111 Bluff St	\$21.99
Invoice 4775	5/18/2023			
Cash Payment	E 101-42400-312	Plan Review Expense	P#4775 - 1111 Bluff St	\$95.31
Invoice 4775	5/18/2023			
Cash Payment	E 101-42400-311	Bldg Permit Expense	P#4772 - 560 RVL	\$15.69
Invoice 4772	5/16/2023			
Cash Payment	E 101-42400-312	Plan Review Expense	P#4772 - 560 RVL	\$68.01
Invoice 4772	5/16/2023			
Cash Payment	E 101-42400-311	Bldg Permit Expense	P#7238 - 453 Cedar Ln	\$179.68
Invoice 7238	5/16/2023			
Cash Payment	E 101-42400-312	Plan Review Expense	P#7238 - 453 Cedar Ln	\$777.97
Invoice 7238	5/16/2023			

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Current Period: May 2023

Cash Payment	E 101-42400-315 Plumbing Permit Expens	P#7238 - 453 Cedar Ln			\$8.70
Invoice 7238	5/16/2023				
Cash Payment	E 101-42400-314 Mechanical Permit Expe	P#7238 - 453 Cedar Ln			\$10.20
Invoice 7238	5/16/2023				
Transaction Date	5/31/2023	Frandsen Bank	10100	Total	\$1,227.65
Refer	0 NAC				
Cash Payment	E 101-41000-313 Planning Fee s	May 2023 Technical Assistance - City Projects			\$6,465.43
Invoice 26313	6/6/2023				
Transaction Date	6/6/2023	Frandsen Bank	10100	Total	\$6,465.43
Refer	0 NAPA				
Cash Payment	E 101-43100-400 Repairs and Maintenanc	Batteries w/ 1yr warranty			\$286.35
Invoice 833148	5/17/2023				
Transaction Date	5/17/2023	Frandsen Bank	10100	Total	\$286.35
Refer	0 PLUNKETTS PEST CONTROL				
Cash Payment	E 101-41000-400 Repairs and Maintenanc	Pest Control			\$187.25
Invoice 8037225	5/19/2023				
Transaction Date	5/19/2023	Frandsen Bank	10100	Total	\$187.25
Refer	0 SERVICEMASTER BY AYOTTE				
Cash Payment	E 101-41000-440 Cleaning Service	Janitorial Service - City Hall			\$193.35
Invoice 910387	6/1/2023				
Transaction Date	6/1/2023	Frandsen Bank	10100	Total	\$193.35
Refer	0 SPRINT				
Cash Payment	E 101-43100-321 Telephone & Communi	PW Director - Cell Phone Service			\$60.94
Invoice 292583318-258	5/18/2023				
Transaction Date	5/18/2023	Frandsen Bank	10100	Total	\$60.94
Refer	0 TACTICAL SOLUTIONS				
Cash Payment	E 101-42100-400 Repairs and Maintenanc	Certification of Laser Units & Radar, Tuning Forks Complete,			\$127.00
Invoice 9581	5/25/2023				
Transaction Date	5/25/2023	Frandsen Bank	10100	Total	\$127.00
Refer	0 THE LAWN GUY LLC				
Cash Payment	E 101-41000-406 Grounds Maintenance	Fertilizer, Weed Control			\$176.10
Invoice 12981	5/30/2023				
Transaction Date	5/30/2023	Frandsen Bank	10100	Total	\$176.10
Refer	0 US POSTAL SERVICE				
Cash Payment	E 101-41000-413 Rental	PO Box Rental - City Hall			\$252.00
Invoice 45078	6/1/2023				
Transaction Date	6/1/2023	Frandsen Bank	10100	Total	\$252.00
Refer	0 VERIZON				
Cash Payment	E 101-42100-321 Telephone & Communi	PD Phone			\$128.48
Invoice 9934717778	5/11/2023				
Transaction Date	5/11/2023	Frandsen Bank	10100	Total	\$128.48
Refer	0 WSB & ASSOC INC				
Cash Payment	E 101-41000-303 Engineering Fees	General Engineering			\$2,540.75
Invoice 4	5/22/2023				

Payments

Current Period: May 2023

Cash Payment	E 101-41000-303	Engineering Fees	GIS		\$1,542.50
Invoice 4		5/22/2023			
Cash Payment	E 225-43150-303	Engineering Fees	Storm Water		\$3,302.00
Invoice 4		5/22/2023			
Cash Payment	E 101-45200-303	Engineering Fees	Parks		\$637.75
Invoice 4		5/22/2023			
Cash Payment	E 101-41000-303	Engineering Fees	Survey		\$4,093.00
Invoice 4		5/22/2023			
Cash Payment	E 225-43150-500	Capital Outlay	2023 Pond Maintenance		\$814.00
Invoice 4		5/22/2023			
Cash Payment	E 101-43100-310	Professional Services	Dundas Transportation Study		\$2,948.25
Invoice 4		5/22/2023			
Cash Payment	E 602-49450-303	Engineering Fees	Wastewater System		\$378.00
Invoice 4		5/22/2023			
Cash Payment	E 410-43100-500	Capital Outlay	W Cold Storage Building		\$1,651.50
Invoice 4		5/22/2023			
Cash Payment	E 101-41000-303	Engineering Fees	Retainer		\$800.00
Invoice 4		5/22/2023			
Cash Payment	G 430-22006	Escrow - 80 West Ave	West Ave Apts		\$1,192.00
Invoice 71		5/22/2023			
Transaction Date	5/22/2023		Frandsen Bank	10100	Total \$19,899.75
Refer	0	YOOZ INC			
Cash Payment	E 101-41000-433	Dues and Subscriptions	Qrtly Yooz subscription		\$1,365.00
Invoice INV230500334		5/1/2023			
Transaction Date	5/1/2023		Frandsen Bank	10100	Total \$1,365.00

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND		\$72,713.54
225 STORM SEWER		\$4,478.50
410 PUBLIC WORKS CAPITAL OUTLAY		\$1,651.50
430 ESCROW DEPOSITS		\$1,192.00
601 WATER		\$25,770.03
602 SEWER		\$37,917.03
603 REFUSE		\$362.50
		<u>\$144,085.10</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$144,085.10
Total	<u>\$144,085.10</u>



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Chapel Brewing	Date of organization 2017	Tax exempt number 4473388
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Organization Address (No PO Boxes) 15 Hester St E	City Dundas	State MN	Zip Code 55019
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Name of person making application Steve Schmidt	Business phone 612-750-6262	Home phone
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Date(s) of event 07/09/2023	Type of organization	<input type="checkbox"/> Microdistillery	<input checked="" type="checkbox"/> Small Brewer
	<input type="checkbox"/> Club	<input type="checkbox"/> Charitable	<input type="checkbox"/> Religious
	<input type="checkbox"/> Other non-profit		

Organization officer's name Steve Schmidt	City St Paul	State Minnesota	Zip Code 55105
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Organization officer's name Tracie Vranich	City St Paul	State Minnesota	Zip Code 55105
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Organization officer's name	City	State Minnesota	Zip Code
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Location where permit will be used. If an outdoor area, describe.

Chapel Brewing parking lot. We are hosting a 5k run in the late morning. The lot will be cordoned off to prevent customers from taking beer outside of the designated area.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service. Chapel's current license will cover this event since we are only expanding our current service area for this event

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage. Existing coverage from Cincinnati insurance of \$1,000,000 will cover this event.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

 City or County approving the license

 Date Approved

 Fee Amount

 Permit Date

Event in conjunction with a community festival Yes No

 City or County E-mail Address

 Current population of city

 Please Print Name of City Clerk or County Official

 Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

June 1, 2023

City of Dundas
Railway Drive
Dundas, Minnesota 55019

Dear Staff and Council,

Chapel Brewing will be hosting a 5k and 10k run on Sunday, July 9th as part of the Minnesota Brewery Running Series. We have hosted this event for several years, and the event brings over 100 people from out of town into the city. Set up will begin around 9:00, the run begins at 10:00 and most people will have departed by noon.

As part of the preparation for the run, the Minnesota Brewery Running Series sets up a tent in the parking lot along with a tent for a non-profit that they support as part of the event. They have done this every year. This year we would like to expand our service area to include the parking lot so people can circulate in that area with a beer when they have completed the run.

To ensure people stay within the designated area, we will do the following:

- No beer will be served in the designated area, patrons must go inside the taproom to get a beer
- There will be a single access point to the designated area
- The designated area will be clearly marked and monitored by employees and volunteers
- Beer consumed in the parking lot will be served in plastic glasses
- Parking in the Dundas municipal lot will be promoted as part of the event
- Insurance coverage will include the parking lot area

Thank you for your consideration of the single day permit.

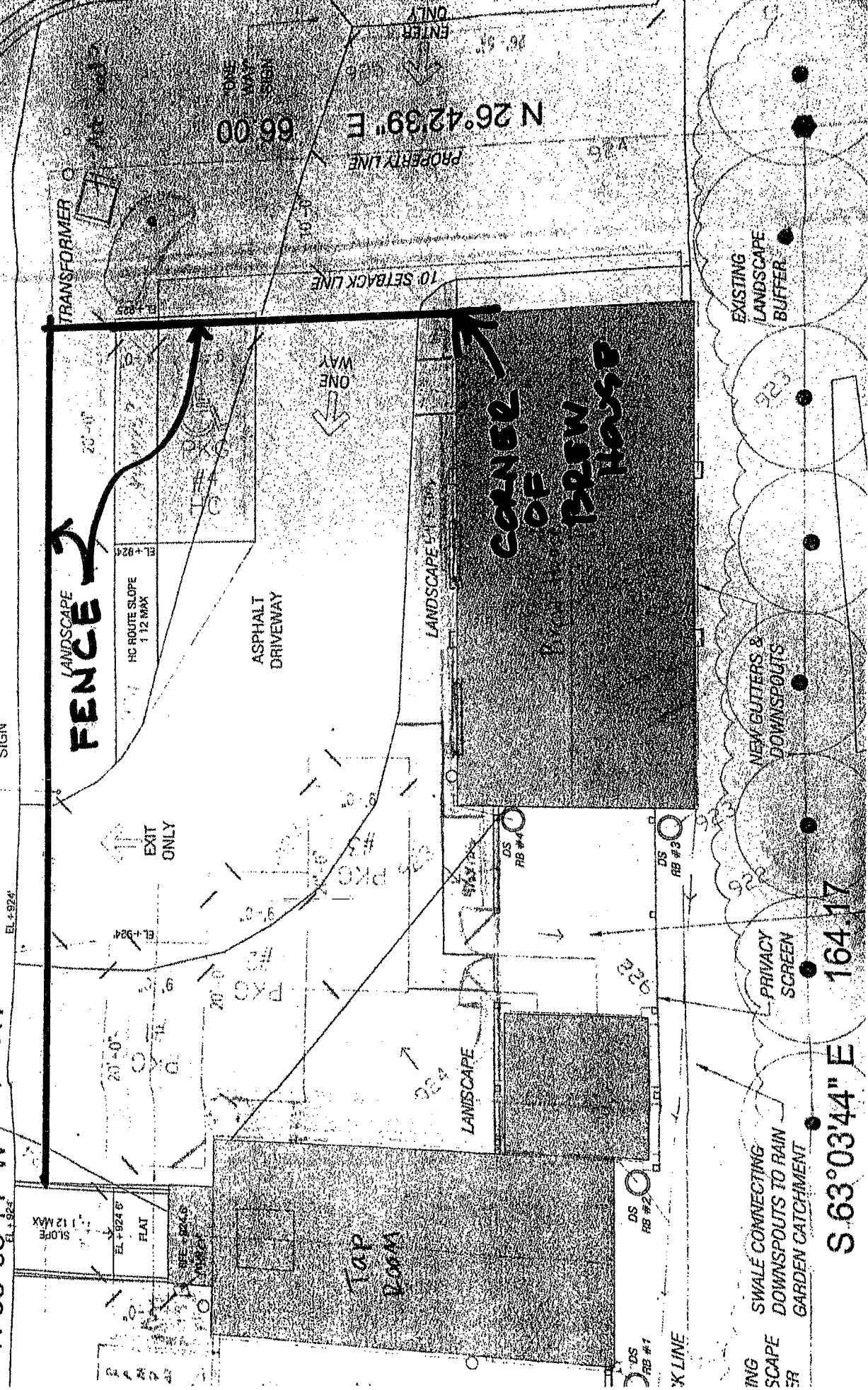
Sincerely,

Steve Schmidt

Steve Schmidt
Chapel Brewing
15 Hester St E
Dundas, MN 55019

EAST HESTER STREET
(COUNTY RD #1)

N 63°03'44" W 164.17



EXISTING LANDSCAPE BUFFER

NEW GUTTERS & DOWNSPOUTS

PRIVACY SCREEN

SWALE CONNECTING DOWNSPOUTS TO RAIN GARDEN CATCHMENT

S 63°03'44" E 164.17

CONSOLE OF BRW House

LANDSCAPE FENCE

"EXIT ONLY" SIGN

ONE WAY

ENTER ONLY

PROPERTY LINE
N 26°42'39" E
66.00

10' SETBACK LINE

ASPHALT DRIVEWAY

HD ROUTE SLOPE 1:12 MAX

SLOPE 1:12 MAX

FLAT

EL +924.6

EL +924.7

EL +924.8

EL +924.9

LANDSCAPE

LANDSCAPE

DS RB #1

DS RB #2

DS RB #3

K LINE

ING

SCAPE

ER

164.17

923

922

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City of Dundas
Public Works Staff Meeting / City Engineer Update 06/07/23

June 8, 2023
Agenda

The City Administrator, Public Works Director, and City Engineer meet at least monthly to plan and review projects and tasks, and to discuss public works matters of all types. The agenda used for the most recent Public Works staff meeting forms the basis for the updates that are provided to the City Council. Following is the most recent Public Works staff meeting agenda with notes added.

1. 2021 Street Maintenance
 - 5% retainage will be held until spring of 2022 to reassess tack coat on driveway at 307 Hester Street W before approving final payment.
2. 2022 Sidewalk/Trail Improvements
 - ECRT North-south connection along 1st Street North.
 - Private utility conflicts exist in the boulevards and further investigation is required to determine sign locations. ***Staff is working with Hydrovac to expose the private utilities at the sign locations. Once exposed, staff will work with Rice County to get the pedestrian crossing signs installed.***
3. 2023 Storm Sewer Maintenance
 - Hester Street
 - On the south side of Hester Street between the Menard and City ponds; the storm sewer outlet from 3rd Street will be extended, and the pond side slopes flattened in this area. 9-12-22 Easement documents were approved by Council. Staff is working with Menard to get the documents executed.
 - Modification work to the catch basin near the Dundas Dome driveway. Structure cannot be lowered. Lower grade around casting and structure and rip rap area. Regrade from road and Dundas Dome swale to improve drainage with the possible addition of a concrete flume from street to catch basin. Staff is developing a concept plan for this work. Staff is preparing a plan to send out for quotes.
4. 2023 Street Lighting
 - On Railway Street down to West Avenue; and including lights at each end of the pedestrian bridge over the Cannon River.
 - The poles and fixtures have been delivered. Staff plans to schedule install within the next few weeks, weather permitting.
 -
5. Comprehensive Transportation Planning
 - 4-13-22 Staff prepared a Joint Road Policy, and the policy was reviewed with Bridgewater Township officials. Staff is waiting on comments from BWT officials with regards to the JRP. ***A meeting is scheduled for 6-21-23 with BWT representatives to review the joint road policy.***

- 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.

6. CSAH 1/TH 3 Pedestrian Crossing

- The scope of work includes installing a trail along CSAH 1, connecting to the existing sidewalks on Schilling Drive, Cannon Road, and North Stafford Road. A trail connection would also be made to the existing trail along TH 3. Pedestrian crossing improvements would be made to the intersection of TH 3 and CSAH 1. Ditch grading and storm sewer improvements would be made to accommodate the trails.
- A portion of the \$121,900 capital expenditure budgeted for Sidewalk/Trail in 2021 is to further preliminary design of these crossing concepts.
- 12-21-22 Staff submitted the AT Grant Application to MnDOT.
- 3-21-22 The project was not selected for the AT Grand Funding. Staff will resume discussions with Rice County about executing the project with County participation.
- Staff prepared a memo to Rice County, MNDOT and local representatives to request support and participation for project. The letter was sent out on 5-17-23.
- ***Funding in the amount of \$370,000 has been allocated to the project in the State's 2023 Capital Budget under Grants to Political Subdivisions.***

7. ECRT Parking Lot and Dog Park Relocation

- An aggregate base parking area is proposed to be created at the ECRT on the NE corner of 1st Street N / Everett Street as part of the dog park relocation
- A preliminary plan and dog park layout was presented to the Parks and Recreation Advisory Board on 7-12-22. The concept plan was reviewed at the Parks and Recreation Advisory Board meeting on 9-13-22 by a representative from Canines at Play, who approved of the plan. The concept plan was presented at the February 27th Council Meeting. The concept plan was approved by Council March 13th Council Meeting.
- The dog park relocation is in the CIP for 2023 and the parking lot improvements in 2024
- Staff met with Canines at Play to discuss participation in the project.
- ***Council awarded the Contract for the dog park fence to Caron fence on 5-22-23. Caron Fence plans to install the fence in mid to late July.***

8. Forest Avenue and Depot Street

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

9. Mill Towns Trail Head Improvement Project

- ***The Contractor installed the benches on 6-7-23 to complete the remaining work on the project. Staff will work with the Contractor to close out the project.***

10. Northfield Wastewater Treatment

- Northfield received written approval from the PCA for the permit amendment. The City of Northfield will approve future sanitary sewer extension permits and the surcharge will be discontinued while the City's flows remain within the revised limits.

11. Public Works Tasks

- The storm water code and fees are under review, including sump pump connection requirements. Staff met with Andrew Albers to discuss his concerns regarding the amount of City fees he pays and research he has done on fee options. WSB started work on this.
- Staff identified areas for pothole repair to be completed by a contractor. Miller Lane near Miller Court will be the main area of focus.
- ***Council awarded the contract for the 2023 Sanitary Sewer Cleaning and Televising to Hydrovac, Inc. on 5-22-23. Hydrovac, Inc started work on 5-30-23.***

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.
- 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 was held to discuss costs associated with recommended maintenance activities.
- A work session was held at the March 27th Council meeting to discuss funding options.

16. Public Works Cold Storage

- 1-18-23 City Staff met to discuss the future cold storage building layout and dimensions. The preliminary figure will be revised based on the discussions. Staff will present the figure and building details at a future meeting.
- The preliminary site plan and building details were presented to Council at the February 27th Council Meeting.
- Staff has identified contractors who perform this type of work in the area.
- Staff is preparing a site grading plan for the proposed building pad and a preliminary floor plan to accompany the building details that will be included in the request for quotes. The preliminary floor plan would include information such as garage door, service door and window placement. Final design would be the responsibility of the contractor.
- Based on conversations with local contractors, architectural drawings are not required for this type of structure. The contractor would have a professional licensed, engineer provide stamped, engineered drawings for the building and foundations.
- Grading plan for the building plan is complete.
- ***Project information and proposed quote package was brought to Council for review at the May 22nd Council meeting.***
- ***Request for quotes for the site grading and cold storage building will be sent out by 6-16-23.***

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.
- ***Staff plans to bring the preliminary effluent review to Council for review at the 2nd meeting in July.***

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.

20. Franchise Fees

- 4-24-23 Staff met with the Public Works Committee to discuss the franchise fee process and details.