

**DUNDAS CITY COUNCIL  
REGULAR MEETING AGENDA  
Monday, June 14, 2021  
7:00 p.m. Dundas City Hall**

- 1. Call to Order/Pledge Allegiance**
- 2. Roll Call:** Mayor Glenn Switzer; Councilors Larry Fowler, Luke LaCroix, Grant Modory, Luke Swartwood
- 3. Public Forum**
- 4. Approval of Agenda\***  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_**
- 5. Presentation**
  - a. Mike Ludwig, Dundas Dukes
- 6. Consent Agenda** *(All items on the Consent Agenda are considered routine and have been made available to the City Council at least two (2) days in advance of the meeting. The items will be enacted in one motion. There will be no separate discussion of these items unless a council member or citizen so requests, in which event the item will be removed from this agenda and considered in normal sequence.)*
  - a. Regular Minutes of May 24, 2021\*
  - b. Resolution 2021-15\* A Resolution Establishing an Economic Development Authority Fund
  - c. Special Gambling Permit\* – Canvas Church
  - d. Disbursements\* - \$127,548.84  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_**
- 7. Old Business**
- 8. Ordinances and Resolutions**
  - a. Resolution 2021-16\* A Resolution Accepting the Quotes and Awarding a Contract for the Hester Street Mill & Overlay  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_**
- 9. New Business**
- 10. Reports of Officers, Boards and Committees**
  - a. City Attorney
  - b. City Engineer\*
  - c. City Administrator
  - d. Mayor, Councilors and Committees
- 11. Announcements**
  - a. Planning Commission – Thursday, June 17 at 7:00 p.m. CANCELLED
  - b. City Council Meeting – Monday, June 28 at 7:00 p.m. at City Hall
  - c. City Hall Closed – Monday, July 5 for 4th Holiday
- 12. Adjourn**

**DUNDAS CITY COUNCIL  
REGULAR MEETING MINUTES**

**Monday, May 24, 2021  
7:00 p.m. Dundas City Hall**

**UNOFFICIAL MINUTES**

Present: Mayor Glen Switzer; Councilors: Larry Fowler, Grant Modory, Luke LaCroix, Luke Swartwood  
Staff Present: City Engineer John Powell, Administrator/Clerk Jenelle Teppen, Chief of Police Todd Hansen, Deputy Clerk Linda Ripka

**CALL TO ORDER/PLEDGE ALLEGIANCE**

Mayor Switzer called the Council meeting to order at 7:04 p.m. with the pledge of allegiance. A quorum was present.

**PUBLIC FORUM**

No public input.

**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 May 10, 2021;**

**Renewal for Dawn's Corner Bar, Inc d/b/a Dawn's Corner Bar for a Combination On-Sale/Off-Sale Intoxicating Liquor License and Special Sunday On-Sale License at 200 Railway Street North for the period July 1, 2021 through June 20, 2022;**

**Renewal for Ruth's on Stafford, Inc. d/b/a/ Ruth on Stafford for an On-Sale Intoxicating Liquor License and Special Sunday On-Sale License at 410 Stafford Lane South for the period June 1, 2021 through June 30, 2022;**

**Renewal for The Meetinghouse, LLC d/b/a Chapel Brewing for a Brewer Taproom License and Special Sunday On-Sale License at 15 Hester Street East for the period July 1, 2021. through June 30, 2022.;**

**Renewal for The Meetinghouse, LLC d/b/a Chapel Brewing for a Small Brewer Off-Sale Intoxicating Liquor License with Sunday License at 15 Hester Street East for the period July 1, 2021, through June 30, 2022;**

**Renewal for Dundas Baseball Association d/b/a Dundas Dukes for On-Sale 3.2 Malt Liquor at 214 Frist Street South for the period July 1, 2021, through June 30, 2022; and**

**Disbursement Report - \$88,551.56. MCU**

**OLD BUSINESS**

Discuss Parking Letter

Administrator Teppen asked the Council to again review the draft notification so there is an understanding regarding gravel driveways that were in place before the 2016 ordinance change and are a nonconforming use. She was concerned about a letter to all residents versus only to offenders due to driveway clarifications. Mayor Switzer suggested clarifying the wording in the letter so that those residents with gravel driveways will know what is expected of them.

**ORDINANCES AND RESOLUTIONS**

No Ordinances or Resolution presented to Council.

NEW BUSINESS

Consider Approving Contract for Cleaning with EPIC Enterprises Inc

Administrator Teppen explained how the City has used EPIC services for cleaning in prior years and the proposed contract is a two-year agreement with no price increase and no cleaning at City Hall.

**Motion by Fowler, second by LaCroix, to approve a contract with Epic Enterprises, Inc., for cleaning services at Memorial and Mill Parks, Trailhead, and Public Safety/Public Works building for the period May 2021 through April 2023. MCU**

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

John Powell – City Engineer

Engineer Powell explained grading in the Tower Heights development has started and quotes are being solicited for the mill and overlay of Hester Street.

City Administrator – Janelle Teppen

Teppen discussed seating arrangement for Council as it was designed for seven at the dais and beginning in July the administrator and City Attorney would begin sitting at the dais.

Teppen stated her performance review is coming up in June/July which is a closed meeting conducted through the City Attorney.

Teppen reported under the American Rescue Plan the City is expected to receive about \$190,000. She stated the first half is issued after requested. She expects a resolution would be in an upcoming Council meeting in order to request the funds. She reviewed some of the criteria for the spending use and the timeframe in which the funds must be expended. Teppen suggested Council consider holding off on expending any of the funds until there is a determination as to whether the City will be required to pretreat waste water before it gets to the Northfield Wastewater Treatment Plant.

Mayor, Councilors and Committees

Mayor Switzer stated the meeting with Bridgewater on a May 18 had addressed 115th Street and felt it was a beginning discussion. Councilor Modory stated also discussed was taxation amount from Dundas on developed lots. Administrator Teppen stated Township wanted to amend the Annexation Agreement and was informed the City would listen but did not want any changes. No future meeting was set.

Mayor Switzer reported on NAFRS meeting of May 20 was on structure of administration, staffing and increase request in the pension plan.

WORK SESSION

Review Emergency Operations Plan

Chief Hansen reported the City's Emergency Operations Plan was updated including contact information. He stated Plan includes City Code Chapter 33 for Emergency Management. He stated Rice County and City of Northfield are also updating their plans and will compare when completed. Chief stated first thing is to make sure people are safe after any disaster event and keep in contact with Rice County.

Administrator Teppen reviewed the responsibility assignments and Council function pages.

ADJOURN

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

Submitted by:

Attest:

\_\_\_\_\_  
Janelle Teppen, City Administrator

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

**CITY OF DUNDAS  
COUNTY OF RICE  
STATE OF MINNESOTA  
RESOLUTION NUMBER 2021-15**

*A Resolution Establishing an Economic Development Authority Fund*

**WHEREAS**, after adopting Resolution 2021-12 on April 26, 2021. Reactivating the Dundas Economic Development Authority (EDA); and

**WHEREAS**, after receiving approval from Rice County Property Tax and Elections to levy for EDA funds; and

**WHEREAS**, the City of Dundas establishes an Economic Development Authority Fund (Fund 235);

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Dundas, Minnesota, hereby affirms that an Economic Development Authority fund be established and governed by the applicable statutory provisions, effective January 1, 2021.

**ADOPTED**, by the City Council of Dundas, Minnesota, on this 14th day of June 2021.

**CITY OF DUNDAS BY:**

**ATTEST:**

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

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

Resolution 2021-15



## REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council  
Jenelle Teppen, City Administrator

FROM: Blake Torbeck, AEM Financial Solutions, LLC

SUBJECT: Consider Approving Resolution 2021-15 Creating a New Fund for the Newly Acknowledged and Reactivated Economic Development Authority

DATE: For the City Council Meeting of June 14, 2021

---

### PURPOSE/ACTION REQUESTED

Consider approving Resolution 2021-15 Creating a new fund for the newly acknowledged and reactivated Economic Development Authority (EDA).

### SUMMARY

At the April 26, 2021 Dundas City Council meeting, the Council unanimously approved Resolution 2012-12 which reactivated the Economic Development Authority.

Approval for an EDA tax levy was granted by the Rice County Property Tax & Elections Department on April 28, 2021.

It is important for accounting and reporting purposes for a separate fund to be created for all EDA activity. With time and resources being spent on EDA activities and meetings, expenditures need to be coded accurately so that the accounting records may accurately reflect the activities of this authority. Beginning with taxes payable in 2022, the EDA will have its own line item for property taxes levied specifically for use by the EDA and subject to rules and regulations for EDA levied taxes. These, among other items, need to be properly accounted for and the creation of a Special Revenue EDA fund (Fund 235) enables the City to accomplish this.

### RECOMMENDATION

Motion to approve Resolution 2021-15 creating a new fund for the newly acknowledged and reactivated Economic Development Authority.



REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council  
FROM: Jenelle Teppen, City Administrator  
SUBJECT: Consider Approving Special Temporary Gambling Permt  
DATE: For the City Council Meeting of June 28, 2021

---

**PURPOSE/ACTION REQUESTED**

Consider approving a special temporary gambling permit for Canvass Church.

**SUMMARY**

Canvass Church has made application for a Special Temporary Gambling permit in order to have a meat raffle on Sunday, June 20, 2021.

The State has not yet approved the permit, nor has the background investigation been completed. The City's approval is contingent upon both these items being completed.

**RECOMMENDATION**

Motion to approve a Special Temporary Gambling Permit for Canvass Church contingent upon State approval and successful completion of a background investigation.

# DISBURSEMENT REPORT

City of Dundas  
Council Meeting June 14, 2021

DATE	PAYABLE	AMOUNT
6/3/2021	PERA	\$3,752.78
6/3/2021	State of MN Empower Retirement	\$1,200.00
6/1/2021	MN Dept of Revenue	\$1,277.33
6/9/2021	MN Dept of Revenue - Sales Tax	\$1,150.00
6/3/2021	IRS	\$6,626.33
6/3/2021	Payroll PP# 11 Employees	\$16,804.51
6/3/2021	Payroll PP# 11 Employees	\$22.65
6/3/2021	Payroll PP#6 Council	\$1,927.57
	<b>Sub Total Paid Payroll and Sales Liabilities</b>	<b>\$32,761.17</b>
5/28/2021	RDC Monthly	\$59.00
5/28/2021	ACH Per Item	\$12.50
5/28/2021	Low Volume ACH Maitenance	\$5.00
5/26/2021	Wire Transfer Fee	\$15.00
5/26/2021	U.S. Bank Trust	\$4,230.00
6/4/2021	PSN Monthly Service	\$305.75
5/25/2021	Cardmember Service Card	\$3,535.13
6/14/2021	Bills paid (Claims Register)	\$86,625.29
	<b>Sub Total Paid Claims and Service Liabilitie</b>	<b>\$94,787.67</b>
<b>TOTAL</b>	<b>Payroll/Disbursements for June 14, 2021</b>	<b>\$127,548.84</b>

CITY OF DUNDAS

06/09/21 2:11 PM

Page 1

Payments

Current Period: June 2021

Payments Batch 060921AP		\$86,625.29	
Refer	0 AEM FINANCIAL SOLUTIONS, LLC		
Cash Payment	E 101-41000-301 Auditing and Acct g Servi June 21 Accounting Services		\$3,672.50
Invoice	444554 6/1/2021		
Cash Payment	E 225-43150-301 Auditing and Acct g Servi June 21 Accounting Services		\$282.50
Invoice	444554 6/1/2021		
Cash Payment	E 601-49400-301 Auditing and Acct g Servi June 21 Accounting Services		\$706.25
Invoice	444554 6/1/2021		
Cash Payment	E 602-49450-301 Auditing and Acct g Servi June 21 Accounting Services		\$706.25
Invoice	444554 6/1/2021		
Cash Payment	E 603-49500-301 Auditing and Acct g Servi June 21 Accounting Services		\$282.50
Invoice	444554 6/1/2021		
Transaction Date	6/9/2021	Frandsen Bank 10100	Total \$5,650.00
Refer	0 AFLAC		
Cash Payment	G 101-21710 Other Deductions Employee Reimbursed HB065		\$367.62
Invoice	638795 5/10/2021		
Transaction Date	6/9/2021	Frandsen Bank 10100	Total \$367.62
Refer	0 AHLMANS		
Cash Payment	E 101-42100-200 Supplies Ammo for PD		\$214.64
Invoice	28562 5/27/2021		
Transaction Date	6/9/2021	Frandsen Bank 10100	Total \$214.64
Refer	0 ALBERS A & A PORTABLE SVCS		
Cash Payment	E 101-45200-413 Rental Portable Restroom Rental		\$400.00
Invoice	1838 5/31/2021		
Transaction Date	6/9/2021	Frandsen Bank 10100	Total \$400.00
Refer	0 ALDRICH TECNNOLOGY CONSULT		
Cash Payment	E 101-41000-309 EDP, Software and Desig Microsoft Exchange Online (plan 2)		\$136.00
Invoice	5423 5/21/2021		
Transaction Date	6/9/2021	Frandsen Bank 10100	Total \$136.00
Refer	0 ALDRICH TECNNOLOGY CONSULT		
Cash Payment	E 101-41000-310 Professional Services Computer services		\$112.50
Invoice	5438 5/25/2021		
Transaction Date	6/9/2021	Frandsen Bank 10100	Total \$112.50
Refer	0 APG MEDIA OF SOUTHERN MN		
Cash Payment	E 101-41000-351 Legal Notices Publishing Summary of Ordinance 2021-06		\$75.00
Invoice	11130-0521 5/31/2021		
Transaction Date	6/9/2021	Frandsen Bank 10100	Total \$75.00
Refer	0 AXON ENTERPRISE, INC		
Cash Payment	E 101-42100-200 Supplies taser cartridges		\$760.00
Invoice	SI-1737324 5/13/2021		
Transaction Date	6/9/2021	Frandsen Bank 10100	Total \$760.00
Refer	0 BENNY H. SVIEN		
Cash Payment	E 101-42400-311 Bldg Permit Expense permit 4128		\$5.45
Invoice	5/28/2021		



CITY OF DUNDAS

06/09/21 2:11 PM

Page 2

Payments

Current Period: June 2021

Cash Payment	E 101-42400-312 Plan Review Expense	permit 4128			\$118.06
Invoice	5/28/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$123.51</b>
Refer	0 BENNY H. SVIEN				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Permit 7208			\$29.61
Invoice	5/19/2021				
Cash Payment	E 101-42400-312 Plan Review Expense	Permit 7208			\$641.47
Invoice	5/19/2021				
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Permit 7208			\$2.15
Invoice	5/19/2021				
Cash Payment	E 101-42400-314 Mechanical Permit Expen	Permit 7208			\$1.95
Invoice	5/19/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$675.18</b>
Refer	0 BENNY H. SVIEN				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Permit #4153			\$4.40
Invoice	5/18/2021				
Cash Payment	E 101-42400-312 Plan Review Expense	Permit #4153			\$95.31
Invoice	5/18/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$99.71</b>
Refer	0 BY ALL MEANS GRAPHICS				
Cash Payment	E 101-41000-200 Supplies	letterhead and envelopes			\$684.00
Invoice 11712	6/7/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$684.00</b>
Refer	0 DICK-S/LAKEVILLE SANITATION				
Cash Payment	E 603-49500-384 Refuse/Garbage Dispos	Trash service May 2021			\$7,395.86
Invoice DT0003975084	5/31/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$7,395.86</b>
Refer	0 MELIZA, DUANE				
Cash Payment	E 101-43100-330 Travel	May mileage			\$126.49
Invoice	5/31/2021				
Cash Payment	E 101-45200-330 Travel	May mileage			\$18.07
Invoice	5/31/2021				
Cash Payment	E 601-49400-330 Travel	May mileage			\$130.10
Invoice	5/31/2021				
Cash Payment	E 602-49450-330 Travel	May mileage			\$86.74
Invoice	5/31/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$361.40</b>
Refer	0 ECKBERG LAMMERS				
Cash Payment	E 101-42100-304 Legal Fees	Prosecution May 21			\$662.68
Invoice 05 2021	5/31/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$662.68</b>
Refer	0 FARMERS MILL & ELEVATOR, INC				
Cash Payment	E 101-45200-406 Grounds Maintenance	Custom Turf Chem App			\$630.00
Invoice MP018958	5/17/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$630.00</b>
Refer	0 GLENN SWITZER				

CITY OF DUNDAS

06/09/21 2:11 PM

Page 3

Payments

Current Period: June 2021

Cash Payment	E 101-41110-321 Telephone & Communic	replace ck 28535			\$35.00
Invoice					
Transaction Date	6/9/2021	Frandsen Bank	10100	Total	\$35.00
Refer	0 GOPHER STATE ONE CALL		-		
Cash Payment	E 601-49400-310 Professional Services	gopher one calls			\$51.30
Invoice 1050346 5/31/2021					
Cash Payment	E 602-49450-310 Professional Services	gopher one calls			\$51.30
Invoice 1050346 5/31/2021					
Transaction Date	6/9/2021	Frandsen Bank	10100	Total	\$102.60
Refer	0 HAWKINS INC.		-		
Cash Payment	E 601-49400-200 Supplies	chlorine cylinder			\$20.00
Invoice 4943762 5/21/2021					
Transaction Date	6/9/2021	Frandsen Bank	10100	Total	\$20.00
Refer	0 JENELLE TEPPEN		-		
Cash Payment	E 101-41000-330 Travel	Millage for May			\$23.24
Invoice					
Transaction Date	6/9/2021	Frandsen Bank	10100	Total	\$23.24
Refer	0 JOHNS SNOW AND MOW LLC		-		
Cash Payment	E 101-45200-406 Grounds Maintenance	lawn mowing April-May			\$775.00
Invoice 5/31/2021					
Cash Payment	E 101-43100-406 Grounds Maintenance	lawn mowing April-May			\$335.00
Invoice 5/31/2021					
Cash Payment	E 601-49400-406 Grounds Maintenance	lawn mowing April-May			\$125.00
Invoice 5/31/2021					
Cash Payment	E 602-49450-406 Grounds Maintenance	lawn mowing April-May			\$90.00
Invoice 5/31/2021					
Cash Payment	E 101-41000-406 Grounds Maintenance	lawn mowing April-May			\$50.00
Invoice 5/31/2021					
Transaction Date	6/9/2021	Frandsen Bank	10100	Total	\$1,375.00
Refer	0 KWIK TRIP INC		-		
Cash Payment	E 101-43100-418 Vehicle Fuels	fuel			\$259.73
Invoice					
Cash Payment	E 101-42100-418 Vehicle Fuels	fuel			\$176.49
Invoice					
Transaction Date	6/9/2021	Frandsen Bank	10100	Total	\$436.22
Refer	0 LAW ENFORCEMENT LABOR SVC		-		
Cash Payment	G 101-21707 LELSI Union Dues	Union dues-June 2021			\$127.00
Invoice					
Transaction Date	6/9/2021	Frandsen Bank	10100	Total	\$127.00
Refer	0 MENARDS, INC		-		
Cash Payment	E 101-43100-200 Supplies	sealbest pothole patch			\$565.74
Invoice 9917 5/17/2021					
Transaction Date	6/9/2021	Frandsen Bank	10100	Total	\$565.74
Refer	0 MENARDS, INC		-		
Cash Payment	E 101-42100-200 Supplies	PD supplies			\$53.95
Invoice 10394 5/25/2021					

CITY OF DUNDAS

06/09/21 2:11 PM

Page 4

Payments

Current Period: June 2021

Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$53.95</b>
Refer	0 <u>MENARDS, INC</u>	-			
Cash Payment	E 101-41000-200 Supplies	toolbox and vinyl gloves			\$43.16
Invoice 10341	5/24/2021				
Cash Payment	E 101-45200-200 Supplies	toolbox and vinyl gloves			\$43.16
Invoice 10341	5/24/2021				
Cash Payment	E 101-43100-200 Supplies	toolbox and vinyl gloves			\$43.16
Invoice 10341	5/24/2021				
Cash Payment	E 601-49400-200 Supplies	toolbox and vinyl gloves			\$43.16
Invoice 10341	5/24/2021				
Cash Payment	E 602-49450-200 Supplies	toolbox and vinyl gloves			\$43.16
Invoice 10341	5/24/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$215.80</b>
Refer	0 <u>NAC, INC.</u>	-			
Cash Payment	G 430-22013 Escrow - Brd. Hgt. Pre. Plat	May 2021 Technical Assistance-City Projects			\$99.00
Invoice 25314	6/7/2021				
Cash Payment	E 101-41910-313 Planning Fee s	May 2021 Technical Assistance-City Projects			\$940.50
Invoice 25314	6/7/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$1,039.50</b>
Refer	0 <u>NAC, INC.</u>	-			
Cash Payment	G 430-22013 Escrow - Brd. Hgt. Pre. Plat	May 2021 Technical Assistance-Private Projects			\$702.00
Invoice 25315	6/7/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$702.00</b>
Refer	0 <u>NAC, INC.</u>	-			
Cash Payment	E 101-41000-313 Planning Fee s	May 2021 Technical Assistance-Meetings			\$250.00
Invoice 25316	6/7/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$250.00</b>
Refer	0 <u>NAFRS</u>	-			
Cash Payment	E 101-42200-300 Professional Services	2nd 2021 Installment-Operating			\$23,429.25
Invoice	6/1/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$23,429.25</b>
Refer	0 <u>CITY OF NORTHFIELD</u>	-			
Cash Payment	E 602-49450-385 Sewer Utilities	Wastewater Treatment			\$17,406.58
Invoice					
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$17,406.58</b>
Refer	0 <u>RICE COUNTY ADMINISTRATION</u>	-			
Cash Payment	E 101-41110-580 Equipment	AutoMark Maintenance June 2021 to May 2022			\$177.50
Invoice 2020-528	6/7/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$177.50</b>
Refer	0 <u>SAFETYFIRST PLAYGROUND MAI</u>	-			
Cash Payment	E 101-45200-400 Repairs and Maintenanc	Nature's Plus ASTM playground surfacing and fabric liner			\$3,433.00
Invoice 7514	6/8/2021				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$3,433.00</b>
Refer	0 <u>SPRINT</u>	-			

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

06/09/21 2:11 PM  
Page 5

Current Period: June 2021

<b>Cash Payment</b>	E 101-43100-321 Telephone & Communic	Phone Service 4/15-5/14			\$96.22
Invoice	292583318-234	5/18/2021			
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$96.22</b>
Refer	0 ST OLAF COLLEGE	-			
<b>Cash Payment</b>	E 101-41000-200 Supplies	dundas letters			\$100.68
Invoice	0712234	6/8/2021			
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$100.68</b>
Refer	0 TACTICAL SOLUTIONS	-			
<b>Cash Payment</b>	E 101-42100-419 Vehicle Operations	police certifications			\$118.00
Invoice	8426	5/28/2021			
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$118.00</b>
Refer	0 US POSTMASTER	-			
<b>Cash Payment</b>	E 101-41000-413 Rental	box rent for 12 months			\$212.00
Invoice					
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$212.00</b>
Refer	0 VERIZON	-			
<b>Cash Payment</b>	E 101-42100-321 Telephone & Communic	cell phones			\$128.50
Invoice	9879626663	5/11/2021			
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$128.50</b>
Refer	0 WSB & ASSOC INC	-			
<b>Cash Payment</b>	E 101-41000-303 Engineering Fees	2021 City Engineering			\$800.00
Invoice	R-017408-000-4	5/21/2021			
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b>	<b>\$800.00</b>
Refer	0 WSB & ASSOC INC	-			
<b>Cash Payment</b>	E 101-45200-303 Engineering Fees	Memorial Park Improvements			\$1,218.75
Invoice	R-010169-000-48	5/21/2021			
<b>Cash Payment</b>	E 408-41940-303 Engineering Fees	New City Hall and Parking lot			\$181.00
Invoice	R-010169-000-48	5/21/2021			
<b>Cash Payment</b>	E 101-41910-303 Engineering Fees	Right of Way Permits			\$312.50
Invoice	R-010169-000-48	5/21/2021			
<b>Cash Payment</b>	E 601-49400-303 Engineering Fees	Water Supply System			\$1,500.00
Invoice	R-010169-000-48	5/21/2021			
<b>Cash Payment</b>	E 101-41910-303 Engineering Fees	Mill Towns Trail Head			\$242.00
Invoice	R-010169-000-48	5/21/2021			
<b>Cash Payment</b>	E 101-41910-303 Engineering Fees	2021 Sidewalks/Trail Improvements			\$125.00
Invoice	R-010169-000-48	5/21/2021			
<b>Cash Payment</b>	E 101-41910-303 Engineering Fees	Pavement Maintenance			\$562.50
Invoice	R-010169-000-48	5/21/2021			
<b>Cash Payment</b>	E 225-43150-303 Engineering Fees	Storm Water Pond Maintance			\$125.00
Invoice	R-010169-000-48	5/21/2021			
<b>Cash Payment</b>	E 602-49450-303 Engineering Fees	Wastewater system			\$1,765.00
Invoice	R-010169-000-48	5/21/2021			
<b>Cash Payment</b>	E 225-43150-303 Engineering Fees	Storm Water System			\$281.25
Invoice	R-010169-000-48	5/21/2021			
<b>Cash Payment</b>	E 101-41910-303 Engineering Fees	Comp Transportation Plannin			\$1,031.25
Invoice	R-010169-000-48	5/21/2021			

CITY OF DUNDAS

06/09/21 2:11 PM

Page 6

Payments

Current Period: June 2021

Cash Payment	E 101-41910-303 Engineering Fees	Bridgewater Park Improvements and Planning		\$13.50
Invoice	R-010169-000-48	5/21/2021		
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b> \$7,357.75
Refer	0 WSB & ASSOC INC			
Cash Payment	G 430-22017 Escrow-Cannon River Valley	Cannon River Valley Estates		\$93.75
Invoice	R-010168-000-47	5/21/2021		
Cash Payment	G 430-22013 Escrow - Brd. Hgt. Pre. Plat	Bridgewater Heights PUD Amendment		\$187.50
Invoice	R-010168-000-47	5/21/2021		
Cash Payment	G 430-22013 Escrow - Brd. Hgt. Pre. Plat	Tower Heights PUD Amendment		\$2,745.50
Invoice	R-010168-000-47	5/21/2021		
Cash Payment	E 101-41910-303 Engineering Fees	Stoneridge Hills		\$593.75
Invoice	R-010168-000-47	5/21/2021		
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b> \$3,620.50
Refer	0 METRO FIBERNET LLC			
Cash Payment	E 101-41000-321 Telephone & Communic	phone charges		\$122.61
Invoice				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b> \$122.61
Refer	0 METRO FIBERNET LLC			
Cash Payment	E 601-49400-321 Telephone & Communic	phone charges		\$149.41
Invoice				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b> \$149.41
Refer	0 METRO FIBERNET LLC			
Cash Payment	E 101-42100-321 Telephone & Communic	phone charges		\$79.21
Invoice				
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b> \$79.21
Refer	0 STREICHERS			
Cash Payment	E 101-42100-217 Uniforms	police uniforms		\$91.96
Invoice	1506832	6/4/2021		
Transaction Date	6/9/2021	Frandsen Bank	10100	<b>Total</b> \$91.96
Refer	0 XCEL ENERGY			
Cash Payment	E 101-43124-381 Electricity	Utilities		\$1,756.82
Invoice	735045540	6/8/2021		
Cash Payment	E 101-43124-381 Electricity	Utilities		\$31.31
Invoice	735045540	6/8/2021		
Cash Payment	E 101-45200-381 Electricity	Utilities		\$543.70
Invoice	735045540	6/8/2021		
Cash Payment	E 601-49400-381 Electricity	Utilities		\$108.61
Invoice	735045540	6/8/2021		
Cash Payment	E 101-43100-381 Electricity	Utilities		\$154.57
Invoice	735045540	6/8/2021		
Cash Payment	E 602-49450-381 Electricity	Utilities		\$36.56
Invoice	735045540	6/8/2021		
Cash Payment	E 601-49400-381 Electricity	Utilities		\$36.57
Invoice	735045540	6/8/2021		
Cash Payment	E 601-49400-381 Electricity	Utilities		\$139.72
Invoice	735045540	6/8/2021		

Payments

Current Period: June 2021

Cash Payment	E 602-49450-381	Electricity	Utilities		\$245.70
Invoice	735045540	6/8/2021			
Cash Payment	E 601-49400-381	Electricity	Utilities		\$46.05
Invoice	735045540	6/8/2021			
Cash Payment	E 601-49400-381	Electricity	Utilities		\$11.32
Invoice	735045540	6/8/2021			
Cash Payment	E 101-45200-381	Electricity	Utilities		\$44.65
Invoice	735045540	6/8/2021			
Cash Payment	E 601-49400-381	Electricity	Utilities		\$2,197.56
Invoice	735045540	6/8/2021			
Cash Payment	E 101-45200-381	Electricity	Utilities		\$16.98
Invoice	735045540	6/8/2021			
Cash Payment	E 101-42100-381	Electricity	Utilities		\$72.89
Invoice	735045540	6/8/2021			
Cash Payment	E 101-43100-381	Electricity	Utilities		\$72.90
Invoice	735045540	6/8/2021			
Cash Payment	E 101-43124-381	Electricity	Utilities		\$67.05
Invoice	735045540	6/8/2021			
Cash Payment	E 101-41000-381	Electricity	Utilities		\$360.13
Invoice	735045540	6/8/2021			
Cash Payment	E 101-41000-381	Electricity	Utilities		\$64.88
Invoice	735045540	6/8/2021			
Transaction Date	6/9/2021		Frandsen Bank	10100	<b>Total</b> \$6,007.97

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND		\$48,553.09
225 STORM SEWER		\$688.75
408 CITY HALL CONSTRUCTION		\$181.00
430 ESCROW DEPOSITS		\$3,827.75
601 WATER		\$5,265.05
602 SEWER		\$20,431.29
603 REFUSE		\$7,678.36
		<u>\$86,625.29</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$86,625.29
<b>Total</b>	<u>\$86,625.29</u>

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

**RESOLUTION NUMBER 2021 - 16**

*A Resolution Accepting the Quotes and Awarding a Contract  
for the Hester Street Mill & Overlay*

**WHEREAS**, pursuant to a request for quotes by the City of Dundas (the “City”), Minnesota, for the Hester Street Mill & Overlay project, quotes were received and tabulated according to law, and the following quotes were received complying with the Request for Quotes:

<b>Contractor</b>	<b>Quote Amount</b>
Bituminous Materials, Inc.	\$ 44,995.00
McNamara Contracting, Inc.	\$ 45,130.00
Crane Creek Asphalt	\$ 49,594.75

and

**WHEREAS**, the City Engineer has reviewed the quotes, and in the best interest of the City, it appears Bituminous Materials, Inc. is the lowest responsible bidder at \$44,995.00;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DUNDAS, MINNESOTA:**

1. The Mayor and City Administrator/Clerk are hereby authorized and directed to enter into a contract with Bituminous Materials, Inc., in the name of the City of Dundas for the Hester Street Mill & Overlay project according to the Request for Quotes on file in the office of the City Administrator/Clerk.

**ADOPTED**, by the City Council of the Dundas, Minnesota, on this 14th day of June 2021.

**CITY OF DUNDAS BY:**

**ATTEST:**

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

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



**MEMORANDUM**

To: Honorable Mayor and City Council  
Dundas, Minnesota

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

Date: June 14, 2021

Re: Accept the Quotes and Award a Contract for the Hester Street Mill & Overlay

---

**Introduction**

Attached is a resolution to accept the quotes and award a contract for the Hester Street Mill & Overlay project.

**Background**

The Hester Street Mill & Overlay project is located between Depot Street North and CSAH 78. The proposed work includes a six-foot wide edge milling on both sides of the roadway; adjustment of gate valve and manhole elevations; and placing a two-inch full width bituminous overlay.

Based on the estimated cost of the construction, the City was not required to publish an advertisement for bids. Instead, on May 24, 2021, a Request for Quotes was sent to seven contractors that perform this type of work. Quotes were due at 2:00 p.m. on June 9, 2021. A total of three (3) contractors submitted quotes as summarized below:

<b>Contractor</b>	<b>Quote Amount</b>
Bituminous Materials, Inc.	\$ 44,995.00
McNamara Contracting, Inc.	\$ 45,130.00
Crane Creek Asphalt	\$ 49,594.75
Engineer’s Estimate	\$ 45,650.00

**Fiscal Impact**

The low bid is slightly lower than the Engineer’s Estimate. City staff recommends award of the contract to Bituminous Materials, Inc.; this contractor has successfully completed multiple similar projects in the past. As with most street and utility projects bid by the City, this is a unit price contract, so the final contract amount may vary based on the final quantities. The complete tabulation of quotes is attached.



**Alternatives**

1. Adopt the attached resolution to Accept the Quotes and Award a Contract for the Hester Street Mill & Overlay to Bituminous Materials, Inc. in the amount of their bid.
2. Deny the request.

**Staff Recommendation**

Alternative No. 1: Adopt the attached resolution to Accept the Quotes and Award a Contract for the Hester Street Mill & Overlay to Bituminous Materials, Inc. in the amount of their bid.

**Attachments**

1. Project Location Exhibit.
2. Quotes and Tabulation.
3. Resolution to Accept the Quotes and Award a Contract.



# QUOTE TABULATION



Project: Hester Street Mill & Overlay  
 Owner: City of Dundas, MN  
 WSB Project No. 010169-000  
 Quotes Due: June 9, 2021 at 2:00 p.m.

No.	MnDOT Mat. No.	Item	Units	Contract Quantity	Engineer's Estimate		Bituminous Materials, Inc.		McNamara Contracting, Inc.		Crane Creek Asphalt	
					Unit Price	Amount	Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount
1	2021.501	MOBILIZATION	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 4,500.00	\$ 4,500.00	\$ 6,000.00	\$ 6,000.00
2	2232.504	EDGE MILL BITUMINOUS SURFACE	SY	1230	\$ 4.00	\$ 4,920.00	\$ 6.00	\$ 7,380.00	\$ 5.00	\$ 6,150.00	\$ 2.55	\$ 3,136.50
3	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	160	\$ 3.00	\$ 480.00	\$ 3.50	\$ 560.00	\$ 3.00	\$ 480.00	\$ 2.05	\$ 328.00
4	2360.504	BITUMINOUS PATCH SPECIAL	SY	15	\$ 150.00	\$ 2,250.00	\$ 36.00	\$ 540.00	\$ 20.00	\$ 300.00	\$ 64.35	\$ 965.25
5	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C) (2" THICK)	TON	380	\$ 85.00	\$ 32,300.00	\$ 78.00	\$ 29,640.00	\$ 75.00	\$ 28,500.00	\$ 81.75	\$ 31,065.00
6	2504.602	ADJUST GATE VALVE AND BOX	EACH	3	\$ 400.00	\$ 1,200.00	\$ 250.00	\$ 750.00	\$ 400.00	\$ 1,200.00	\$ 600.00	\$ 1,800.00
7	2506.502	ADJUST FRAME & CASTING MANHOLE	EACH	5	\$ 600.00	\$ 3,000.00	\$ 775.00	\$ 3,875.00	\$ 650.00	\$ 3,250.00	\$ 1,000.00	\$ 5,000.00
8	2563.601	TRAFFIC CONTROL	LS	1	\$ 500.00	\$ 500.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 1,300.00	\$ 1,300.00
TOTAL BID AMOUNT						\$ 45,650.00		\$ 44,995.00		\$ 45,130.00		\$ 49,594.75

PROPOSAL FORM  
HESTER STREET MILL & OVERLAY  
CITY OF DUNDAS

PROPOSAL DUE

TIME: 2:00 P.M.

DATE: JUNE 9, 2021

No.	MnDOT Mat. No.	Item	Units	Quantity	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	\$ 1,500.00	\$ 1,500.00
2	2232.504	EDGE MILL BITUMINOUS SURFACE	SY	1230	\$ 6.00	\$ 7,380.00
3	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	160	\$ 3.50	\$ 560.00
4	2360.504	BITUMINOUS PATCH SPECIAL	SY	15	\$ 36.00	\$ 540.00
5	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C) (2" THICK)	TON	380	\$ 78.00	\$ 29,640.00
6	2504.602	ADJUST GATE VALVE AND BOX	EACH	3	\$ 250.00	\$ 750.00
7	2506.502	ADJUST FRAME & CASTING MANHOLE	EACH	5	\$ 775.00	\$ 3,875.00
8	2563.601	TRAFFIC CONTROL	LS	1	\$ 750.00	\$ 750.00
<b>TOTAL BID</b>						<b>\$ 44,995.00</b>

Note: Aside from filling in the unit prices, amounts, and other blanks as provided; alteration of this proposal form is not permitted.

Bidder Official Address

680 24th Street NW

Faribault, MN 55021

Bidder Name

Bituminous Materials, LLC

*Patrick Heseltan*

By: *P. Heseltan*

(Authorized Signature)

Date: 06-09-2021

Title: Project Mgr

**PROPOSAL FORM  
HESTER STREET MILL & OVERLAY  
CITY OF DUNDAS**

PROPOSAL DUE

TIME: 2:00 P.M.

DATE: JUNE 9, 2021

No.	MnDOT Mat. No.	Item	Units	Quantity	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	\$ 4,500.00	\$ 4,500.00
2	2232.504	EDGE MILL BITUMINOUS SURFACE	SY	1230	\$ 5.00	\$ 6,150.00
3	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	160	\$ 3.00	\$ 480.00
4	2360.504	BITUMINOUS PATCH SPECIAL	SY	15	\$ 20.00	\$ 300.00
5	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C) (2" THICK)	TON	380	\$ 75.00	\$ 28,500.00
6	2504.602	ADJUST GATE VALVE AND BOX	EACH	3	\$ 400.00	\$ 1,200.00
7	2506.502	ADJUST FRAME & CASTING MANHOLE	EACH	5	\$ 650.00	\$ 3,250.00
8	2563.601	TRAFFIC CONTROL	LS	1	\$ 750.00	\$ 750.00
<b>TOTAL BID</b>						<b>\$ 45,130.00</b>


Note: Aside from filling in the unit prices, amounts, and other blanks as provided; alteration of this proposal form is not permitted.

**Bidder Official Address**

16700 Chippendale Ave  
 \_\_\_\_\_  
 Rosemount  
 \_\_\_\_\_  
 Minnesota, 55068  
 \_\_\_\_\_

**Bidder Name**

McNamara Contracting, Inc  
 \_\_\_\_\_  
 Mike McNamara  
 \_\_\_\_\_

By:   
 \_\_\_\_\_  
 (Authorized Signature)

Date: 06/09/2021

Title: President

PROPOSAL FORM  
HESTER STREET MILL & OVERLAY  
CITY OF DUNDAS

PROPOSAL DUE

TIME: 2:00 P.M.

DATE: JUNE 9, 2021

No.	MnDOT Mat. No.	Item	Units	Quantity	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	\$ 6,000.00	\$ 6,000.00
2	2232.504	EDGE MILL BITUMINOUS SURFACE	SY	1230	\$ 2.55	\$ 3,136.50
3	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	160	\$ 2.05	\$ 328.00
4	2360.504	BITUMINOUS PATCH SPECIAL	SY	15	\$ 64.35	\$ 965.25
5	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C) (2" THICK)	TON	380	\$ 81.75	\$ 31,065.00
6	2504.602	ADJUST GATE VALVE AND BOX	EACH	3	\$ 600.00	\$ 1,800.00
7	2506.502	ADJUST FRAME & CASTING MANHOLE	EACH	5	\$ 1,000.00	\$ 5,000.00
8	2563.601	TRAFFIC CONTROL	LS	1	\$ 1,300.00	\$ 1,300.00
					TOTAL BID	\$ 49,594.75

Note: Aside from filling in the unit prices, amounts, and other blanks as provided; alteration of this proposal form is not permitted.

Bidder Official Address

Crane Creek Asphalt  
A Division of Mathy Construction Company  
710 - 24TH STREET NW  
FARIBAULT, MN 55021  
(507) 331-4116

Date:

6-9-21

Bidder Name

Wayne R. Gieseke

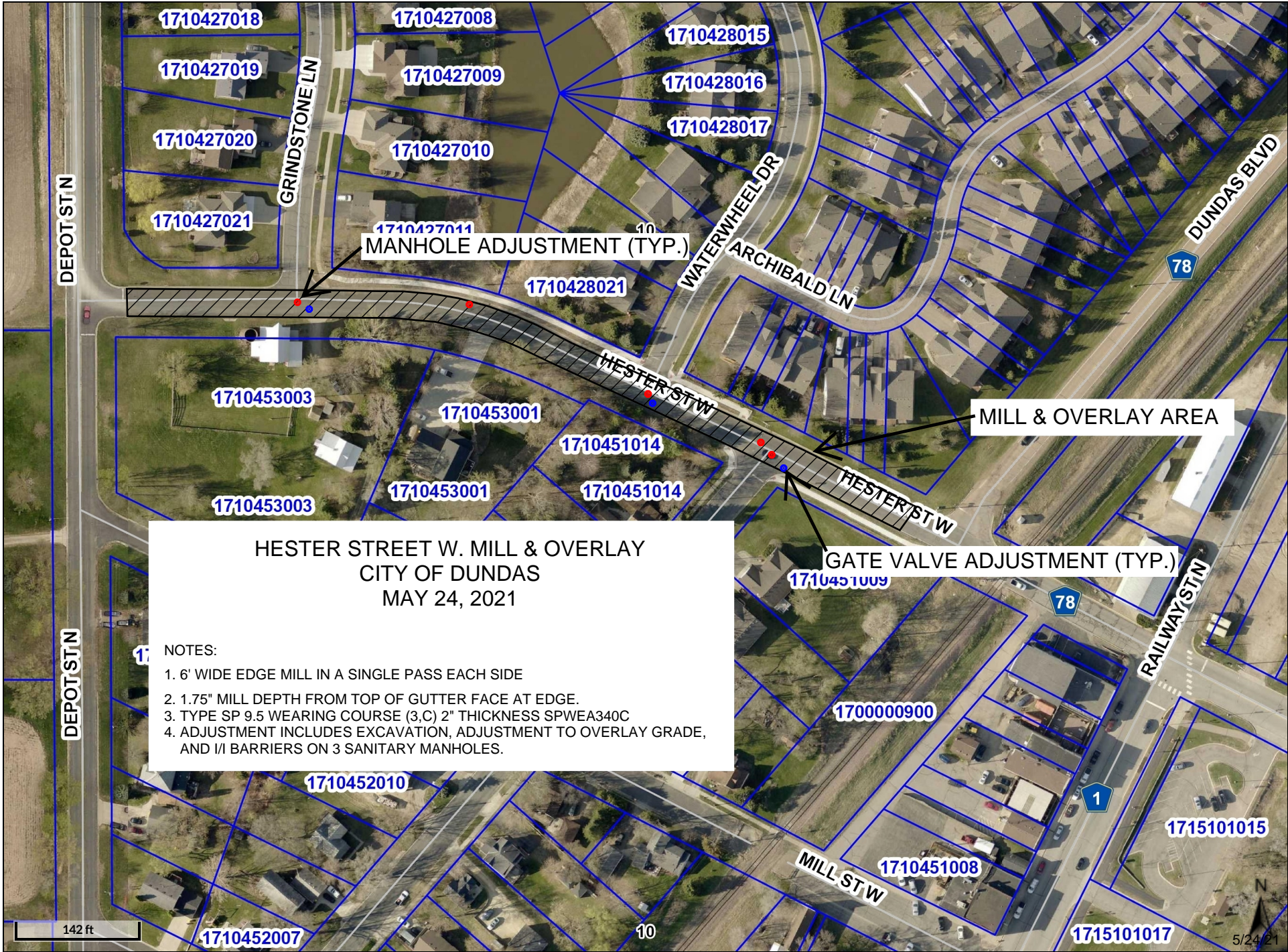
By:

Wayne R. Gieseke

(Authorized Signature)

Title:

Area Mgr



MANHOLE ADJUSTMENT (TYP.)

MILL & OVERLAY AREA

GATE VALVE ADJUSTMENT (TYP.)

**HESTER STREET W. MILL & OVERLAY  
CITY OF DUNDAS  
MAY 24, 2021**

NOTES:  
 1. 6' WIDE EDGE MILL IN A SINGLE PASS EACH SIDE  
 2. 1.75" MILL DEPTH FROM TOP OF GUTTER FACE AT EDGE.  
 3. TYPE SP 9.5 WEARING COURSE (3,C) 2" THICKNESS SPWEA340C  
 4. ADJUSTMENT INCLUDES EXCAVATION, ADJUSTMENT TO OVERLAY GRADE,  
 AND I/I BARRIERS ON 3 SANITARY MANHOLES.

142 ft

5/24/21

**City of Dundas**  
**Public Works Staff Meeting / City Engineer Update 6/10/21**

**May 19, 2021**  
**Agenda**

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

1. 2019 Storm Pond Maintenance
  - Two-year warranty inspection in 2021.
2. 2021 Street Maintenance
  - \$75,000 budgeted for Road Maintenance which includes annual road repairs, patching, crack filling, seal coat, etc. in 2021.
  - On 3/22/21 the City Council awarded the contract for the 2021 Seal Coat; Pearson Bros. Inc. expects to begin in mid-June.
  - By 5/24/21 staff will be issuing a request for quotes to complete the edge mill and full width overlay of Hester Street, from CSAH 78 to Depot Street. **Three quotes were received and will be considered by the City Council at their meeting on 6/14/21.**
  - After the Hester Street quotes have been received, staff will solicit quotes to complete the Bridge Street/2nd repairs and other minor patching.
3. 2021 Sidewalk/Trail Improvements
  - ECRT North-south connection along 1st Street North.
    - A drain will be put in place to carry the roadway runoff under the trail south of the ECRT connection.
    - Staff will be issuing a request for quotes for this trail work and any drainage modifications at the roadway low point.
    - Striping of a crossing of Hester Street at 1st Avenue will be pursued with Rice County.
    - The trail work will include placement of aggregate base for parking at the ECRT on the NE corner of 1<sup>st</sup> Street N / Everett Street.
  - **The need for pedestrian ramp updates in residential areas has been evaluated; no updates will be initiated at this time.**
4. 2021 Storm Sewer Maintenance
  - Hester Street
    - On the south side of Hester Street between the Menard and City ponds; the storm sewer outlet from 3<sup>rd</sup> Street will be extended, and the pond side slopes flattened in this area. This work is to be combined with other minor storm sewer work; a request for quotes is expected to be issued in May.
    - Staff will coordinate with Menard to obtain a right of entry onto their property to complete this work.

- NE corner of Hester Street W. and Depot Street N. options are being considered for a new storm sewer structure at east side of the culvert under Depot Street.
  - On the SE corner of Schilling Drive N. and CSAH 1 there appears to be a buried structure, this will be located and adjusted to grade.
  - Minor modification work to the catch basin near the Dundas Dome driveway to lower the inlet elevation.
5. 2023 Street Lighting
- On Railway Street down to West Avenue; and including lights at each end of the pedestrian bridge over the Cannon River.
  - \$120,000 capital levy over three years, 2021-2023, construction will occur in 2023. Updated pricing will be requested from the supplier.
6. 2021 and 2022 Street Sweeping
- On 4/12/21 the City Council awarded the contract for citywide street sweeping in 2021 and 2022 to Sanford Services LLC.
7. 2021 Sanitary Sewer Cleaning and Televising
- Citywide cleaning/televising will be completed on a 4-year rotation; 25% each year.
  - On 4/12/21 the City Council awarded the contract to Underground Technologies; the work has been completed.
8. 2021 Water Meter Technology Update
- 4/26/21 the City Council approved the implementation of updated water meter and reading technology including the software purchase. The technology upgrade is being implemented.
9. Cannon Road
- Two-year warranty inspection in 2021.
10. City Hall
- 10/12/22 Two Year Maintenance Bond expires on the site work.
11. Comprehensive Plan Update
- The final plan document was reviewed with the City Council at their 4/26/21 meeting.
  - Staff was directed to prepare a planning study for the reconstruction of 115th Street between CSAH 20 and CSAH 22 to facilitate corridor safety. An initial focus will be on identifying any vertical changes to the intersection at Highland Parkway. ***It is anticipated that 115<sup>th</sup> Street will be about two-feet higher at Highland Parkway in the future. Initial project costs will be identified in the updated CIP.***
  - 3/19/21 an initial meeting was held with Rice County to discuss the proposed study and the County's long-range vision for the intersections at each end of the study area.
  - On 4/1/21 Rice County held a meeting at City Hall to discuss Decker Avenue and the potential for a County roadway corridor from TH 19 to CSAH 1 along this alignment.
  - 4/12/21 the City Council approved a resolution in support of Rice County preparing a planning Study of Decker Avenue from TH 19 to CSAH 1. Per the County Engineer's presentation to the City Council on 5/10/21, Rice County expects to issue an RFP for this Study by mid-June. ***We understand that Rice County staffing changes may impact project design schedules.***
  - City staff will begin reviewing the land use north of CSAH 1, west of Depot Street, in anticipation of the County study.



## 12. CSAH 1/TH 3 Pedestrian Crossing

- The scope includes a crossing of CSAH 1 connecting the existing trail near the PRV to the sidewalk on Stafford Road North; and pedestrian connections west along the south side of CSAH 1 to Cannon Road. WSB is developing more detailed concepts for these connections.
- A portion of the \$121,900 capital expenditure budgeted for Sidewalk/Trail in 2021 is to further design of these crossing concepts.
- WSB will meet on site with the owner of the self-storage on the SW corner to review alignment options.

## 13. Forest Avenue

- Soil borings have been completed to determine the scope of the repairs.
- Extensive pavement repair has been included in the CIP for 2022 construction which will likely include pavement reclamation and a bituminous overlay.

## 14. Memorial Park

- A \$53,000 play structure proposal from Minnesota Wisconsin Playground was reviewed and approved by the City Council on 4/26/21; ***they have been notified to proceed.*** Public Works will be removing the existing equipment and preparing the site.
- Schedule for paving the entry in early 2022; \$106,000 capital expenditure budgeted in 2021 for trail and entrance work.
- Staff has notified Mike Ludwig of the Dundas Dukes that the flood protection berm option is no longer being pursued, staff will also meet with him on the other City Memorial Park efforts.
- Dukes are hosting the State Baseball Tournament in 2022.
- The City is considering eliminating a segment of sidewalk along the west side of 1<sup>st</sup> Street S. (south of Hamilton Street) to reconfigure the parking in this area and improve City maintenance access. ***A graphic will be prepared for review with the Dukes.***

## 15. Mill Town Trail Head

- The final sculpture area site plan has been prepared; ***the sculpture committee will be convened to review the estimated costs and identify next steps.***
- The sculpture will be re-set then cleaned in 2021.

## 16. Northfield Wastewater Treatment

- 4/26/21 Dundas received a letter from the City of Northfield regarding TSS loadings.
- Staff and WSB met on 5/7/21 to outline a systemwide approach to locate sources of excess TSS in the City's system and is actively pursuing actions to mitigate excess TSS long term.
- ***WSB is reviewing the Dundas TSS levels as compared to typical levels for municipal effluent; pre-treatment options are being considered such that capital costs may be identified in the updated CIP; the City's expects to receive new portable effluent sampling equipment on 6/14/21; on 6/4/21 Northfield forwarded a copy of their recently completed Wastewater Treatment Plant facility study.***

## 17. Public Works Future Tasks

- The CIP identifies the need for a cold storage structure in the next 1-2 years; staff is preparing more detailed cost estimates for this work.

- Around the Stoneridge Hill, Millstone, and Schilling Park storm ponds; PW staff will install small permanent signs on every other lot line at the pond easement in 2021 at the drainage easement/City property limits for future reference. **WSB will send a letter to residents notifying them that WSB will be surveying around the pond.** EFA has been contacted about signage options.
- 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.
- Hester Street, east of TH 3, will be re-stripped to better align with the new lane configuration on the west side once the 2021 seal coating has been completed.
- Utility easement needs SE of 7 Cannon Street will be reviewed to determine if site expansion can be accommodated.
- Right of way permit 2021-03 for Metrofibernet was prepared.
- Options for future improvements to Bridgewater Park will be identified.
- 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 by WSB** for reviewing these types of requests.
- Initial 2022 budget estimates **were** submitted to the City Administrator by 5/28/21; initial CIP discussions **took** place at the 6/9/21 staff meeting.

#### 18. Regional Storm Water and Wetland

- This is the next storm water pond cleaning project; the focus for 2021 work at the regional pond will be clearing trees/brush and removing sediment. This work will be completed **after coordinating with dog park users.**
- A future study will be needed to quantify the treatment capacity and service area for the pond located between Hester Street and CSAH 1, east of 3rd Street North.

#### 19. Stafford Road

- Two-year warranty inspection in 2021.

#### 20. UPRR/Hester Street sidewalk crossing

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

#### 21. Water Supply Plan

- Implementation deadlines to be checked quarterly.

#### 22. Water Towers

- The Suez agreement has been reviewed and will be continued.
- At the east tank, some interior repairs will be needed in 2021; Suez has been contacted. The west tank is also due for a routine inspection. Work to be completed in late fall when water demand is lower.

#### 23. Wellhead Protection Plan (WHP)

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

#### 24. Xcel Energy Feeder Line R/W permit

- The restoration bond for this permit will be released.

25. AT&T East tower antenna modification

- 8/24/20 AT&T's proposed 4th Amendment to the antenna lease was approved by the City Council.
- On 5/18/21 final construction drawing review comments were provided to AT&T.

26. Bridgewater Heights PUD

- A final punch list for the project will be prepared *this summer*.

27. Bridgewater Heights Annexation Area Concept Plan

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

28. Cannon River Valley Estates

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

29. Dundas Dome Site

- A request for an extension of the completion date for parking lot work was approved by the City Council on 10/12/20.
- On 4/20/21, the Building Official issued a Temporary Certificate of Occupancy extension to 6/15/21.

30. Johnson-Reiland Commercial

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

31. Menards Gate Expansion

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

32. Stoneridge Hills

- A potential developer has requested background information on prior approvals and infrastructure related to the area north of Bluestone Drive (Outlot C).
- WSB is reviewing preliminary drainage information provided by the developer's engineer *and will be meeting with the developer about this issue on 6/10/21*.

33. Tower Heights

- Easement vacations, the Final Plat, and the Development Agreement were approved by the City Council at their 5/10/21 meeting.
- Site grading is underway; the developer's engineer *has prepared* final plan revisions for City review.

34. West Avenue Apartments

- 6/8/20 the City Council approved the Comprehensive Plan Amendment, Preliminary and Final Plat; the PUD Preliminary and Final Plan; Building and Site Plan; a Planned Unit Overlay District; and the Development Agreement.
- 8/4/20 the developer signed the Development Agreement and the storm water agreement.
- On 3/1/21 the developer was reminded of tasks he needs to complete prior to site grading.