

**DUNDAS CITY COUNCIL  
REGULAR MEETING AGENDA  
Monday, March 14, 2022  
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 \_\_\_\_\_, second \_\_\_\_\_**
- 5. 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 February 28, 2022\*
  - b. Disbursement Report\* - \$68,755.92**Motion \_\_\_\_\_, second \_\_\_\_\_**
- 6. Old Business**
- 7. Ordinances and Resolutions**
- 8. New Business**
  - a. Consider Approving Hunter Soular and Cody Kruse as Part-Time Police Officers\*  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_**
  - b. Review Proposed ECRT/1<sup>st</sup> Street Bike Lane Improvements\*
- 9. Reports of Officers, Boards and Committees**
  - a. City Attorney
  - b. City Engineer\*
  - c. City Administrator
  - d. Mayor, Councilors and Committees
- 10. Announcements**
  - a. Dundas Planning Commission Meeting CANCELLED – Thursday, March 17 at 7:00 p.m.
  - b. City EDA Meeting – Monday, March 28 at 6:30 p.m. at City Hall
  - c. City Council Regular Meeting – Monday, March 28 at 7:00 pm at City Hall
  - d. City Hall Closed Friday, April 15 for Holiday
  - e. Dundas Annual Clean Up Saturday, May 14 from 7 – 11 am at Trailhead Parking Lot
- 11. Adjourn**

**DUNDAS CITY COUNCIL  
REGULAR MEETING MINUTES  
Monday, February 28, 2022  
7:00 p.m. Dundas City Hall**

**UNOFFICIAL MINUTES**

Present: Mayor Glenn Switzer; Councilors Larry Fowler, Luke LaCroix, Grant Modory, Luke Swartwood  
Staff: City Engineer Dustin Tipp; City Planner Nate Sparks, Administrator/Clerk Jenelle Teppen,  
Deputy Clerk Linda Ripka

**CALL TO ORDER**

Mayor Switzer called the meeting to order at 7:06 p.m. A quorum was present.

**PUBLIC FORUM** – No public participation.

**APPROVAL OF AGENDA**

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

**PRESENTATION**

Tom Nelson - NAFRS Governance Review and Fire Chief Succession Planning

Tom Nelson, NAFRS Interim Fire Chief, gave an update on NAFRS Governance Review Project and Fire Chief succession planning. He indicated the NAFRS Board is planning to have a strategic planning retreat in the next few months in order to set goals, revise the mission statement and determine whether the Board is a working board or policy board. Nelson discussed the organization of the Fire Department, his role and addressed a number of future issues. He also discussed moving to a full time Fire Chief model, code enforcement and future concepts.

**CONSENT AGENDA**

**Motion by Swartwood, second by Fowler, to approve the consent agenda as follows:**

**Regular Minutes of February 14, 2022;**

**Resolution 2022-04 – Accepting Donation from the Dundas Baseball Association; and**

**Disbursement Report - \$74,695.22. MCU**

**OLD BUSINESS** – No old business was brought before Council.

**ORDINANCES AND RESOLUTIONS**

Ordinance 2022-02 An Ordinance Amending Chapter §112.05 of the Dundas City Code Regarding Consumption in Public Places

Administrator Teppen presented amending Chapter §112.05 to allow the limited consumption of intoxicating liquor, wine or 3.2% malt liquor at the Memorial Park Pavilion as part of the rental agreement.

**Motion by Swartwood, second by Fowler, to adopt Ordinance 2022-02. MCU**

Ordinance 2022-03 An Ordinance Amending Title IX General Regulations of the Dundas City Code with Addition of Chapter 94: Use of Dundas City Park Lands

Administrator Teppen stated it was discovered during the re-codification project of 2018 the section on Use of Dundas City Park Lands was omitted and is being presented as new ordinance under City Code Title IX, Chapter §94.04.

**Motion by Modory, second by LaCroix, to adopt Ordinance 2022-03. MCU**

**NEW BUSINESS**

Consider Accepting 4th Quarter 2021 Financial Report

Jessi Sturtz, associate of ABDO Financial Solutions, presented the 4th quarter 2021 financial report. She stated bank and bonds have been reconciled, reserve within in City's goal, commented on general fund, water and sewer funds noting explanations in the report.

NEW BUSINESS (con't)

Consider Accepting 4th Quarter 2021 Financial Report

**Motion by Fowler, second by Swartwood, to accept the 4<sup>th</sup> Quarter 2021 Financial Report presented by the financial consultants, ABDO Financial Solutions. MCU**

Consider Approval of Concept Plan for Stoneridge Hills

City Planner Sparks presented Concept Plan from applicant Tim Giles for the second phase of the Stoneridge Hills development. He indicated the preliminary plat was originally approved in 2005 but development agreement stated if the second phase was not started within a year of the first phase, the approval was void. He stated the applicant is requesting some minor changes from the original approved plan which include removing portions of the medians planned in the streets and changing grading slightly to accommodate for the different housing styles. Sparks also stated stormwater management standards have changed which now require more ponding in the proposed development. He indicated the current storm water pond is in a City-owned outlot and this area could be used for expansion to accommodate any new development. He stated the applicant is requesting approval to work within this outlot to expand the pond before winter is over.

Discussion by Council expressed concern on slowing traffic with some type of medians before key intersections, the possible inclusion of trails, and sidewalks to include the cul-de-sacs. Councilors also expressed a landscaping plan be submitted to meet the intent of the original approval. Council expressed the applicant may expand the pond, provided the work was approved by the City Engineer and there is an agreement approved by the City Attorney for work on City property.

Owner Giles asked if he could submit two models plans so can get them built with Council replying that the proper process is for an approved preliminary and final plat prior to submitting a building permit application.

No further action by Council.

Consider Appointing Aidan Checkett to Administrative Intern Position

Administrator Teppen stated three applications were received for the administrative intern position and after interviews her recommendation is Aidan Checkett,

**Motion by Modory, second by LaCroix, to appoint Aidan Checkett to the Administrative Intern Position. MCU**

REPORT OF OFFICERS, BOARD, AND COMMITTEES

City Engineer – Dustin Tipp

Tipp reviewed his report with updates on: (1) “No Parking” signs will be added on the west side of First Street with bids to go out (2) the sanitary sewer in the vicinity of Hester and Schilling is scheduled to be jetted and televised this coming week; (3) Northfield received verbal approval from MPCA to increase wastewater flow, we are waiting for official notification from Northfield for additional sewer connections; (4) working on concept plan for sidewalk from Railway Street to railroad crossing at Hester Street and contacting Union Pacific Railroad; (5) and reported on Manganese levels of wells.

ADJOURN

**Motion by Fowler, second by Swartwood, to adjourn the meeting at 8:31 p.m. MCU**

Submitted by:

Attest:

---

Jenelle Teppen, Administrator/Clerk

---

Glenn Switzer, Mayor

**DISBURSEMENT REPORT  
CITY OF DUNDAS  
Council Meeting March 14, 2022**

<b>DATE</b>	<b>PAYABLE</b>	<b>AMOUNT</b>
3.10.2022	PERA	\$3,481.24
3.10.2022	State of MN Empower Retirement	\$1,000.00
3.10.2022	MN Dept of Revenue	\$1,143.23
3.10.2022	IRS	\$5,830.21
3.10.2022	Payroll PP #5 Employees	\$17,464.71
3.10.2022	Payroll PP #3 Council	\$1,931.68
	<b>Sub Total Paid Payroll and Sales Liabilities</b>	<b>\$30,851.07</b>
2.28.2022	ACH per item	\$11.50
2.28.2022	Low ACH Volume Maintenance	\$5.00
3.4.2022	PSN Payment Service	\$330.25
2.28.2022	RDC Monthly Fee	\$59.00
3.14.2022	Invoice Payments	\$37,499.10
	<b>Sub Total Paid Claims and Service Liabilities</b>	<b>\$37,904.85</b>
<b>TOTAL</b>	<b>Disbursements for March 14, 2022</b>	<b>\$68,755.92</b>

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

03/10/22 2:09 PM  
Page 1

Current Period: March 2022

**Payments Batch 031414 AP** **\$37,499.10**

Refer		0 <i>NAC, INC.</i>		-
Cash Payment	E 235-46500-313 Planning Fee s	February 2022 Technical Assistance-City Projects		\$129.00
Invoice 25708	3/4/2022			
Cash Payment	E 101-41910-313 Planning Fee s	February 2022 Technical Assistance-City Projects		\$129.00
Invoice 25708	3/4/2022			
Cash Payment	E 235-46500-313 Planning Fee s	February 2022 Technical Assistance-City Projects		\$38.70
Invoice 25708	3/4/2022			
Cash Payment	E 101-41910-313 Planning Fee s	February 2022 Technical Assistance-City Projects		\$95.60
Invoice 25708	3/4/2022			
Cash Payment	E 235-46500-313 Planning Fee s	February 2022 Technical Assistance-City Projects		\$38.70
Invoice 25708	3/4/2022			
Cash Payment	E 235-46500-313 Planning Fee s	February 2022 Technical Assistance-City Projects		\$38.70
Invoice 25708	3/4/2022			
Cash Payment	E 101-41910-313 Planning Fee s	February 2022 Technical Assistance-City Projects		\$129.00
Invoice 25708	3/4/2022			
Cash Payment	E 235-46500-313 Planning Fee s	February 2022 Technical Assistance-City Projects		\$129.00
Invoice 25708	3/4/2022			
Cash Payment	E 235-46500-313 Planning Fee s	February 2022 Technical Assistance-City Projects		\$51.60
Invoice 25708	3/4/2022			
Transaction Date	3/4/2022	Frandsen Bank	10100	<b>Total</b> \$779.30
<hr/>				
Refer		0 <i>GROUNDART LAWN AND LANDSC</i>		-
Cash Payment	E 101-45200-406 Grounds Maintence	October 2021 Mowing for parks		\$585.00
Invoice 16/10/2021	10/16/2021			
Transaction Date	10/16/2021	Frandsen Bank	10100	<b>Total</b> \$585.00
<hr/>				
Refer		0 <i>BENNY H. SVIEN</i>		-
Cash Payment	E 101-42400-312 Plan Review Expense	Permit #7223		\$912.65
Invoice 3.4.2022	3/4/2022			
Cash Payment	E 101-42400-314 Mechanical Permit Expen	Permit #7223		\$1.80
Invoice 3.4.2022	3/4/2022			
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Permit #7223		\$2.42
Invoice 3.4.2022	3/4/2022			
Cash Payment	E 101-42400-311 Bldg Permit Expense	Permit #7223		\$45.12
Invoice 3.4.2022	3/4/2022			
Transaction Date	3/4/2022	Frandsen Bank	10100	<b>Total</b> \$961.99
<hr/>				
Refer		0 <i>DICK-S/LAKEVILLE SANITATION</i>		-
Cash Payment	E 603-49500-384 Refuse/Garbage Disposa	Trash service February 2022		\$2,037.45
Invoice DT0004442010	2/28/2022			
Cash Payment	E 603-49500-384 Refuse/Garbage Disposa	Trash service February 2022		\$1,387.69
Invoice DT0004442010	2/28/2022			

CITY OF DUNDAS

03/10/22 2:09 PM

Page 2

Payments

Current Period: March 2022

Cash Payment	E 603-49500-384 Refuse/Garbage Disposa	Trash service February 2022			\$4,133.50
Invoice	DT0004442010	2/28/2022			
Transaction Date	2/28/2022	Frandsen Bank	10100	<b>Total</b>	\$7,558.64
Refer	0 <u>CARTIME, INC</u>	-			
Cash Payment	E 101-42100-400 Repairs and Maintenanc	Repairs on 2017 Ford Explorer			\$1,425.36
Invoice	247005	3/2/2022			
Transaction Date	3/2/2022	Frandsen Bank	10100	<b>Total</b>	\$1,425.36
Refer	0 <u>MN DEPARTMENT OF HEALTH</u>	-			
Cash Payment	G 601-20810 MN Connection Fee	Community Water Supply Service Connection Fees			\$1,749.60
Invoice	01/01/2022 - 03	2/23/2022			
Transaction Date	2/23/2022	Frandsen Bank	10100	<b>Total</b>	\$1,749.60
Refer	0 <u>MIDWEST WATER SPECIALTY, INC</u>	-			
Cash Payment	E 101-41000-200 Supplies	Kandiyohi 5 Gallon			\$25.00
Invoice	115511	3/4/2022			
Transaction Date	3/4/2022	Frandsen Bank	10100	<b>Total</b>	\$25.00
Refer	0 <u>CAMPBELL KNUTSON</u>	-			
Cash Payment	E 101-41000-304 Legal Fees	General Matters for February			\$1,027.50
Invoice		2/28/2022			
Transaction Date	2/28/2022	Frandsen Bank	10100	<b>Total</b>	\$1,027.50
Refer	0 <u>APG MEDIA OF SOUTHERN MN</u>	-			
Cash Payment	E 101-41000-351 Legal Notices Publishing	Notice of Public Hearing and 2022 Budget Summary			\$307.17
Invoice	11130-0222	2/28/2022			
Cash Payment	E 101-41000-351 Legal Notices Publishing	Summary of Ordiance			\$57.99
Invoice	11130-0222	2/28/2022			
Transaction Date	2/28/2022	Frandsen Bank	10100	<b>Total</b>	\$365.16
Refer	0 <u>MENARDS, INC</u>	-			
Cash Payment	E 101-43100-200 Supplies	supplies			\$12.89
Invoice	23258	2/15/2022			
Cash Payment	E 101-43100-200 Supplies	supplies			\$16.99
Invoice	23258	2/15/2022			
Cash Payment	E 101-43100-200 Supplies	supplies			\$63.92
Invoice	23258	2/15/2022			
Transaction Date	2/15/2022	Frandsen Bank	10100	<b>Total</b>	\$93.80
Refer	0 <u>BENNY H. SVIEN</u>	-			
Cash Payment	E 101-42400-314 Mechanical Permit Expen	HVAC Fee			\$1.50
Invoice	7221	2/28/2022			
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Plumbing Fee			\$1.46
Invoice	7221	2/28/2022			
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit Fee:			\$24.65
Invoice	7221	2/28/2022			
Cash Payment	E 101-42400-312 Plan Review Expense	Plan Review Fee (Residential)			\$534.09
Invoice	7221	2/28/2022			
Transaction Date	2/28/2022	Frandsen Bank	10100	<b>Total</b>	\$561.70
Refer	0 <u>ABDO FINANCIAL SOLUTIONS, LLC</u>	-			

CITY OF DUNDAS

03/10/22 2:09 PM

Page 3

Payments

Current Period: March 2022

Cash Payment	E 101-41000-301 Auditing and Acct g Servi	No description Available			\$2,103.75
Invoice 454940	2/28/2022				
Transaction Date	2/28/2022	Frandsen Bank	10100	<b>Total</b>	\$2,103.75
Refer	0	ABDO FINANCIAL SOLUTIONS, LLC		-	
Cash Payment	E 601-49400-301 Auditing and Acct g Servi	Professional financial management services for the calendar			\$725.00
Invoice 454335	3/1/2022				
Cash Payment	E 225-43150-301 Auditing and Acct g Servi	Professional financial management services for the calendar			\$290.00
Invoice 454335	3/1/2022				
Cash Payment	E 101-41000-301 Auditing and Acct g Servi	Professional financial management services for the calendar			\$3,770.00
Invoice 454335	3/1/2022				
Cash Payment	E 602-49450-301 Auditing and Acct g Servi	Professional financial management services for the calendar			\$725.00
Invoice 454335	3/1/2022				
Cash Payment	E 603-49500-301 Auditing and Acct g Servi	Professional financial management services for the calendar			\$290.00
Invoice 454335	3/1/2022				
Transaction Date	3/1/2022	Frandsen Bank	10100	<b>Total</b>	\$5,800.00
Refer	0	ECKBERG LAMMERS		-	
Cash Payment	E 101-42100-304 Legal Fees	Dundas Prosecution for the month of February			\$658.33
Invoice 02 2022	2/28/2022				
Cash Payment	E 101-42100-304 Legal Fees	Postage			\$10.56
Invoice 02 2022	2/28/2022				
Transaction Date	2/28/2022	Frandsen Bank	10100	<b>Total</b>	\$668.89
Refer	0	LAW ENFORCEMENT LABOR SVC		-	
Cash Payment	G 101-21707 LELSI Union Dues	Hubacher, Sarah			\$65.00
Invoice 3/1/2022	3/1/2022				
Cash Payment	G 101-21707 LELSI Union Dues	MURRAY, WADE			\$65.00
Invoice 3/1/2022	3/1/2022				
Transaction Date	3/1/2022	Frandsen Bank	10100	<b>Total</b>	\$130.00
Refer	0	CARTIME, INC		-	
Cash Payment	E 101-42100-400 Repairs and Maintenanc	AMOUNT			\$34.20
Invoice 8170	3/1/2022				
Transaction Date	3/1/2022	Frandsen Bank	10100	<b>Total</b>	\$34.20
Refer	0	CENTRAL FARM SERVICE		-	
Cash Payment	E 101-43100-211 Equipment Fuel	fuel			\$387.44
Invoice 608415	2/17/2022				
Transaction Date	2/17/2022	Frandsen Bank	10100	<b>Total</b>	\$387.44
Refer	0	ERIC LUNDIN, M.A., L.P.		-	
Cash Payment	E 101-42100-306 Recruitment	Psychological Evaluation			\$585.00
Invoice 3/4/2022	3/4/2022				
Transaction Date	3/4/2022	Frandsen Bank	10100	<b>Total</b>	\$585.00
Refer	0	OLYMPIC FIRE PROTECTION COR		-	
Cash Payment	E 101-41000-400 Repairs and Maintenanc	work done at City Hall			\$315.04
Invoice 25439817	3/26/2022				

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

03/10/22 2:09 PM

Page 4

Current Period: March 2022

Transaction Date	3/26/2022	Frandsen Bank	10100	<b>Total</b>	\$315.04
Refer	0 ERIC LUNDIN, M.A., L.P.	-			
Cash Payment	E 101-42100-306 Recruitment	Psychological Evaluation			\$585.00
Invoice	3/4/2022 3/4/2022				
Transaction Date	3/4/2022	Frandsen Bank	10100	<b>Total</b>	\$585.00
Refer	0 MARCO, INC	-			
Cash Payment	E 101-41000-413 Rental	Printer Lease 2/21/22-3/20/22			\$229.26
Invoice	31139401 2/24/2022				
Transaction Date	2/24/2022	Frandsen Bank	10100	<b>Total</b>	\$229.26
Refer	0 CAMPBELL KNUTSON	-			
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	Emails to and from J. Teppen.			\$48.00
Invoice	3509-0502G 2/28/2022				
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	Meeting with staff re: process.			\$120.00
Invoice	3509-0502G 2/28/2022				
Transaction Date	2/28/2022	Frandsen Bank	10100	<b>Total</b>	\$168.00
Refer	0 BENNY H. SVIEN	-			
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Permit #7222			\$2.69
Invoice	7222 2/28/2022				
Cash Payment	E 101-42400-314 Mechanical Permit Expen	Permit #7222			\$1.95
Invoice	7222 2/28/2022				
Cash Payment	E 101-42400-312 Plan Review Expense	Permit #7222			\$796.17
Invoice	7222 2/28/2022				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Permit #7222			\$36.75
Invoice	7222 2/28/2022				
Transaction Date	2/28/2022	Frandsen Bank	10100	<b>Total</b>	\$837.56
Refer	0 GUTH ELECTRIC, LLC	-			
Cash Payment	E 101-41000-400 Repairs and Maintenanc	Electrical work			\$805.00
Invoice	1364 2/4/2022				
Transaction Date	2/4/2022	Frandsen Bank	10100	<b>Total</b>	\$805.00
Refer	0 AUTOMATIC SYSTEMS CO	-			
Cash Payment	E 602-49450-400 Repairs and Maintenanc	Hours of Travel (from Owatonna) & Site Services performed on			\$93.75
Invoice	SHIP 2/23/2022				
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Miles of Travel (from Owatonna)			\$14.25
Invoice	SHIP 2/23/2022				
Cash Payment	E 602-49450-400 Repairs and Maintenanc	Miles of Travel (from Owatonna)			\$14.25
Invoice	SHIP 2/23/2022				
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Hours of Travel (from Owatonna) & Site Services performed on			\$93.75
Invoice	SHIP 2/23/2022				
Transaction Date	2/23/2022	Frandsen Bank	10100	<b>Total</b>	\$216.00
Refer	0 MENARDS, INC	-			
Cash Payment	E 101-41000-400 Repairs and Maintenanc	supplies			\$119.51
Invoice	23581 2/22/2022				
Transaction Date	2/22/2022	Frandsen Bank	10100	<b>Total</b>	\$119.51
Refer	0 METRO FIBERNET LLC	-			



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

03/10/22 2:09 PM  
Page 5

Current Period: March 2022

Cash Payment	E 601-49400-321 Telephone & Communic	Phone Charges			\$133.84
Invoice	3/1/2022	3/1/2022			
Transaction Date	3/1/2022	Frandsen Bank	10100	<b>Total</b>	\$133.84
Refer	0 <i>NAC, INC.</i>				
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	February 2022			\$302.00
Invoice	25709	3/4/2022			
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	February 2022			\$226.50
Invoice	25709	3/4/2022			
Cash Payment	G 430-22018 Escrow - Stoneridge Hills	February 2022			\$604.00
Invoice	25709	3/4/2022			
Transaction Date	3/4/2022	Frandsen Bank	10100	<b>Total</b>	\$1,132.50
Refer	0 <i>LAROCHEs, INC.</i>				
Cash Payment	E 602-49450-400 Repairs and Maintenanc	Jetted frozen sewer line			\$810.00
Invoice	30664	2/23/2022			
Transaction Date	2/23/2022	Frandsen Bank	10100	<b>Total</b>	\$810.00
Refer	0 <i>BENNY H. SVIEN</i>				
Cash Payment	E 101-42400-314 Mechanical Permit Expen	Permit #7224			\$2.48
Invoice		3/4/2022			
Cash Payment	E 101-42400-311 Bldg Permit Expense	Permit #7224			\$35.91
Invoice		3/4/2022			
Cash Payment	E 101-42400-312 Plan Review Expense	Permit #7224			\$777.97
Invoice		3/4/2022			
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Permit #7224			\$2.42
Invoice		3/4/2022			
Transaction Date	3/4/2022	Frandsen Bank	10100	<b>Total</b>	\$818.78
Refer	0 <i>METRO FIBERNET LLC</i>				
Cash Payment	E 101-41000-321 Telephone & Communic	Phone charges			\$121.55
Invoice	1671771	3/1/2022			
Transaction Date	3/1/2022	Frandsen Bank	10100	<b>Total</b>	\$121.55
Refer	0 <i>BENNY H. SVIEN</i>				
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Plumbing Fee			\$1.73
Invoice	7120	2/23/2022			
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit Fee:			\$26.58
Invoice	7120	2/23/2022			
Cash Payment	E 101-42400-314 Mechanical Permit Expen	HVAC Fee			\$1.50
Invoice	7120	2/23/2022			
Cash Payment	E 101-42400-312 Plan Review Expense	Plan Review Fee (Residential)			\$575.95
Invoice	7120	2/23/2022			
Transaction Date	2/23/2022	Frandsen Bank	10100	<b>Total</b>	\$605.76
Refer	0 <i>METERING &amp; TECH SOLUTIONS</i>				
Cash Payment	E 601-49400-210 Supplies/Water Meter, Et	Water Meters			\$2,730.00
Invoice	22371	3/2/2022			
Transaction Date	3/2/2022	Frandsen Bank	10100	<b>Total</b>	\$2,730.00
Refer	0 <i>MINNESOTA AG GROUP</i>				
Cash Payment	E 101-43100-200 Supplies	parks and supplies			\$55.75
Invoice	IN99989	2/24/2022			

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

03/10/22 2:09 PM  
Page 6

Current Period: March 2022

Transaction Date	2/24/2022	Frandsen Bank	10100	<b>Total</b>	\$55.75
Refer	0 METRO FIBERNET LLC	-			
Cash Payment	E 101-42100-321 Telephone & Communic	Phone charges			\$61.52
Invoice	3/1/2022				
Transaction Date	3/1/2022	Frandsen Bank	10100	<b>Total</b>	\$61.52
Refer	0 ALBERS A & A PORTABLE SVCS	-			
Cash Payment	E 101-45200-413 Rental	Portable Restroom Rental - February			\$100.00
Invoice 1740	3/2/2022				
Transaction Date	3/2/2022	Frandsen Bank	10100	<b>Total</b>	\$100.00
Refer	0 BADGER METER	-			
Cash Payment	E 601-49400-210 Supplies/Water Meter, Et	Orion Cellular LTE Service unit			\$278.35
Invoice 80091951	2/28/2022				
Transaction Date	2/28/2022	Frandsen Bank	10100	<b>Total</b>	\$278.35
Refer	0 AMAZON CAPITAL SERVICES	-			
Cash Payment	E 101-41000-200 Supplies	supplies			\$24.39
Invoice 1141-J6Y9-KVX	3/6/2022				
Cash Payment	E 101-41000-200 Supplies	supplies			\$23.59
Invoice 1141-J6Y9-KVX	3/6/2022				
Cash Payment	E 101-41000-200 Supplies	supplies			\$16.44
Invoice 1141-J6Y9-KVX	3/6/2022				
Cash Payment	E 101-42100-200 Supplies	supplies			\$10.60
Invoice 1141-J6Y9-KVX	3/6/2022				
Transaction Date	3/6/2022	Frandsen Bank	10100	<b>Total</b>	\$75.02
Refer	0 HARLAN C RADMAN	-			
Cash Payment	R 601-37100 Water Sales	Refund to utility bills for usage			\$930.31
Invoice					
Transaction Date	3/10/2022	Frandsen Bank	10100	<b>Total</b>	\$930.31
Refer	0 KWIK TRIP INC	-			
Cash Payment	E 101-42100-418 Vehicle Fuels	fuel			\$286.44
Invoice					
Transaction Date	3/10/2022	Frandsen Bank	10100	<b>Total</b>	\$286.44
Refer	0 KWIK TRIP INC	-			
Cash Payment	E 101-42100-418 Vehicle Fuels	fuel			\$630.66
Invoice					
Transaction Date	3/10/2022	Frandsen Bank	10100	<b>Total</b>	\$630.66
Refer	0 LAMPERTS	-			
Cash Payment	E 101-41000-400 Repairs and Maintenanc	ceiling tile			\$10.92
Invoice 6039335	3/7/2022				
Transaction Date	3/10/2022	Frandsen Bank	10100	<b>Total</b>	\$10.92
Refer	0 LUZ CLEANING SERVICE	-			
Cash Payment	E 101-41000-440 Cleaning Service	February cleaning			\$600.00
Invoice 185759					
Transaction Date	3/10/2022	Frandsen Bank	10100	<b>Total</b>	\$600.00

CITY OF DUNDAS  
Payments

03/10/22 2:09 PM  
Page 7

Current Period: March 2022

Fund Summary

	10100 Frandsen Bank
101 GENERAL FUND	\$19,336.16
225 STORM SEWER	\$290.00
235 ECONOMIC DEVELOPMENT AUTHORITY	\$425.70
430 ESCROW DEPOSITS	\$1,300.50
601 WATER	\$6,655.10
602 SEWER	\$1,643.00
603 REFUSE	\$7,848.64
	<hr/>
	\$37,499.10

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$37,499.10
Total	<hr/>
	\$37,499.10



REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Approving Hunter Soular and Cody Kruse as Part-Time Police Officer

DATE: For the City Council Meeting of March 14, 2022

---

**PURPOSE/ACTION REQUESTED**

Consider approving Hunter Soular and Cody Kruse as part-time Police Officer.

**SUMMARY**

As the Council will recall, staff had advertised, interviewed and make a contingent offer of employment to two candidates for the position of part-time Police Officer.

The offers were contingent upon the completion of the background investigation, medical and psychological screening and City Council approval.

The background investigation and the psychological and medical evaluations have been successfully completed.

**RECOMMENDATION**

Motion to approve appointing Hunter Soular and Cody Kruse to the position of part-time Police Officer.



## REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Review Proposed ECRT/1<sup>st</sup> Street Bike Lane Improvements

DATE: For the City Council Meeting of March 14, 2022

---

### PURPOSE/ACTION REQUESTED

Review proposed bike lane improvements from the ECRT along 1<sup>st</sup> Street to Memorial Park.

### SUMMARY

Council previously reviewed the proposed plans for bike lane improvements from the East Cannon River Trail along 1<sup>st</sup> Street, crossing Hester Street and proceeding south on 1<sup>st</sup> St to Memorial Park.

Based on feedback provided, staff has revised the proposed layout to move the bike lane to the east side of 1<sup>st</sup> Street and placing No Parking signs along the east side of the street.

From the ECRT to Hester St., the bike lane as proposed will be an 8' divided lane leaving a 20' drive lane. No Parking signs will be placed along the east side of the street.

From Hester St. to Memorial Park, the bike lane as proposed will be an 8' divided lane leaving an 18' wide drive lane and a 8' parking lane along the west side of 1<sup>st</sup>.

If the City Council finds this satisfactory, a letter will be prepared notifying residents along 1<sup>st</sup> Street of the City's intentions.

### RECOMMENDATION

Review the proposed bike lane improvements from the ECRT along 1<sup>st</sup> Street, crossing Hester St. and concluding at Memorial Park.



NOTES

- 1) REMOVE ALL CONFLICTING PAVEMENT MARKINGS (INCIDENTAL).

STRIPING KEY

CIRCLE - MULTI COMP

1ST DIGIT WIDTH: 4", 8", 24" ETC.

2ND DIGIT PATTERN: S = SOLID, B = BROKEN \*, D = DOUBLE

3RD DIGIT COLOR: W = WHITE, Y = YELLOW, B = BLACK, G = GREEN

EXAMPLE = 4" SOLID LINE, WHITE, MULTI COMP

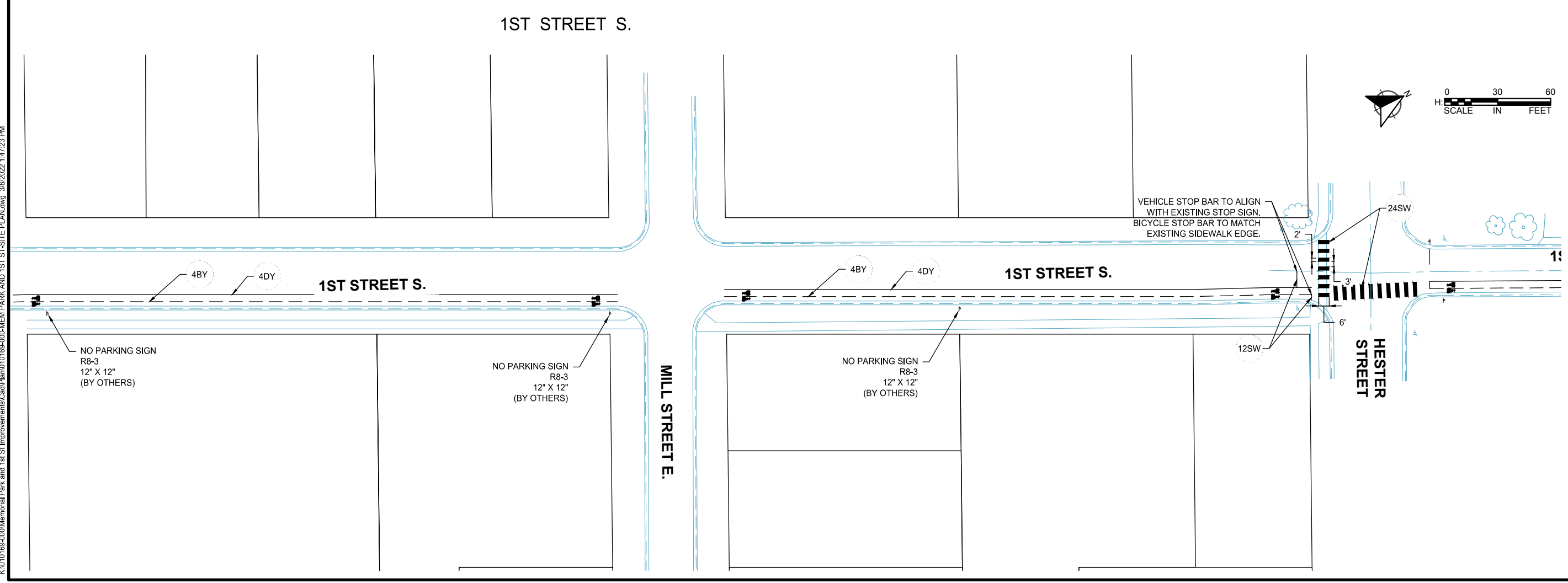
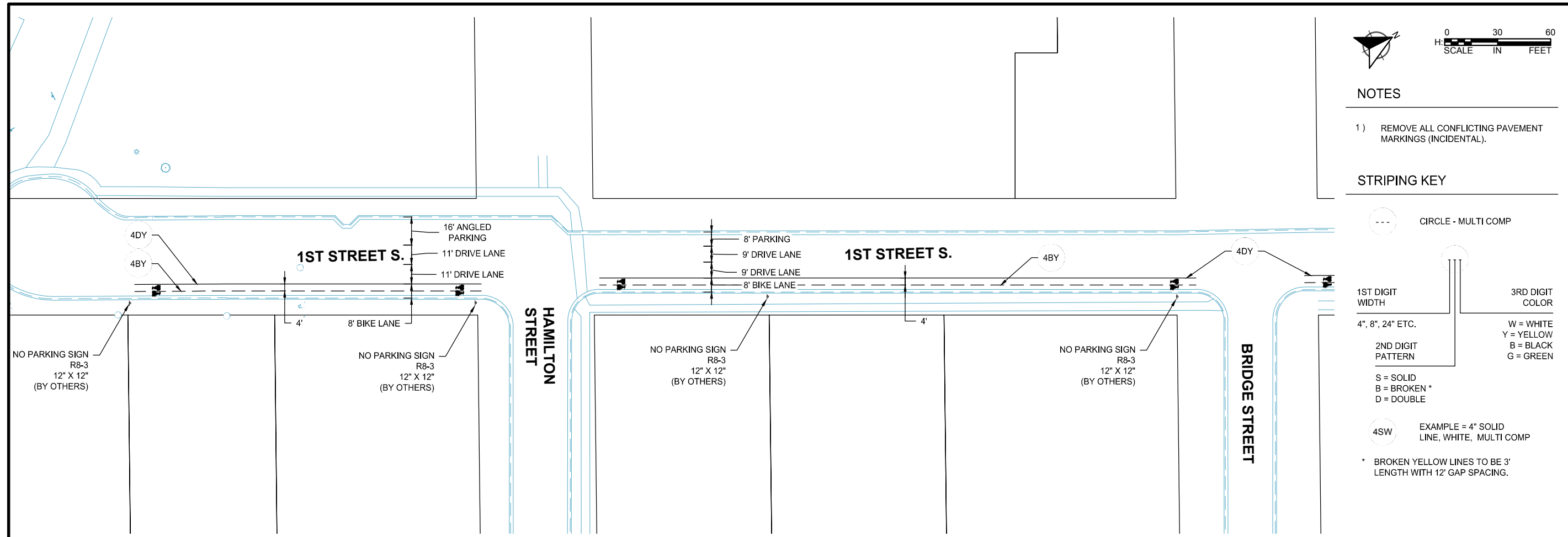
\* BROKEN YELLOW LINES TO BE 3' LENGTH WITH 12' GAP SPACING.

SCALE:	DESIGN BY:
AS SHOWN	DMT
PLAN BY:	CHECK BY:
KWH	DMT

NO.	DATE	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  
LIC. NO.: XXXXX  
DATE: XX-XX-XXXX



1ST ST. BIKE LANE STRIPING - S. OF HESTER

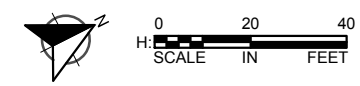
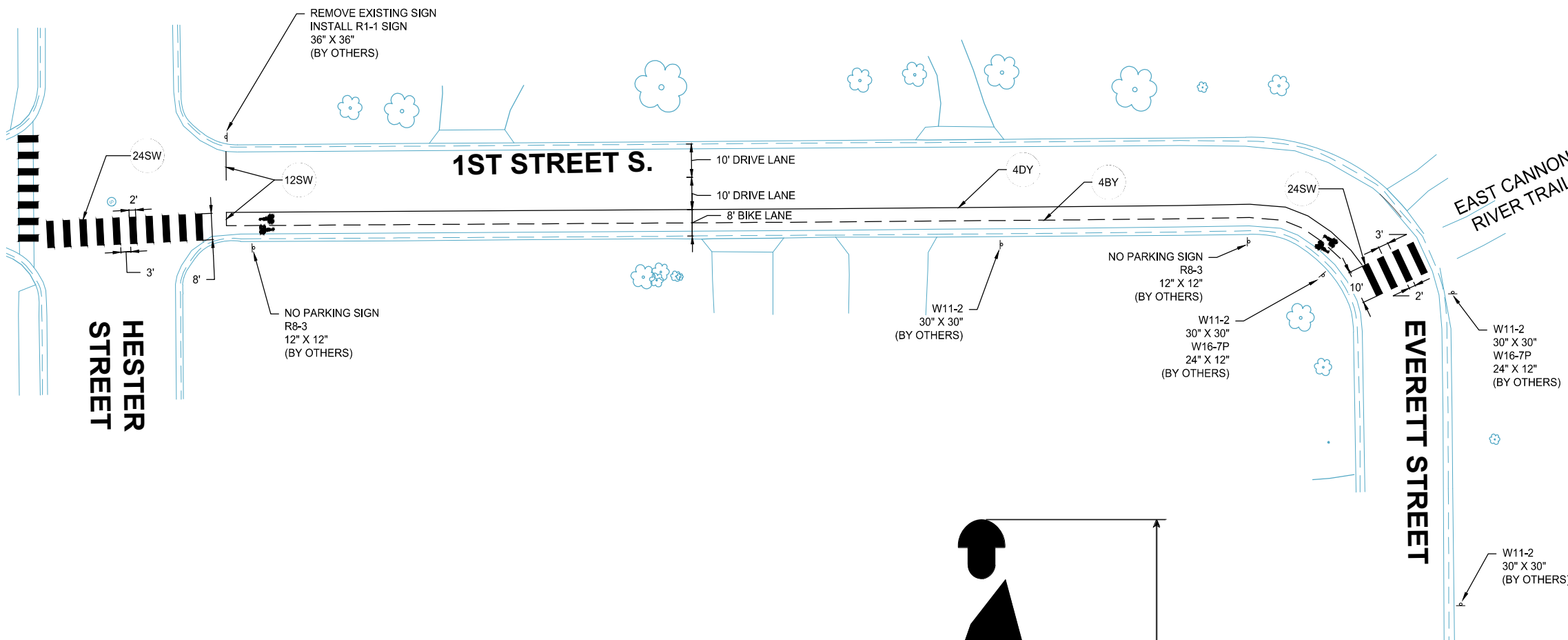


MEMORIAL PARK AND 1ST ST IMPROVEMENTS  
CITY OF DUNDAS

K:\010169-000\Memorial Park and 1st St Improvements\Civil\Plan\010169-000-MEM PARK AND 1ST ST SITE PLAN.dwg 3/8/2022 1:47:23 PM

K:\010169-000\Memorial Park and 1st St Improvements\Civil\Plan\010169-000-MEM PARK AND 1ST ST-SITE PLAN.dwg 3/8/2022 1:47:25 PM

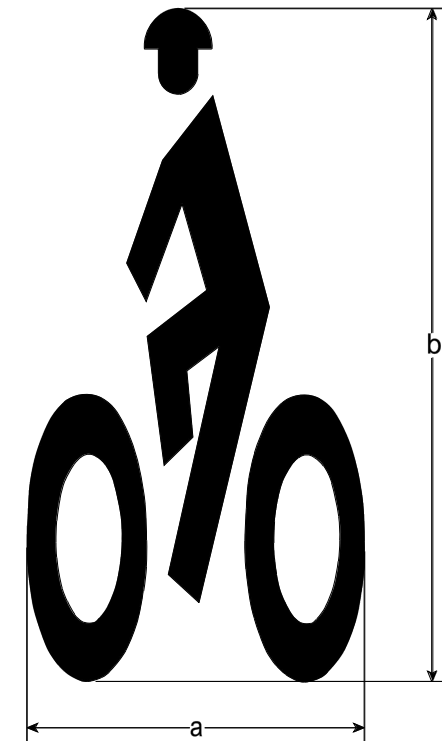
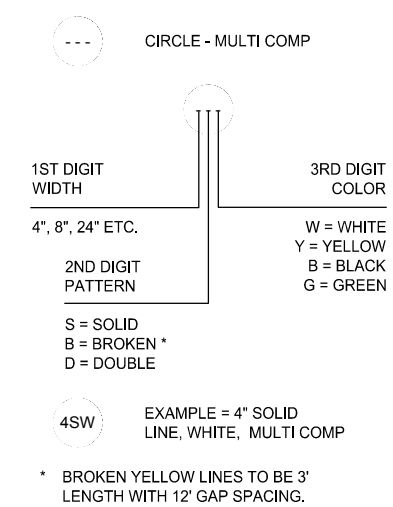
1ST STREET S.



NOTES

- 1) REMOVE ALL CONFLICTING PAVEMENT MARKINGS (INCIDENTAL).

STRIPING KEY

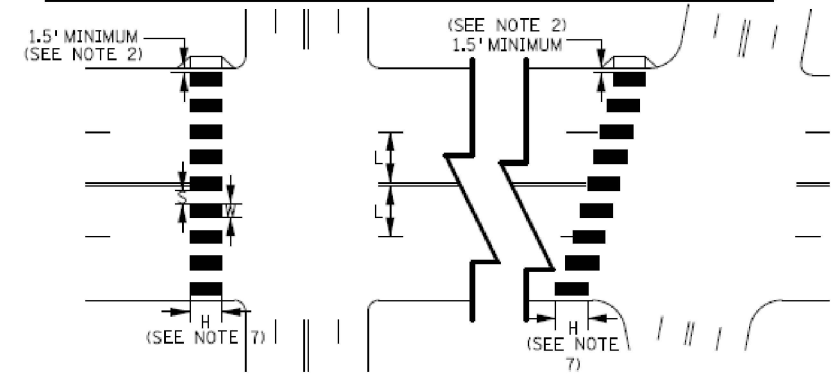


Size	a	b
Use on 4' wide lanes	24	48
Use on 6' wide lanes	<del>36</del>	<del>72</del>
Use on 8' wide lanes	<del>48</del>	<del>96</del>

**PMS-2**  
Designated Bike Symbol

PEDESTRIAN CROSSWALK MARKINGS

(L) WIDTH OF INSIDE LANE	(W) WIDTH OF PAINTED AREA	(S) WIDTH OF SPACE	ALTERNATE (W) WIDTH OF PAINTED AREA	ALTERNATE (S) WIDTH OF SPACE
9'	2.0'	2.5'	-	-
10'	2.5'	2.5'	2.0'	3.0'
11'	2.5'	3.0'	2.0'	3.5'
12'	3.0'	3.0'	2.5'	3.5'
13'	3.0'	3.5'	-	-



SCALE: AS SHOWN  
DESIGN BY: DMT  
PLAN BY: KWH  
CHECK BY: DMT

NO.	DATE	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  
LIC. NO.: XXXXX  
DATE: XX-XX-XXXX

1ST ST. BIKE LANE STRIPING - N. OF HESTER

MEMORIAL PARK AND 1ST ST IMPROVEMENTS  
CITY OF DUNDAS

WSB PROJECT NO. 010169-000

**City of Dundas**  
**Public Works Staff Meeting / City Engineer Update 3/9/22**

**March 10, 2022**  
**Agenda**

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

1. 2021 Street Maintenance
  - 5% retainage will be held until spring of 2022 to reassess tack coat on driveway at 307 Hester Street W before approving final payment.
2. 2022 Sidewalk/Trail Improvements
  - ECRT North-south connection along 1st Street North.
    - Drainage improvements will be made at the low point of 1<sup>st</sup> Street and Everett Street.
    - From the ECRT trail connection to Hester Street, a 6-foot striped pedestrian/bike lane will be installed in the street on the west side of 1<sup>st</sup> Street.
    - Crosswalk markings will be installed on Hester Street at 1st Avenue will be coordinated with Rice County. 11/3/21 County will be responsible for the crossing markings on pavement on Hester Street and 1<sup>st</sup> Street. The existing pedestrian ramp on the SW corner of the intersection will be expanded for better access to 1<sup>st</sup> street to the southwest.
    - A 6-foot striped bike lane will be added in the street on the west side of 1<sup>st</sup> street, extending from Hester Street to Memorial Park.
    - Staff plans to send out a request for quotes in February or March with work to begin in the spring.
    - ***On-street bike lane has been switched to the east side of 1<sup>st</sup> Street and will include no parking signs along the east side of the road.***
    - ***1<sup>st</sup> Street will be seal coated as part of the 2022 seal coating project. All bike lane striping will be done after the seal coating. This project will be done separately from the Memorial Park Improvements project.***
    - ***Staff is exploring grant funding opportunities to fund a portion of the project.***
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 3<sup>rd</sup> Street will be extended, and the pond side slopes flattened in this area. 12-16-21 Menard Inc indicated that they are not willing to turn over the stormwater pond to the City. ***Staff continues to work with Menard on the maintenance and grading easement.***
  - Modification work to the catch basin near the Dundas Dome driveway. Structure cannot be lowered. Lower grade around casting and structure and rip rap area. Regrade from road and Dundas Dome swale to improve drainage with the possible addition of a



concrete flume from street to catch basin. Work will be done in 2022 with potential sidewalk project. *Staff is developing a concept plan for this work.*

#### 4. 2023 Street Lighting

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

#### 5. Comprehensive Transportation Planning

- 8/9/21 Staff met with Bridgewater Township officials to discuss the road policy/plan referenced in the OAA. Township officials indicated they would submit initial drafts based on the discussion in September. Meeting was held with BWT on 10/27/21 to discuss initial draft. The Joint Road Policy from BWT has been reviewed and staff has prepared a City of Dundas JRP. Staff is in conversation with BWT to set up a meeting date.
- 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, 115<sup>th</sup> Street and TH 3. Coordination between City, BWT, State and County will be required.
- 4/12/21 the City Council approved a resolution in support of Rice County preparing a planning Study of Decker Avenue from TH 19 to CSAH 1. 11-3-21 Staff met with Rice County. The County is planning to revisit the study in 2022.

#### 6. CSAH 1/TH 3 Pedestrian Crossing

- The scope includes a crossing of CSAH 1 connecting the existing trail near the PRV to the sidewalk on Stafford Road North; and pedestrian connections west along the south side of CSAH 1 to Cannon Road.
- A trail would be extended along CSAH 1 from TH 3 to connect to the existing sidewalk on Cannon Road and Stafford Road North. A trail connection would also be made from TH 3 to the existing trail to the northeast.
- Storm sewer modifications would be made to accommodate the new trails.
- The addition of ADA pedestrian curb ramps and crosswalk markings would be added to the intersection. Minor signal modifications and the addition of pedestrian push buttons would be included at all legs of the intersection.
- MnDOT has reviewed the concept and has provided comments.
- A trail would be extended along CSAH 1
- Rice County does not have funding budgeted for cost sharing in 2022. Project would be done in 2023. Staff is exploring funding options and have reached out to Rice County and MnDOT to inquire about cost sharing. Staff is working on identifying cost participation from the County and State.
- A portion of the \$121,900 capital expenditure budgeted for Sidewalk/Trail in 2021 is to further preliminary design of these crossing concepts.
- Staff reviewed concept with Rice County on 11/3/21.

## 7. ECRT Parking Lot

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

## 8. Forest Avenue

- Based on recent soil borings, extensive pavement repair has been included in the draft CIP, future construction which will likely include pavement reclamation and a bituminous overlay. The pavement rehabilitation needs of Forest Avenue will be reviewed again in the spring of 2022; mill and overlay needs for Depot Street may become a higher priority. ***Forest Avenue and Depot Street will be reviewed in the Spring to evaluate street conditions.***

## 9. Memorial Park

- The City has concluded a berm will not be placed around the field.
- Staff met on site to review the scope of the proposed roadway/trail improvements now that the play area is in.
- The existing access road will be paved as part of the park improvements. The existing trail running through the park will also be repaved.
- The existing parking lot will be reconfigured to have parallel parking stalls with an adjacent 6-foot on street bike lane.
- A trail will be added for access to the pavilion and play area.
- This will be reviewed with the Duke's prior to implementation.
- Staff plans to send out a request for quotes in February or March with work to begin in the spring.
- Staff will look at installing bike racks near the bleachers. Staff will coordinate this work internally and work will not be included in the project.
- ***Project will be done separately from the 1<sup>st</sup> street bike lane improvements. Project will include concrete flume at East Cannon River Trail Connection.***
- ***Project will be sent out for quotes and brought to Council for consideration to award the contract at the April 11<sup>th</sup> Council meeting.***

## 10. Mill Town Trail Head

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

## 11. Northfield Wastewater Treatment

- 4/26/21 Dundas received a letter from the City of Northfield regarding TSS loadings.
- Staff maintains regular contact with the MPCA and City of Northfield regarding these issues and will provide a verbal update on agreement compliance issues at each City Council meeting.
- Meeting was held with City of Northfield on 10/5/21 and 10/11/21
  - Discussed variations in sampling data and sampling locations between Dundas and Northfield.
  - Held Preliminary discussions on amending the 2001 agreement.
  - Northfield is requesting an increase in discharge limits from the MPCA which would also increase the limits from Dundas from the limits previously defined in the 2001 agreement.

- 11/8/21 staff held meeting with PCA to discuss Northfield Wastewater permit ammendment.
- Staff performed survey on a section of the sewer shed with high TSS results. Survey results show potential problems with the lines. Staff is coordinating cleaning and televising of lines. Testing will be performed after lines are cleaned. ***Work is complete. Kwik Trip appears to be discharging a lot of sand into the system. Waiting on televising tapes from Contractor.***
- 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.
- 12/9/21 Northfield submitted the permit ammendment to the PCA. The PCA has a 60-day review period.
- Meetings will be set up twice a year with the City of Northfield to discuss the City of Dundas' wastewater flows with respect to the limits set in the agreement and to stay updated on things Northfield is working on, such as the permit ammendment. First meeting with Northfield staff will be set up after PCA review period has ended. ***Northfield has verbal approval of the permit ammendment. Written approval not yet received.***
- The PCA provided information on the possibility of Dundas having its own wastewater facility. Staff is reviewing the information in order to determine the feasibility of the facility.

## 12. Public Works Tasks

- The storm water code and fees are under review, including sump pump connection requirements. Staff met with Andrew Albers to discuss his concerns regarding the amount of City fees he pays and research he has done on fee options.
- ***Staff is working to develop a pavement management plan for the City based on current street conditions to identify future needs.***
- 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.
- Staff is working on a concept to install a sidewalk from Railway Street to the future railroad crossing along Hester Street. Work will include relocating the retaining wall and stop sign at 236 Railway Street.
- Staff has reached out to Union Pacific Railroad to start conversations about making the sidewalk crossing over the tracks.
- City performed manganese testing on City wells. Manganese levels do not exceed Minnesota Department of Health recommended concentration values for infants and adults. Staff will test levels annually.

## 13. Regional Storm Water and Wetland

- This will be the next storm water pond cleaning project; the focus for work at the regional pond will be clearing trees/brush and removing sediment. A future study will be done to quantity treatment capacity and service area for the pond.
- Review with staff this Spring. Plan for work to be done end of 2022.

## 14. Tower Park Improvements

- Draft survey questions have been reviewed by Park and Rec Advisory Board and comments have been received.

## 15. Two Year Warranty Inspections

- Warranty inspections have been completed for the 2019 projects; Swenke will be contacted about one small settlement on Stafford Road North
16. AT&T East tower antenna modification
- 11/11/21 Staff has approved the submittals and is coordinating the work with AT&T.
  - AT&T will provide the City with estimated dates of construction. A preconstruction meeting will be set up prior to any work being performed. Work to begin in February at the earliest. SEH run AT&T run project has been suspended.
17. Bridgewater Heights Annexation Area Concept Plan
- 2/18/21 the Planning Commission considered the concept plan and provided feedback.
  - 3/11/21 the City received a letter from the Bridgewater Township attorney objecting to the annexation; the City responded.
18. Dundas Dome Site
- A request for an extension of the completion date for parking lot work was approved by the City Council on 10/12/20. Extension is through October 2022.
19. Stoneridge Hills 2nd
- On 8/6/21 the City Planner forwarded a letter to the developer indicating their land use application was incomplete for review.
  - 11/19/21 Staff and Developer executed a conditional grading permit. Developer has started minor site grading work.
  - ***2-7-22 Developer submitted revised plans for City Review. Staff has completed a drainage and engineering review for the submittal.***
  - ***3/10/2022 Staff and Developer are working on a conditional grading permit for grading in the City outlot for the stormwater pond in Stoneridge 1<sup>st</sup> Addition.***
20. Tower Heights
- Trails and concrete walks on highland parkway have been placed.
  - Concrete barriers at Highland Parkway, on the north side of 115th Street, have been placed by Bridgewater Township. On 7/20/21 the developer was reminded to communicate to their subcontractors, suppliers, builders, and others, that these barricades are not to be moved, or removed, for even a short amount of time. The only exception is for emergency vehicles.
  - 8/12/21 a LOC reduction was authorized.
  - 10/6/21 a LOC reduction was authorized.
  - 11/30/21 a LOC reduction was authorized.
21. West Avenue Apartments
- 6/8/20 the City Council approved the Comprehensive Plan Amendment, Preliminary and Final Plat; the PUD Preliminary and Final Plan; Building and Site Plan; a Planned Unit Overlay District; and the Development Agreement.
  - 8/4/20 the developer signed the Development Agreement and the storm water agreement.
  - ***Building application permit was approved and has been picked up by Developer. Developer needs to provide proof that plat was recorded before a preconstruction meeting can be set up. Construction tentatively is planned to start in March.***

22. Industrial Zone – 600 Railway Street South

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

23. Dundas Well Projections

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