

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, June 26, 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 – Rice County Historical Society**
- 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 June 12, 2023
 - b. Disbursements - \$97,298.58
- 7. Regular Agenda**
 - a. Consider Approving Temporary On-Sale Liquor License for Chapel Brewing for Dundas Oktoberfest on September 23, 2023
 - 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, July 10 and July 24 at 7:00 pm. City Hall
 - b. Park & Recreation Advisory Board – Tuesday, July 11 at 7:00 p.m. City Hall
 - c. Planning Commission Meeting– Thursday, July 20 at 7:00 p.m. at City Hall
- 8. Adjourn**

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

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

Absent: Luke Swartwood

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

CALL TO ORDER

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

PUBLIC FORUM – Northfield Area Chamber of Commerce

Representatives from the Northfield Area Chamber of Commerce were present, Jane Bartho, President and Kyle Paulson, Membership Director. 27 Dundas businesses are member of the Chamber. Bartho and Paulson provided an overview of current activities and spoke to seeking additional members. Bartho mentioned Dundas Oktoberfest, a July 19 Dundas Business Luncheon at Ruth's on Stafford.

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

Regular Minutes of May 22, 2023;

Liquor License Renewals for the period of July 1, 2023 through July 30, 2024

Disbursements - \$176,341.38 MCU

REGULAR AGENDA

a. Consider Approving Temporary Liquor License for Chapel Brewing for an Event on July 9, 2023

Motion by LaCroix, second by Gallagher to approve the Temporary Liquor License for Chapel Brewing for an event on July 9, 2023. MCU

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

City Engineer – Dustin Tipp

Tipp reported that the pedestrian crossing sign at Hester and 1st will be installed by Rice County; Caron Fence intends to install the fence at the new dog park location between mid and late July; RFP's for site grading and the building will be sent out in the next week.

City Administrator/Clerk - Jenelle Teppen

Teppen reported that a response from the Rice County Engineer was distributed to Council members. The County Engineer responded to the City's letter regarding the Hwy 3/CSAH 1 pedestrian crossing. The State Demographer 2022 population estimates were received; 2022 1,979 residents, a 9.9% increase over 2021

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

CITY OF DUNDAS DISBURSEMENT REPORT
Council Meeting June 26, 2023

DATE	PAYABLE	AMOUNT
6/15/2023	PERA	\$4,674.24
6/15/2023	State of MN Empower Retirement	\$600.00
6/15/2023	MN Dept of Revenue	\$1,392.33
6/15/2023	IRS	\$6,729.66
6/15/2023	Payroll PP# 12 Employees	<u>\$20,530.93</u>
	Sub Total Paid Payroll and Sales Liabilities	<u>\$33,927.16</u>
6/12/2023	MN Dept of Revenue	\$1,366.00
6/21/2023	Cardmember Service Payment	\$1,593.53
6/21/2023	PSN Payment Collection (chargeback rejected payment)	\$94.59
6/26/2023	Invoices - Payment June 26, 2023	<u>\$60,317.30</u>
	Sub Total Paid Claims and Service Liabilities	<u>\$63,371.42</u>
TOTAL	Disbursement for June 26, 2023	<u><u>\$97,298.58</u></u>

CITY OF DUNDAS

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Payments

Current Period: June 2023

Payments Batch 062623AP		\$60,317.30	
Refer	0 AHLMANS	-	
Cash Payment	E 101-42100-200 Supplies	9mm FMJ - 25 boxes	\$474.75
Invoice	184750	6/13/2023	
Transaction Date	6/13/2023	Frandsen Bank 10100	Total \$474.75
Refer	0 ALDRICH TECNNOLGY CONSULT	-	
Cash Payment	E 101-41000-309 EDP, Software and Desi	Microsoft Exchange Online (Plan 2) - Monthly	\$160.00
Invoice	8548	6/21/2023	
Transaction Date	6/21/2023	Frandsen Bank 10100	Total \$160.00
Refer	0 AMAZON CAPITAL SERVICES	-	
Cash Payment	E 101-41000-200 Supplies	6x9 Envelopes, Desk Organizer Tray	\$34.17
Invoice	17XFH6XJGCN3	6/18/2023	
Cash Payment	E 101-42100-200 Supplies	Rubber Stamp, File Folders,	\$26.81
Invoice	17XFH6XJGCN3	6/18/2023	
Transaction Date	6/18/2023	Frandsen Bank 10100	Total \$60.98
Refer	0 CAMPBELL KNUTSON	-	
Cash Payment	E 101-41000-304 Legal Fees	GENERAL MATTERS SERVICES RENDERED	\$539.50
Invoice	May-23	5/31/2023	
Transaction Date	5/31/2023	Frandsen Bank 10100	Total \$539.50
Refer	0 EPIC ENTERPRISES, INC	-	
Cash Payment	E 101-42100-440 Cleaning Service	May Services - PW/PD Building	\$28.12
Invoice	16072	5/31/2023	
Cash Payment	E 101-43100-440 Cleaning Service	May Services - PW/PD Building	\$28.13
Invoice	16072	5/31/2023	
Transaction Date	5/31/2023	Frandsen Bank 10100	Total \$56.25
Refer	0 JOHNS SNOW AND MOW LLC	-	
Cash Payment	E 101-45200-406 Grounds Maintenance	Mowing - Parks	\$2,245.00
Invoice	May-23	6/13/2023	
Cash Payment	E 602-49450-406 Grounds Maintenance	Mowing - Sewer	\$172.50
Invoice	May-23	6/13/2023	
Cash Payment	E 101-43100-406 Grounds Maintenance	Mowing - Streets	\$1,375.00
Invoice	May-23	6/13/2023	
Cash Payment	E 601-49400-406 Grounds Maintenance	Mowing - Water	\$387.50
Invoice	May-23	6/13/2023	
Cash Payment	E 101-45200-406 Grounds Maintenance	Rough Cut Mowing- Parks	\$1,500.00
Invoice	23-May	6/13/2023	
Cash Payment	E 101-43100-406 Grounds Maintenance	Rough Cut Mowing - Streets	\$200.00
Invoice	23-May	6/13/2023	
Cash Payment	E 601-49400-406 Grounds Maintenance	Rough Cut Mowing - Water	\$400.00
Invoice	23-May	6/13/2023	
Transaction Date	6/13/2023	Frandsen Bank 10100	Total \$6,280.00
Refer	0 MCFOA REGION VI	-	
Cash Payment	E 101-41000-433 Dues and Subscriptions	Membership Dues - NP	\$50.00
Invoice	62023	6/8/2023	
Transaction Date	6/8/2023	Frandsen Bank 10100	Total \$50.00
Refer	0 MENARDS, INC	-	

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Payments

Current Period: June 2023

Cash Payment	E 601-49400-400	Repairs and Maintenanc	PVC pipe, Loctite, fuse box, blank cover		\$34.97
Invoice 48357		6/5/2023			
Cash Payment	E 101-45200-400	Repairs and Maintenanc	SHARPIE, CLEAR WOOD PROTECTOR, PAINTCARE RECOVERY FEE		\$24.42
Invoice 48474		6/7/2023			
Cash Payment	E 101-41000-400	Repairs and Maintenanc	POTTING MIX		\$35.97
Invoice 47481		5/23/2023			
Cash Payment	E 101-45200-200	Supplies	DISINFECTING WIPES, 100 FT X 5/8 POLY HS PK		\$77.68
Invoice 47427		5/22/2023			
Cash Payment	E 601-49400-400	Repairs and Maintenanc	PVC pipe & accessories for 502 Waterwheel Cir		\$100.66
Invoice 48333		6/5/2023			
Transaction Date	6/5/2023		Frandsen Bank	10100	Total \$273.70
Refer	0	MN PEIP			
Cash Payment	G 101-21706	Hospitalization/Medical Ins	Health		\$4,610.01
Invoice 1291728		6/10/2023			
Cash Payment	G 101-21711	Dental Insurance	Dental		\$149.76
Invoice 1291728		6/10/2023			
Cash Payment	G 101-21712	Life Insurance	Life		\$16.65
Invoice 1291728		6/10/2023			
Transaction Date	6/10/2023		Frandsen Bank	10100	Total \$4,776.42
Refer	0	MUNICIPAL INSPECTIONS INC.			
Cash Payment	E 101-42400-311	Bldg Permit Expense	Permit #7239 - 1510 Bluff St		\$190.87
Invoice 7239		6/15/2023			
Cash Payment	E 101-42400-312	Plan Review Expense	Permit #7239 - 1510 Bluff St		\$827.11
Invoice 7239		6/15/2023			
Cash Payment	E 101-42400-315	Plumbing Permit Expens	Permit #7239 - 1510 Bluff St		\$11.40
Invoice 7239		6/15/2023			
Cash Payment	E 101-42400-314	Mechanical Permit Expe	Permit #7239 - 1510 Bluff St		\$11.86
Invoice 7239		6/15/2023			
Transaction Date	6/15/2023		Frandsen Bank	10100	Total \$1,041.24
Refer	0	NAFRS			
Cash Payment	E 101-42200-300	Professional Services	Second-half, 2023 Operating installment		\$36,238.80
Invoice 06062023D		6/6/2023			
Transaction Date	6/6/2023		Frandsen Bank	10100	Total \$36,238.80
Refer	0	NAPA			
Cash Payment	E 101-43100-400	Repairs and Maintenanc	Trailer Hitch Ball		\$39.96
Invoice 836383		6/14/2023			
Cash Payment	E 101-43100-400	Repairs and Maintenanc	Trailer Hitch Ball Mount		\$67.84
Invoice 836032		6/12/2023			
Transaction Date	6/14/2023		Frandsen Bank	10100	Total \$107.80
Refer	0	NCPERS GROUP LIFE INS			
Cash Payment	G 101-21712	Life Insurance	Life Insurance July 23		\$32.00
Invoice 4.336E+11		6/1/2023			
Transaction Date	6/1/2023		Frandsen Bank	10100	Total \$32.00
Refer	0	PLUNKETTS PEST CONTROL			
Cash Payment	E 101-41000-400	Repairs and Maintenanc	General Pest Control Program		\$240.75
Invoice 8071003		6/8/2023			

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Payments

Current Period: June 2023

Transaction Date	6/8/2023	Frandsen Bank	10100	Total	\$240.75
Refer	0 RICE COUNTY HIGHWAY DEPART	-			
Cash Payment	E 101-43100-408 Sand/Rock/Dirt	Sand and Salt-30% mixture			\$504.00
Invoice	7598	6/7/2023			
Transaction Date	6/7/2023	Frandsen Bank	10100	Total	\$504.00
Refer	0 ST OLAF COLLEGE	-			
Cash Payment	E 101-41000-200 Supplies	Print Job - 10 Copies of Dundas CIP			\$212.00
Invoice	1073416	6/16/2023			
Transaction Date	6/16/2023	Frandsen Bank	10100	Total	\$212.00
Refer	0 SUMMIT FIRE PROTECTION	-			
Cash Payment	E 101-41000-400 Repairs and Maintenanc	Fire Extinguisher Inspection - CH			\$84.00
Invoice	140011113	6/11/2023			
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Fire Extinguisher Inspection -Water/Sewer Depts			\$152.12
Invoice	140011111	6/11/2023			
Cash Payment	E 602-49450-400 Repairs and Maintenanc	Fire Extinguisher Inspection -Water/Sewer Depts			\$152.13
Invoice	140011111	6/11/2023			
Cash Payment	E 101-43100-400 Repairs and Maintenanc	Fire Extinguisher Inspection - PW			\$78.00
Invoice	140011114	6/11/2023			
Cash Payment	E 101-45200-400 Repairs and Maintenanc	Fire Extinguisher Inspection - Parks			\$186.00
Invoice	140011112	6/11/2023			
Cash Payment	E 101-42100-400 Repairs and Maintenanc	Fire Extinguisher Inspection - PD			\$70.00
Invoice	140011115	6/11/2023			
Transaction Date	6/11/2023	Frandsen Bank	10100	Total	\$722.25
Refer	0 VALLEY AUTOHAUS	-			
Cash Payment	E 101-43100-400 Repairs and Maintenanc	DOT Inspection, inspect & repair fender, plate bulb			\$315.79
Invoice	10721	6/13/2023			
Transaction Date	6/13/2023	Frandsen Bank	10100	Total	\$315.79
Refer	0 VERIZON	-			
Cash Payment	E 101-42100-321 Telephone & Communi	PD Cell Services			\$128.44
Invoice	9937081853	6/11/2023			
Transaction Date	6/11/2023	Frandsen Bank	10100	Total	\$128.44
Refer	0 XCEL ENERGY	-			
Cash Payment	E 101-43124-381 Electricity	Other recurring charges			\$2,185.58
Invoice	831177748	6/6/2023			
Cash Payment	E 101-43124-381 Electricity	403 STAFFORD RDN UNIT SIGNAL			\$36.09
Invoice	831177748	6/6/2023			
Cash Payment	E 101-45200-381 Electricity	101 RAILWAY STS			\$13.63
Invoice	831177748	6/6/2023			
Cash Payment	E 101-45200-381 Electricity	2141 ST ST S			\$797.99
Invoice	831177748	6/6/2023			
Cash Payment	E 601-49400-381 Electricity	108 HAGERTY ST			\$165.50
Invoice	831177748	6/6/2023			
Cash Payment	E 602-49450-381 Electricity	UNIT 1000 RAILWAY ST N UNIT LIFT/PMP			\$160.80
Invoice	831177748	6/6/2023			

CITY OF DUNDAS

Payments

Current Period: June 2023

Cash Payment	E 601-49400-381	Electricity	1000 CANNON RD	\$35.51
Invoice	831177748	6/6/2023		
Cash Payment	E 602-49450-381	Electricity	1000 CANNON RD	\$35.51
Invoice	831177748	6/6/2023		
Cash Payment	E 601-49400-381	Electricity	800 COUNTY ROAD 1 UNIT PUMP/PRB	\$539.09
Invoice	831177748	6/6/2023		
Cash Payment	E 602-49450-381	Electricity	1618 PINNACLE ST UNIT LIFT/PMP	\$295.49
Invoice	831177748	6/6/2023		
Cash Payment	E 601-49400-381	Electricity	694 RAILWAY STS UNIT TOWER	\$52.39
Invoice	831177748	6/6/2023		
Cash Payment	E 601-49400-381	Electricity	1189 BRIDGEWATER PKWY	\$13.23
Invoice	831177748	6/6/2023		
Cash Payment	E 101-45200-381	Electricity	215 RAILWAY ST N	\$40.79
Invoice	831177748	6/6/2023		
Cash Payment	E 601-49400-381	Electricity	1185 BRIDGEWATER PKWY UNIT WELLHSE	\$2,909.02
Invoice	831177748	6/6/2023		
Cash Payment	E 101-45200-381	Electricity	1205 BRIDGEWATER PKWY	\$30.27
Invoice	831177748	6/6/2023		
Cash Payment	E 101-42100-381	Electricity	108 DEMANN CT	\$91.19
Invoice	831177748	6/6/2023		
Cash Payment	E 101-43100-381	Electricity	108 DEMANN CT	\$91.18
Invoice	831177748	6/6/2023		
Cash Payment	E 101-43124-381	Electricity	6156 110TH STEUNITRAB LGHTS	\$68.54
Invoice	831177748	6/6/2023		
Cash Payment	E 101-41000-381	Electricity	100 RAILWAY ST N UNIT CITY HALL	\$440.36
Invoice	831177748	6/6/2023		
Cash Payment	E 101-41000-381	Electricity	100 RAILWAY ST N	\$176.08
Invoice	831177748	6/6/2023		
Cash Payment	E 101-43124-381	Electricity	Non-Recurring Charges / Credits	-\$75.61
Invoice	831177748	6/6/2023		
Transaction Date	6/6/2023		Frandsen Bank 10100	Total \$8,102.63

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND		\$54,710.88
601 WATER		\$4,789.99
602 SEWER		\$816.43
		<u>\$60,317.30</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$60,317.30
Total	<u>\$60,317.30</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	Date of organization	Tax exempt number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization Address (No PO Boxes)	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of person making application	Business phone	Home phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date(s) of event	Type of organization	<input type="checkbox"/> Microdistillery	<input type="checkbox"/> Small Brewer
<input type="text"/>	<input type="checkbox"/> Club	<input type="checkbox"/> Charitable	<input type="checkbox"/> Religious
	<input type="checkbox"/> Other non-profit		

Organization officer's name	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization officer's name	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization officer's name	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Location where permit will be used. If an outdoor area, describe.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

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 20, 2023

City of Dundas
Railway Drive
Dundas, Minnesota 55019

Dear Staff and Council,

We would like to apply for a one day Temporary On-Sale Liquor License permit for Saturday, September 23rd. Chapel Brewing is planning to be a part of an Oktoberfest celebration in downtown Dundas from 12-7pm and is requesting that Railway Drive be closed from West St. to Hester St. to accommodate the event.

Event set up will include tents, tables, chairs, a tap trailer and live music, including a 30-piece Bavarian band. Portable bathrooms will be provided. Because this is the first year of the event and it is weather dependent, we are unsure how many people will attend throughout the day. We are hoping for 500 people but are planning for up to 1,000.

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

- People will be required to purchase a wristband in order to purchase alcohol. ID's will be checked as part of this process.
- Servers will check each customer to ensure they have a wristband prior to serving them.
- The designated area will be clearly marked and monitored by employees and volunteers.
- Beer consumed in the designated area will be served in plastic glasses
- Insurance coverage will include the designated area

We excited to be a part of this event to bring people to Dundas and hope this will become an annual event for the next several years. Thank you for your consideration of the single day permit.


Sincerely,

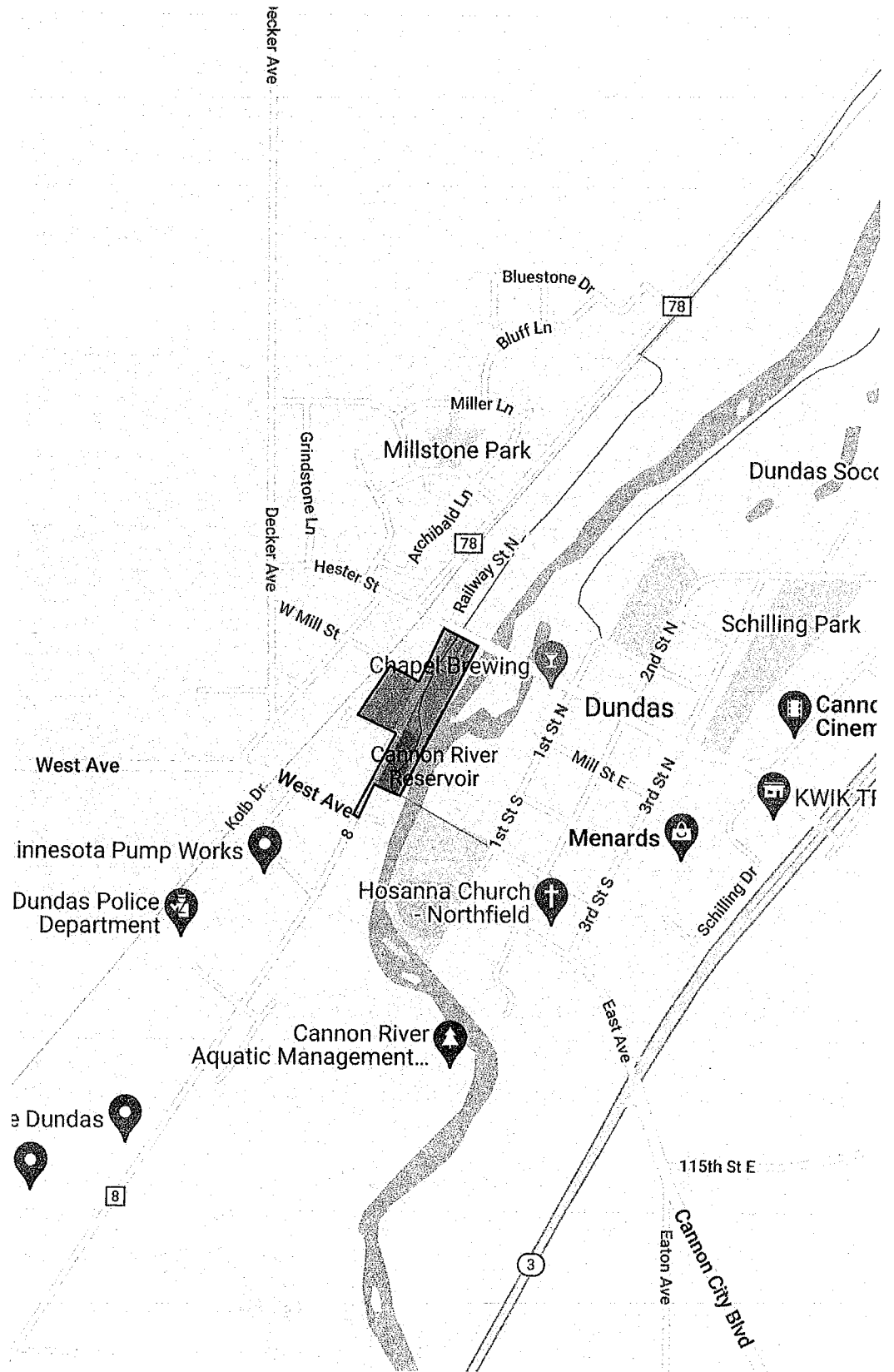
Steve Schmidt

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

Dundas Oktoberfest 2023

Untitled layer

 Oktoberfest Event Space





City of Dundas
Public Works Staff Meeting / City Engineer Update 06/21/23

June 22, 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. ***Hydrovac will expose the private utilities at the sign locations in the next two weeks.*** 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. ***Staff met with BWT representatives on June 21st to discuss the Joint Road Policy. A follow up meeting is tentatively scheduled for July 26th.***

- 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.
- ***Staff has begun finish grading the dog park location with the excess topsoil from the gravel parking lot construction. The area will be graded prior to Caron Fence starting the fence work.***

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. 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.

10. 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.
- ***Hydrovac, Inc completed the 2023 Sanitary Sewer Cleaning and Televising work. Lift station cleaning is not yet complete but is scheduled to be completed within the next two weeks.***

11. 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.
- ***Sunram has substantially completed the work. Removal of excess tree debris will be completed by the contractor and the project will be closed out.***

12. 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.

13. 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.

14. 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.

15. Public Works Cold Storage

- 1-18-23 City Staff that utilizes the existing public works building met to discuss the future cold storage building layout and dimensions. The preliminary figure will be revised based on the discussions. Staff will present the figure and building details at a future meeting.
- The preliminary site plan 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.
- ***The request for quotes for the site grading was sent out June 16 with quotes due back June 30th.***
- ***The request for quotes for the cold storage building will be sent out June 23rd with quotes due back July 14th.***

16. 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.

17. 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.

18. 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. ***The draft plan has been completed and is currently under review by Staff.***

19. Franchise Fees

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