

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, March 13, 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. Public Forum**
- 4. Approval of Agenda**
- 5. Consent Agenda** *(All items on the Consent Agenda are considered routine and have been made available to the City Council at least 2 days in advance of the meeting. The items will be enacted in one motion. There will be no separate discussion of these items unless a council member or citizen requests, then the item will be removed from this agenda and considered in normal sequence.)*
 - a. Regular Minutes of February 27, 2023
 - b. Resolution 2023-08 A Resolution Authorizing Signatory Power and Authority to Open Accounts, and to Deposit and Withdraw Funds
 - c. Disbursements - \$206,212.04
- 6. Old Business**
- 7. Ordinances and Resolutions**
- 8. New Business**
 - a. Consider Receiving Quote and Awarding a Contract for Street Sweeping for 2023 and 2024
 - b. Consider Appointing Abigail Guthrie to the Part-Time Administrative Assistant Position
 - c. Consider Approving ECRT Parking Lot and Dog Park Relocation Concept Plan
- 9. Reports of Officers, Boards and Committees**
 - b. City Engineer
 - c. City Administrator/Clerk
 - d. Mayor, Councilors and Committees
- 10. Announcements**
 - a. City Council Meeting – Monday, March 27 and April 10 at 7:00 pm. City Hall
 - b. Park & Recreation Advisory Board – Tuesday, March 14 at 7:00 p.m. City Hall
 - c. Planning Commission Meeting – Thursday, April 20 at 7:00 p.m. at City Hall
- 11. Adjourn**

**DUNDAS CITY COUNCIL
REGULAR MINUTES AGENDA
Monday, February 27, 2023
7:00 p.m. City Hall**

UNOFFICIAL MINUTES

Present: Mayor Glenn Switzer, Councilors Ashley Gallagher, Luke LaCroix, Grant Modory, 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 – No public presentation to the Council

APPROVAL OF AGENDA

Motion by LaCroix, second by Swartwood, 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 February 13, 2023;
Consider Approving Separation Agreement;
Resolution 2023-07 A Resolution Accepting Donation from the Dundas Baseball Association;
Disbursements - \$52,190.00. MCU

OLD BUSINESS – No old business brought before Council.

ORDINANCES AND RESOLUTIONS – No ordinances or resolutions brought before Council

NEW BUSINESS

Consider Appointing Nicole Portillo to the Position of Office Manager

Administrator Teppen reported on applicant, Nicole Portillo, who applied for the Office Manager position and is requesting approval by Council to appoint her to the position.

Motion by LaCroix, second by Swartwood to appoint Nicole Portillo to the full time Office Manager position. MCU

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

City Engineer – Dustin Tipp

Tipp reported contractor has completed tree removals and excavation pond north of County Road 1 and Weaver Lane;

City Administrator/Clerk - Jenelle Teppen

Teppen reported that the 2023 Easter Egg Hunt is scheduled for April 8. The City Council Goal Setting session has been rescheduled to April 6 due to the recent snowstorm. A group of business owners are meeting to discuss the possibility of an Oktoberfest Celebration in September.

Mayor, Councilors and Committees

Nothing to report

WORK SESSION

Review Dog Park Concept Plan

City Engineer Tipp reviewed the Concept Plan relating to relocation of the dog park from Schilling Park to the open space adjacent the East Cannon River Trail (ECRT), north of Everett Street. He stated improvements would include a water source, fencing and portable restrooms. Tipp reported the funding is identified in the Capital Improvement Projects (CIP) for 2023 and the parking lot improvements in the CIP for 2024.

Daniel Jones representing Canine at Play (CAP) stated the group reviewed the Concept Plan for relocating the dog park and are happy with it. He presented a proposed gate system for consideration. Jones indicated that CAP will participate in funding or construction. He inquired about planting of trees and type of fence along with what will happen to the old dog park location.

Review Preliminary Site Plan of Public Works Cold Storage Building

City Engineer Tipp reported the Public Works Director and Police Chief met and reviewed the preliminary site plan and building layout, maximizing the open space on the parcel for future use. He stated staff recommends a proposed cold storage building would consist of: (1) post-frame engineered wood structure; (2) building dimensions 100'L x 60'W x 18'H; (3) six-inch reinforced interior concrete slab; (4) insulated roof; (5) four 18' x 14' overhead doors ; (6) steel panel exterior on walls and roof and a paved asphalt surface access to the building. He indicated the proposed building is identified in the CIP for 2023.

Discuss Pavement Management Plan Costs

City Engineer Tipp presented the Pavement Management Program Maintenance Protocols and Costs report. He reviewed the 2022 pavement conditions report on all streets in Dundas, which established the current maintenance protocol for sealcoating or mill and overlay. He indicated the streets identified and type of maintenance along with the projected cost for 2023. Tipp also presented a maintenance need over ten years comparing the impact deferred maintenance vs consistent maintenance cost to the City.

ADJOURN

Motion by Swartwood, second by Gallagher, to adjourn the meeting at 7:52 p.m.

Minutes prepared by Jenelle Teppen, City Administrator/City Clerk

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

RESOLUTION 2023 - 08

*A Resolution Authorizing Signatory Power and
Authority to Open Accounts, and to Deposit and Withdraw Funds*

WHEREAS, it is a requirement of Financial Institutions to receive an approved City Council Resolution authorizing official signers and counter signers for transactions related to banking.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Dundas (hereinafter "City"), Minnesota, hereby authorizes the following described officers, employees or agents of the City, whose names and signatures appear below, for and on behalf of the City, to open and maintain a depository account or accounts of the City with Financial Institution, subject to the terms and conditions specified in the applicable Account Disclosure(s), to endorse and deposit with said Financial Institution negotiable instruments or other orders for the payment of money, which endorsements may be made in writing or by stamp and without the designation of the person endorsing subject to the terms and conditions specified and;

BE IT FURTHER RESOLVED, that the undersigned officers, employees or agents of the City may sign checks or other orders for the payment of money, withdrawing funds from City account(s) with Financial Institution. Such signature(s) may be in writing or electronically communicated.

BE IT FURTHER RESOLVED, Accounts may be opened and funds deposited by the City Administrator/Clerk/Treasurer, or in their absence, by the Office Manager. Funds may be withdrawn by the signatures of one of the undersigned elected officials and cosigned by one of the appointed officials.

Notwithstanding any modification or termination of the power of any officer, employee or agent or other person to represent the City, this Resolution shall remain in full force and bind the City and its legal representatives, heirs, and the City's successors or assigns until written notice to the contrary signed by, or on behalf of, the City shall have been properly received by the Financial Institution, and that receipt of such notice shall not affect any action taken by the Financial Institution prior to receipt of such notice in reliance on this Resolution.

Name & Title	Signature	Position
Glenn Switzer, Mayor		Elected
Grant Modory, Acting Mayor		Elected
Jenelle Teppen City Administrator/Clerk/Treasurer		Appointed
Nicole Portillo, Office Manager		Appointed

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

CITY OF DUNDAS BY:

ATTESTED:

Glenn Switzer, Mayor

Jenelle Teppen, City Administrator/Clerk

Resolution 2023-08

CITY OF DUNDAS DISBURSEMENT REPORT
Council Meeting March 13, 2023

DATE	PAYABLE	AMOUNT
3/8/2023	PERA	\$244.07
3/9/2023	State of MN Empower Retirement	\$30,000.00
3/9/2023	MN Dept of Revenue	\$147.77
3/9/2023	MN Dept of Revenue	\$1,046.27
3/9/2023	IRS	\$8,680.78
3/8/2023	IRS	\$535.64
3/8/2023	Payroll #2 City Council	\$1,960.19
3/8/2023	Payroll PP# 5 Employees	\$20,558.97
3/8/2023	Payroll PP# 4.02 Severance	\$5,897.92
Sub Total Paid Payroll and Sales Liabilities		\$69,071.61
2/28/2023	Low ACH Volume Maintenance	\$5.00
2/28/2023	ACH per item	\$13.00
2/28/2023	RDC Monthly Fee	\$59.00
3/6/2023	PSN Payment Service Invoice	\$359.00
3/13/2023	Invoices - Payment March 13, 2023	\$136,704.43
Sub Total Paid Claims and Service Liabilities		\$137,140.43
TOTAL	Disbursement for March 13, 2023	\$206,212.04

CITY OF DUNDAS

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Payments

Current Period: March 2023

Payments Batch 031323AP		\$136,704.43	
Refer	0 WSB & ASSOC INC	-	
Cash Payment	E 101-41000-303 Engineering Fees	Retainer	\$800.00
Invoice Jan-23	2/23/2023		
Cash Payment	E 602-49450-303 Engineering Fees	Wastewater System	\$355.75
Invoice Jan-23	2/23/2023		
Cash Payment	E 101-41000-303 Engineering Fees	Gen. Engineering, Mtgs, ROW Permits	\$2,372.00
Invoice Jan-23	2/23/2023		
Cash Payment	E 225-43150-500 Capital Outlay	2023 Pond Maintenance	\$3,583.50
Invoice Jan-23	2/23/2023		
Cash Payment	E 225-43150-500 Capital Outlay	Reimbursable Exp. - Permit App Fee Rice Co	\$600.00
Invoice Jan-23	2/23/2023	SWCD	
Cash Payment	E 101-41000-303 Engineering Fees	Streets	\$1,343.75
Invoice Jan-23	2/23/2023		
Cash Payment	E 101-41000-303 Engineering Fees	GIS	\$7,162.50
Invoice Jan-23	2/23/2023		
Cash Payment	E 225-43150-303 Engineering Fees	Storm Water	\$2,118.50
Invoice Jan-23	2/23/2023		
Cash Payment	G 430-22006 Escrow - 80 West Ave	West Ave Apt	\$485.50
Invoice Jan-23	2/23/2023		
Cash Payment	G 430-22017 Escrow-Cannon River Valley	Cannon River Valley Estates	\$375.00
Invoice Jan-23	2/23/2023		
Cash Payment	G 430-22013 Escrow - Brd. Hgt. Pre. Plat	BW Tower Heights PUD	\$281.25
Invoice Jan-23	2/23/2023		
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	Stoneridge Hills	\$312.50
Invoice Jan-23	2/23/2023		
Cash Payment	E 101-43100-310 Professional Services	Transportation Study	\$1,796.50
Invoice Jan-23	2/23/2023		
Cash Payment	E 601-49400-303 Engineering Fees	Comprehensive Water System Plan	\$1,001.00
Invoice Jan-23	2/23/2023		
Cash Payment	E 225-43150-303 Engineering Fees	Comp. Sanitary Sewer System Plan	\$577.50
Invoice Jan-23	2/23/2023		
Transaction Date	2/23/2023	Frandsen Bank 10100	Total \$23,165.25
Refer	0 ZIEGLER CAT	-	
Cash Payment	E 410-43100-500 Capital Outlay	Caterpillar 259D3 Compact Track Loader, Loader Bucket 74	\$58,791.81
Invoice IN000897299	2/28/2023		
Transaction Date	2/28/2023	Frandsen Bank 10100	Total \$58,791.81
Refer	0 KWIK TRIP INC	-	
Cash Payment	E 101-42100-418 Vehicle Fuels	PD Fuel	\$658.67
Invoice Feb-23	3/2/2023		
Cash Payment	E 101-43100-418 Vehicle Fuels	PW Fuel	\$656.43
Invoice Feb2023 PW	3/2/2023		
Transaction Date	3/2/2023	Frandsen Bank 10100	Total \$1,315.10
Refer	0 Blue Cross Blue Shield Minnesota	-	
Cash Payment	G 101-21713 Vision Insurance	Feb 2023 Vision	\$43.48
Invoice 230301377428	3/1/2023		

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Payments

Current Period: March 2023

Transaction Date	3/1/2023	Frandsen Bank	10100	Total	\$43.48
Refer	0 <i>CAMPBELL KNUTSON</i>	-			
Cash Payment	E 101-41000-304 Legal Fees	201 Railway St S - Jeanine Taylor			\$296.50
Invoice Feb-23	2/28/2023				
Cash Payment	E 101-41000-304 Legal Fees	GENERAL MATTERS SERVICES RENDERED TO DATE			\$961.00
Invoice Feb-23	2/28/2023				
Transaction Date	2/28/2023	Frandsen Bank	10100	Total	\$1,257.50
Refer	0 <i>ECKBERG LAMMERS</i>	-			
Cash Payment	E 101-42100-304 Legal Fees	Dundas Prosecution for the month of - February			\$663.73
Invoice 22023	2/28/2023				
Transaction Date	2/28/2023	Frandsen Bank	10100	Total	\$663.73
Refer	0 <i>ABDO FINANCIAL SOLUTIONS, LL</i>	-			
Cash Payment	E 101-41000-301 Auditing and Acct g Ser	Auditing and Acct g Services			\$4,712.50
Invoice 467862	3/1/2023				
Cash Payment	E 225-43150-301 Auditing and Acct g Ser	Auditing and Acct g Services			\$362.50
Invoice 467862	3/1/2023				
Cash Payment	E 601-49400-301 Auditing and Acct g Ser	Auditing and Acct g Services			\$906.25
Invoice 467862	3/1/2023				
Cash Payment	E 602-49450-301 Auditing and Acct g Ser	Auditing and Acct g Services			\$906.25
Invoice 467862	3/1/2023				
Cash Payment	E 603-49500-301 Auditing and Acct g Ser	Auditing and Acct g Services			\$362.50
Invoice 467862	3/1/2023				
Transaction Date	3/1/2023	Frandsen Bank	10100	Total	\$7,250.00
Refer	0 <i>XCEL ENERGY</i>	-			
Cash Payment	E 101-43124-381 Electricity	Other Recurring Charges			\$2,154.93
Invoice 818766753	3/7/2023				
Cash Payment	E 101-43124-381 Electricity	Street			\$34.32
Invoice 818766753	3/7/2023				
Cash Payment	E 101-45200-381 Electricity	101 Railway St S			\$13.78
Invoice 818766753	3/7/2023				
Cash Payment	E 101-45200-381 Electricity	214 1st St s			\$101.02
Invoice 818766753	3/7/2023				
Cash Payment	E 601-49400-381 Electricity	108 Hagerty			\$316.67
Invoice 818766753	3/7/2023				
Cash Payment	E 602-49450-381 Electricity	1000 Railway			\$444.66
Invoice 818766753	3/7/2023				
Cash Payment	E 602-49450-381 Electricity	1000 Cannon Rd			\$192.57
Invoice 818766753	3/7/2023				
Cash Payment	E 601-49400-381 Electricity	1000 Cannon Rd			\$192.56
Invoice 818766753	3/7/2023				
Cash Payment	E 601-49400-381 Electricity	800 COUNTY ROAD 1 UNIT PUMP/PRB			\$687.34
Invoice 818766753	3/7/2023				
Cash Payment	E 602-49450-381 Electricity	1618 PINNACLE ST UNIT LIFT/PMP			\$357.40
Invoice 818766753	3/7/2023				
Cash Payment	E 601-49400-381 Electricity	694 RAILWAY STS UNIT TOWER			\$120.44
Invoice 818766753	3/7/2023				

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Payments

Current Period: March 2023

Cash Payment	E 601-49400-381	Electricity	1189 BRIDGEWATER PKWY	\$13.23
Invoice	818766753	3/7/2023		
Cash Payment	E 101-45200-381	Electricity	215 RAILWAY ST N	\$53.56
Invoice	818766753	3/7/2023		
Cash Payment	E 601-49400-381	Electricity	1185 BRIDGEWATER PKWY UNIT WELLHSE	\$2,602.66
Invoice	818766753	3/7/2023		
Cash Payment	E 101-45200-381	Electricity	1205 BRIDGEWATER PKWY	\$155.63
Invoice	818766753	3/7/2023		
Cash Payment	E 101-42100-381	Electricity	108 DEMANN CT PD	\$322.18
Invoice	818766753	3/7/2023		
Cash Payment	E 101-43100-381	Electricity	108 DEMANN CT PW	\$322.18
Invoice	818766753	3/7/2023		
Cash Payment	E 101-43124-381	Electricity	6156 110TH STEUNITRAB LGHTS	\$104.66
Invoice	818766753	3/7/2023		
Cash Payment	E 101-41000-381	Electricity	100 RAILWAY ST N UNIT CITY HALL	\$395.68
Invoice	818766753	3/7/2023		
Cash Payment	E 101-41000-381	Electricity	100 RAILWAY ST N	\$558.90
Invoice	818766753	3/7/2023		
Transaction Date	3/7/2023		Frandsen Bank 10100	Total \$9,144.37
Refer	0	ALBERS A & A PORTABLE SVCS	-	
Cash Payment	E 101-45200-413	Rental	Rental 03	\$125.00
Invoice	1875	2/28/2023		
Transaction Date	2/28/2023		Frandsen Bank 10100	Total \$125.00
Refer	0	MANTRONICS MAILING SYSTEMS	-	
Cash Payment	E 101-41000-200	Supplies	Ink for postage machine	\$182.00
Invoice	50768	3/7/2023		
Transaction Date	3/7/2023		Frandsen Bank 10100	Total \$182.00
Refer	0	STREICHERS	-	
Cash Payment	E 101-42100-217	Uniforms	Sales Order # S1516436 Matt Summer	\$67.97
Invoice	I11619811	3/1/2023		
Transaction Date	3/1/2023		Frandsen Bank 10100	Total \$67.97
Refer	0	MN PEIP	-	
Cash Payment	G 101-21711	Dental Insurance	Dental (Minus Linda)	\$149.76
Invoice	1268544	2/11/2023		
Cash Payment	G 101-21712	Life Insurance	Life (minus Linda)	\$16.65
Invoice	1268544	2/11/2023		
Cash Payment	G 101-21706	Hospitalization/Medical Ins	Health	\$4,610.01
Invoice	1268544	2/11/2023		
Transaction Date	2/11/2023		Frandsen Bank 10100	Total \$4,776.42
Refer	0	BADGER METER	-	
Cash Payment	E 601-49400-210	Supplies/Water Meter, E	ORION CELLULAR LTE SERV UNIT	\$705.85
Invoice	80119716	2/28/2023		
Transaction Date	2/28/2023		Frandsen Bank 10100	Total \$705.85
Refer	0	BERGANKDV	-	
Cash Payment	E 101-41000-301	Auditing and Acct g Ser	Auditing and Acct g Services	\$3,250.00
Invoice	1186226	2/27/2023		

CITY OF DUNDAS

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Payments

Current Period: March 2023

Cash Payment	E 225-43150-301	Auditing and Acct g Ser	Auditing and Acct g Services		\$250.00
Invoice	1186226	2/27/2023			
Cash Payment	E 601-49400-301	Auditing and Acct g Ser	Auditing and Acct g Services		\$625.00
Invoice	1186226	2/27/2023			
Cash Payment	E 602-49450-301	Auditing and Acct g Ser	Auditing and Acct g Services		\$625.00
Invoice	1186226	2/27/2023			
Cash Payment	E 603-49500-301	Auditing and Acct g Ser	Auditing and Acct g Services		\$250.00
Invoice	1186226	2/27/2023			
Transaction Date	2/27/2023		Frandsen Bank	10100	Total \$5,000.00
Refer	0	CENTRAL FARM SERVICE			
Cash Payment	E 101-43100-211	Equipment Fuel	Equipment Fuel		\$49.76
Invoice	Feb-23	2/28/2023			
Cash Payment	E 101-43100-211	Equipment Fuel	Equipment Fuel		\$180.62
Invoice	Feb-23	2/28/2023			
Cash Payment	E 101-43100-211	Equipment Fuel	Equipment Fuel		\$237.64
Invoice	Feb-23	2/28/2023			
Transaction Date	2/28/2023		Frandsen Bank	10100	Total \$468.02
Refer	0	CITY OF NORTHFIELD			
Cash Payment	E 602-49450-385	Sewer Utilities	Sewer Utilities		\$20,686.50
Invoice	Jan-23	2/21/2023			
Transaction Date	2/21/2023		Frandsen Bank	10100	Total \$20,686.50
Refer	0	FREEDOM SECURITY AND SURVEI			
Cash Payment	E 101-41000-310	Professional Services	Alarmnet IP Monitoring Standard Labor		\$84.00
Invoice	1099	3/1/2023			
Transaction Date	3/1/2023		Frandsen Bank	10100	Total \$84.00
Refer	0	GOPHER STATE ONE CALL			
Cash Payment	E 601-49400-310	Professional Services	Professional Services		\$6.08
Invoice	3020352	2/28/2023			
Cash Payment	E 602-49450-310	Professional Services	Professional Services		\$6.07
Invoice	3020352	2/28/2023			
Transaction Date	2/28/2023		Frandsen Bank	10100	Total \$12.15
Refer	0	MARCO, INC			
Cash Payment	E 101-41000-413	Rental	Rental - Current Chrgs Only		\$236.55
Invoice	33526989	2/21/2023			
Transaction Date	2/21/2023		Frandsen Bank	10100	Total \$236.55
Refer	0	MENARDS, INC			
Cash Payment	E 101-43100-200	Supplies	Shop Supplies- Ice Melt, Paper Towels, etc..		\$71.90
Invoice	42389	2/21/2023			
Transaction Date	2/21/2023		Frandsen Bank	10100	Total \$71.90
Refer	0	KEITH PUMPER PLUMBING & HEA			
Cash Payment	E 101-41000-400	Repairs and Maintenanc	INDUCER MOTOR LABOR INSTALL NEW INDUCER MOTOR @ DUNDAS CITY		\$1,540.69
Invoice	51089	2/17/2023			
Transaction Date	2/17/2023		Frandsen Bank	10100	Total \$1,540.69
Refer	0	GOVERNMENT FORMS AND SUPP			

CITY OF DUNDAS

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Payments

Current Period: March 2023

Cash Payment	E 101-41000-200	Supplies	Laser Checks 1,000		\$246.30
Invoice	339423	2/20/2023			
Transaction Date	2/20/2023		Frandsen Bank	10100	Total \$246.30
Refer	0	LAW ENFORCEMENT LABOR SVC	-		
Cash Payment	G 101-21707	LELSI Union Dues	Union Dues		\$202.50
Invoice	Mar-23	3/1/2023			
Transaction Date	3/1/2023		Frandsen Bank	10100	Total \$202.50
Refer	0	MENARDS, INC	-		
Cash Payment	E 101-42100-200	Supplies	PD Supplies- Windshield wash, Shovel		\$59.97
Invoice	42442	2/22/2023			
Transaction Date	2/22/2023		Frandsen Bank	10100	Total \$59.97
Refer	0	METRO FIBERNET LLC	-		
Cash Payment	E 101-41000-321	Telephone & Communi	Telephone & Communications		\$132.19
Invoice	Mar-23	3/1/2023			
Cash Payment	E 101-42100-321	Telephone & Communi	Telephone & Communications		\$72.52
Invoice	Mar-23	3/1/2023			
Cash Payment	E 602-49450-321	Telephone & Communi	Telephone & Communications		\$144.96
Invoice	Mar-23	3/1/2023			
Transaction Date	3/1/2023		Frandsen Bank	10100	Total \$349.67
Refer	0	NAPA	-		
Cash Payment	E 101-43100-400	Repairs and Maintenanc	YELLOW PAINT MARKER		\$3.39
Invoice	823440	2/21/2023			
Transaction Date	2/21/2023		Frandsen Bank	10100	Total \$3.39
Refer	0	SERVICEMASTER BY AYOTTE	-		
Cash Payment	E 101-41000-440	Cleaning Service	Cleaning Services		\$193.35
Invoice	910204	3/2/2023			
Transaction Date	3/2/2023		Frandsen Bank	10100	Total \$193.35
Refer	0	SPRINT	-		
Cash Payment	E 101-43100-321	Telephone & Communi	Phone - Current Chrges Only		\$60.96
Invoice	292583318255	2/18/2023			
Transaction Date	2/18/2023		Frandsen Bank	10100	Total \$60.96

Fund Summary

	10100 Frandsen Bank
101 GENERAL FUND	\$37,457.63
225 STORM SEWER	\$7,492.00
410 PUBLIC WORKS CAPITAL OUTLAY	\$58,791.81
430 ESCROW DEPOSITS	\$1,454.25
601 WATER	\$7,177.08
602 SEWER	\$23,719.16
603 REFUSE	\$612.50
	<u>\$136,704.43</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$136,704.43
Total	<u>\$136,704.43</u>



REQUEST FOR CITY COUNCIL ACTION

TO: City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving a Contract for 2023/2024 Street Sweeping
DATE: For the City Council Meeting of March 13, 2023

PURPOSE/ACTION REQUESTED

Consider approving a contract for street sweeping for 2023 and 2024.

SUMMARY

The City was not required to publish an advertisement for this work. Instead, a request for quotes was forwarded to three contractors capable of providing these services. Quotes were due by 4:30 PM on Monday, March 6, 2023. One contractor submitted a quote, Sandford Services, LLC, and their quote is attached.

Sandford Services has successfully completed the sweeping work for the City in the recent past, including the past two contract periods (2019/2020 and 2021/2022).

The price per citywide sweeping of \$5,613 is an increase of about 7.5% over their 2022 price. The proposed increase from 2023 to 2024 is 3%. The street sweeping work is included as a line item in the Storm Sewer Enterprise Fund budget.

RECOMMENDATION

Motion to approve the contract with Sandford Services LLC for 2023/2024 Street Sweeping.

**CITY OF DUNDAS STREET
SWEEPING QUOTE FORM FOR 2023
and 2024**

2023

2023 STREET SWEEPING
per RFQ - Lump Sum

\$ 5,613.00

2023 ALTERNATIVE #1
Hourly Rate for Sweeping
Boulevards - See RFQ

\$ NA

2023 ALTERNATIVE #2
Unit Price per 500' of Additional
Sweeping - See RFQ

\$ 150 per 500 ft
#265 special request sweep

2024

2024 STREET SWEEPING
per RFQ - Lump Sum

\$ 5782.00 (3%)

2024 ALTERNATIVE #1
Hourly Rate for Sweeping
Boulevards - See RFQ

\$ NA

2024 ALTERNATIVE #2
Unit Price per 500' of Additional
Sweeping - See RFQ

\$ 150 per 500 ft
#265 special request sweep

Submitted By:

Sanford
(signature)

3/9/2023
(date)

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City Only

Received on: _____ Staff: _____ Action: _____



REQUEST FOR CITY COUNCIL ACTION

TO: City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Appointing Abigail Guthrie to Administrative Assistant Position

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

PURPOSE/ACTION REQUESTED

Consider appointing Abigail Guthrie to the position of Administrative Assistant.

SUMMARY

The City Council approved the Administrative Assistant position description at its February 13 meeting. The position vacancy was posted and two applications have been received.

RECOMMENDATION

Motion to appoint Abigail Guthrie to the position of part-time Administrative Assistant.



MEMORANDUM

To: Honorable Mayor and City Council
Dundas, Minnesota

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

Date: March 13, 2023

Re: Approve ECRT Parking Lot and Dog Park Relocation Concept Plan

Introduction

Attached is the final concept plan for the East Cannon River Trail Parking lot and dog park relocation.

Background

The relocation of the dog park to the open space adjacent to the East Cannon River Trail would include a paved asphalt parking lot, fenced in dog park, portable restrooms, and a water source. The plan allows for future expansion of the parking lot, walking trails and dog park.

Council and representatives from Canines at Play reviewed the concept plan at the City Council meeting on February 27th.

Based on comments received, a gate and trail connection on the north side of the dog park have been incorporated into the plan, as well as a special gate at the main entrance to the dog park.

Alternatives

1. Motion to Approve the ECRT Parking Lot and Dog Park Relocation Concept Plan
2. Deny the request.

Staff Recommendation

Alternative No. 1: Motion to Approve the ECRT Parking Lot and Dog Park Relocation Concept Plan.

Attachments

1. Final Concept Plan for the Parking Lot and Dog Park.

REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DUSTIN TRIPP
 DATE: XX-XX-XXXX LIC. NO.: 56163



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DOG PARK AND PARKING LOT
 CITY OF DUNDAS



City of Dundas
Public Works Staff Meeting / City Engineer Update 03/08/23

March 9, 2023
Agenda

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

1. 2021 Street Maintenance
 - 5% retainage will be held until spring of 2022 to reassess tack coat on driveway at 307 Hester Street W before approving final payment.
2. 2022 Sidewalk/Trail Improvements
 - ECRT North-south connection along 1st Street North.
 - Rice County will install the pedestrian crossing signs on Hester Street at the 1st Street intersection this spring. Private utility conflicts exist in the boulevards and further investigation is required to determine sign locations.
3. 2022 Storm Sewer Maintenance
 - Hester Street
 - On the south side of Hester Street between the Menard and City ponds; the storm sewer outlet from 3rd Street will be extended, and the pond side slopes flattened in this area. 12-16-21 Menard Inc indicated that they are not willing to turn over the stormwater pond to the City. Menard has finalized the grading and maintenance easement documents. 9-12-22 Easement documents were approved by Council. Staff is working with Menard to get the documents executed.
 - Modification work to the catch basin near the Dundas Dome driveway. Structure cannot be lowered. Lower grade around casting and structure and rip rap area. Regrade from road and Dundas Dome swale to improve drainage with the possible addition of a concrete flume from street to catch basin. Staff is developing a concept plan for this work. Staff is preparing a plan to send out for quotes.
4. 2023 Street Lighting
 - On Railway Street down to West Avenue; and including lights at each end of the pedestrian bridge over the Cannon River.
5. Comprehensive Transportation Planning
 - 4-13-22 Staff prepared a Joint Road Policy, and the policy was reviewed with Bridgewater Township officials. Staff is waiting on comments from BWT officials with regards to the JRP.
 - Staff is preparing a preliminary road design and estimate of project costs for street improvements for a portion of 115th Street between CSAH 20 and CSAH 22. Costs are being prepared for state aid design option vs paving the existing gravel. Initial project

funding has been identified in the draft CIP. 11-3-21 Staff met with Rice County. County plans to reconstruct CSAH 20 in 2025 and plans look at options to realign the intersection of CSAH 20, 115th Street and TH 3. Coordination between City, BWT, State and County will be required.

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

6. CSAH 1/TH 3 Pedestrian Crossing

- The scope of work includes installing a trail along CSAH 1, connecting to the existing sidewalks on Schilling Drive, Cannon Road, and North Stafford Road. A trail connection would also be made to the existing trail along TH 3. Pedestrian crossing improvements would be made to the intersection of TH 3 and CSAH 1. Ditch grading and storm sewer improvements would be made to accommodate the trails.
- A portion of the \$121,900 capital expenditure budgeted for Sidewalk/Trail in 2021 is to further preliminary design of these crossing concepts.
- 12-21-22 Staff submitted the AT Grant Application to MnDOT. Funding award letters will be sent out for selected projects on March 24, 2023.

7. ECRT Parking Lot

- An aggregate base parking area is proposed to be created at the ECRT on the NE corner of 1st Street N / Everett Street.
- Project was moved to the 2024 CIP
- Staff has completed excavation of the parking lot area and placement of gravel base. The gravel was installed to design elevations that will allow it to be paved with a future project.
- A preliminary plan and dog park layout was presented to the Parks and Recreation Advisory Board on 7-12-22.
- The concept plan was reviewed at the Parks and Recreation Advisory Board meeting on 9-13-22 by a representative from Canines at Play, who approved of the plan. The concept plan was presented at the February 27th Council Meeting.
- ***The concept plan will be brought back to Council for approval at the March 13th Council Meeting.***

8. Forest Avenue and Depot Street

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

9. Mill Towns Trail Head Improvement Project

- All work is complete on the project except for the benches. Benches have a 10–12-week lead time and will be installed when they are received from the supplier.
- The Contractor expects to receive the benches from the supplier in early February. The bench installation is the only remaining item of work for the project.

10. Northfield Wastewater Treatment

- Meeting was held with City of Northfield on 10/5/21 and 10/11/21
 - Staff performed survey on a section of the sewer shed with high TSS results. Survey results show potential problems with the lines. Staff is coordinating cleaning and televising of lines. Testing will be performed after lines are cleaned. Televising and cleaning of the lines is complete. One area of pipe has installation/settlement issues. Staff is working to identify solutions to correct the pipe in the area. Staff has prepared a plan for the repairs to the sewer system by Kwik Trip and Menards. Staff is looking at preliminary costs to evaluate the options.
 - Staff is exploring a new connection between existing manholes to bypass the area of concern. Private utility companies have submitted their maps. Staff will review City infrastructure in the area to create a concept plan and costs.
 - Meetings will be set up twice a year with the City of Northfield to discuss the City of Dundas' wastewater flows with respect to the limits set in the agreement and to stay updated on things Northfield is working on, such as the permit amendment.
 - Northfield staff indicated that they are planning to hire a consultant in 2023 to review the Wastewater Agreement. They expect the consultant would suggest modifications to the Agreement to reflect growth projections for both the City of Northfield and the City of Dundas.
 - The PCA provided information on the possibility of Dundas having its own wastewater facility. Staff is reviewing the information in order to determine the feasibility of the facility. The information was presented at a Council work session on July 11th.
 - Northfield received written approval from the PCA for the permit amendment. The City of Northfield will approve future sanitary sewer extension permits and the surcharge will be discontinued while the City's flows remain within the revised limits.

11. Public Works Tasks

- The storm water code and fees are under review, including sump pump connection requirements. Staff met with Andrew Albers to discuss his concerns regarding the amount of City fees he pays and research he has done on fee options.
- The City received an inquiry regarding converting the Access Road west of TH 3 between CSAH 1 and Hester Street to a public street; a draft policy will be prepared for reviewing these types of requests.

12. Regional Storm Water and Wetland

- This will be the next storm water pond cleaning project for the pond located south of County Road 1, adjacent to the dog park and north of County Road 1, east of Weaver Road; the focus for work at the regional pond will be clearing trees/brush and removing sediment.
- Quotes were received from 3 contractors for the work, with Sunram Construction, Inc. being the apparent low quote. Based on the prices received and the timing of the dog park relocation, staff has decided to only perform the work on the pond north of County Road 1 in 2023. The work in the pond south of County Road 1 will be completed in 2024/2025.
- 1-23-23 Council accepted the quotes and awarded the contract to Sunram Construction, Inc.
- The Contractor has completed the tree removals and pond excavation. Cleanup and stabilization work remains.

- 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 will be held at the March 27th Council meeting to discuss funding options.***

16. Public Works Cold Storage

- 1-18-23 City Staff that utilizes the existing public works building met to discuss the future cold storage building layout and dimensions. The preliminary figure will be revised based on the discussions. Staff will present the figure and building details at a future meeting.
- The preliminary site plan and building details were presented to Council at the February 27th Council Meeting.

17. Preliminary Effluent Review

- 7-25-22 Council approved a proposal to complete the preliminary effluent review.
- 1-5-23 Staff has started work on the review.

18. Sanitary Sewer and Water Comprehensive Plan

- 1-5-23 Staff has started on the comprehensive plan. The work is budgeted for 2023 in the enterprise fund budget.

19. Transportation Comprehensive Plan

- 1-5-23 Staff has started work on the comprehensive plan. The work is budgeted for 2023 in the general fund budget.