

**DUNDAS PARKS AND RECREATION BOARD
REGULAR MEETING AGENDA
TUESDAY, MARCH 8, 2022
7:00 PM CITY HALL**

1. CALL TO ORDER
 - a. Roll Call/Notification of Quorum
 - b. Approval of Agenda*
Motion by_____ , second by_____ to approve Agenda
 - c. Approval of Minutes of Regular Meeting, January 11, 2022*
Motion by_____ , second by_____ to approve minutes

2. OLD BUSINESS
 - a. Easter Egg Hunt
 - b. Night to Unite
 - c. 2022 Budget/CIP Review

3. NEW BUSINESS
 - a. Change Meeting Dates: August 9 and November 8
 - b. Canines At Play

4. ANNOUNCEMENTS
 - a. Upcoming Council Meetings – Mondays March 14 and March 28, 2022 at 7:00 PM
 - b. Next Park Board Meeting – Tuesday, April 12 at 7:00 PM

5. AGENDA ITEMS for April 12, 2022
 - a.
 - b.

6. ADJOURNMENT
Motion by_____ , second by_____

**DUNDAS PARKS AND RECREATION BOARD
REGULAR MEETING MINUTES
TUESDAY, JANUARY 11, 2022
7:00 PM CITY HALL**

Present: Larry Fowler, Doug Johnson, Gordon Kelley, Carrie Rice
Absent: Ashley Gallagher
Staff Administrator Jenelle Teppen

CALL TO ORDER

Acting Chair Rice called the meeting to order at 7:00 p.m. A quorum was present.

Approval of Agenda

Motion by Fowler, second by Johnson, to approve Agenda. Motion Carried Unanimously (MCU)

Approval of Minutes of Regular Meeting, November 9, 2021

Motion by Fowler, second by Rice to approve minutes of November 9, 2021. MCU

ELECTION OF OFFICERS

Election of Chair

Motion by Kelley, second by Johnson, to elect Ashley Gallagher as President. MCU

Election of Vice Chair

Motion by Kelley, second by Johnson, to elect Carrie Rice as Vice President. MCU

Election of Secretary

Motion by Kelley, second by Fowler, to elect Doug Johnson as Secretary. MCU

OLD BUSINESS

Date for 2022 Easter Egg Hunt

The 2022 Easter Egg Hunt will be on Saturday, April 9 with a time to be determined later.

Date for Night to Unite

Suggestion was to wait for the Dundas Baseball Association's summer schedule and coordinate with a possible ballgame in Dundas.

NEW BUSINESS

Events for 2022

Three events for 2022 to be held will be Easter Egg Hunt, Night to Unite and Trunk or Treat.

Memorial Park Shelter Rentals 2022

The Commission agreed to have the Memorial Park pavilion professionally cleaned and sanitized after each rental for this year due to COVID.

AGENDA ITEMS for February 8, 2022

- a. Egg Hunt
- b. Night to Unite
- c. 2022 Budget/CIP review

ADJOURMENT

Acting Chair Rice adjourned the meeting at 7: 41 p.m.

Ashley Gallagher, Chair

AEM Expenditure Budget Worksheet

Account Descr	2018 Amt	2019 Amt	2020 YTD Amt	2020 Budget	2021 Budget
E 101-43100-438 Assessments/Taxes/Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-440 Cleaning Service	\$249.29	\$642.39	\$127.49	\$0.00	\$500.00
E 101-43100-500 Capital Outlay	\$34,297.00	\$80,753.63	\$1,850.00	\$11,339.00	\$0.00
E 101-43100-580 Equipment	\$3,446.48	\$0.00	\$0.00	\$0.00	\$0.00
Dept 43100 Hwys, Streets, & Roads	\$158,092.31	\$227,449.20	\$175,854.17	\$188,066.00	\$185,070.00
Dept 43124 Street Lighting					
E 101-43124-381 Electricity	\$21,320.32	\$21,364.22	\$16,796.12	\$25,813.00	\$30,000.00
E 101-43124-400 Repairs and Maintenance	\$237.00	\$15.09	\$799.00	\$0.00	\$0.00
Dept 43124 Street Lighting	\$21,557.32	\$21,379.31	\$17,595.12	\$25,813.00	\$30,000.00
Dept 45200 Parks					
E 101-45200-100 Salaries and Wages	\$13,066.40	\$21,085.08	\$10,843.19	\$10,746.00	\$15,890.00
E 101-45200-102 Overtime	\$316.34	\$646.41	\$391.57	\$0.00	\$0.00
E 101-45200-121 PERA	\$836.30	\$1,286.90	\$890.68	\$806.00	\$1,120.00
E 101-45200-122 Payroll Taxes	\$1,023.66	\$1,646.67	\$1,105.01	\$822.00	\$1,220.00
E 101-45200-131 Employer Paid Health	\$0.00	\$680.73	\$2,737.93	\$1,960.00	\$1,840.00
E 101-45200-133 Employer Paid Dental	\$26.06	\$30.31	\$24.83	\$0.00	\$40.00
E 101-45200-134 Employer Paid Life	\$17.12	\$19.58	\$16.00	\$0.00	\$20.00
E 101-45200-142 Unemployment Benefit Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-151 Worker s Comp Insurance Prem	\$915.00	\$772.93	\$647.10	\$311.00	\$540.00
E 101-45200-200 Supplies	\$1,115.57	\$1,150.03	\$975.28	\$2,020.00	\$2,000.00
E 101-45200-210 Supplies/Water Meter, Etc.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-211 Equipment Fuel	\$85.87	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-221 Equipment	\$0.00	\$0.00	\$397.50	\$0.00	\$0.00
E 101-45200-226 Signs	\$640.60	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-303 Engineering Fees	\$1,876.25	\$2,623.50	\$1,595.50	\$0.00	\$2,000.00
E 101-45200-304 Legal Fees	\$126.75	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-310 Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-313 Planning Fee s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-319 Programming Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-321 Telephone & Communications	\$0.00	\$0.00	\$0.00	\$608.00	\$0.00
E 101-45200-322 Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-330 Travel	\$5.58	\$268.46	\$14.00	\$0.00	\$0.00
E 101-45200-340 Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-351 Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-360 Liability Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-362 Property Insurance	\$17,216.00	\$12,813.00	\$28,515.69	\$19,091.00	\$24,240.00
E 101-45200-381 Electricity	\$2,486.90	\$6,126.26	\$3,377.53	\$3,958.00	\$4,100.00
E 101-45200-384 Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-387 Street & Park Lighting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-400 Repairs and Maintenance	\$391.95	\$10,183.45	\$12,418.26	\$12,770.00	\$10,000.00
E 101-45200-406 Grounds Maintence	\$11,859.02	\$13,643.15	\$11,010.00	\$12,870.00	\$12,900.00
E 101-45200-407 Snow Plowing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-408 Sand/Rock/Dirt	-\$0.50	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-409 St. Sweeping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-413 Rental	\$1,750.00	\$1,700.00	\$1,200.00	\$1,848.00	\$1,850.00
E 101-45200-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00
E 101-45200-438 Assessments/Taxes/Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-440 Cleaning Service	\$491.40	\$0.00	\$1,058.06	\$439.00	\$0.00
E 101-45200-500 Capital Outlay	\$124,685.00	\$0.00	\$340.35	\$15,617.00	\$0.00
E 101-45200-580 Equipment	\$346.47	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

AEM Expenditure Budget Worksheet

Account Descr	2018 Amt	2019 Amt	2020 YTD Amt	2020 Budget	2021 Budget
Dept 45200 Parks	\$179,277.74	\$74,676.46	\$77,558.48	\$84,116.00	\$77,760.00
Dept 46500 Economic Development					
E 101-46500-810 Refunds/Reimbursements	\$0.00	\$3,053.41	\$1,526.48	\$0.00	\$3,055.00
Dept 46500 Economic Development	\$0.00	\$3,053.41	\$1,526.48	\$0.00	\$3,055.00
Dept 47000 Debt Service					
E 101-47000-601 Debt Srv Bond Principal	\$23,993.20	\$23,993.00	\$23,993.00	\$0.00	\$23,995.00
E 101-47000-611 Bond Interest	\$0.37	\$1,919.00	\$1,439.70	\$0.00	\$960.00
E 101-47000-620 Fiscal Agent s Fees	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
E 101-47000-720 Operating Transfers	\$0.00	\$27,974.00	\$293,497.24	\$0.00	\$0.00
Dept 47000 Debt Service	\$23,993.57	\$54,386.00	\$318,929.94	\$0.00	\$24,955.00
Dept 49300 Other Financing Uses					
E 101-49300-510 Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49300 Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49360 Transfer					
E 101-49360-720 Operating Transfers	\$80,344.00	\$0.00	\$0.00	\$0.00	\$233,900.00
Dept 49360 Transfer	\$80,344.00	\$0.00	\$0.00	\$0.00	\$233,900.00
Fund 101 GENERAL FUND	\$1,203,159.45	\$1,248,169.92	\$1,327,276.49	\$1,101,104.00	\$1,455,050.00
Fund 201 GAMBLING					
Dept 45200 Parks					
E 201-45200-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$53,000.00
E 201-45200-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 45200 Parks	\$0.00	\$0.00	\$0.00	\$0.00	\$53,000.00
Dept 49360 Transfer					
E 201-49360-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49360 Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund 201 GAMBLING	\$0.00	\$0.00	\$0.00	\$0.00	\$53,000.00

Dundas Capital Improvement
Repair / Replacement Worksheet

2021

DRAFT 8/23/21

Dept.	Improvement / Repair / Replacement	Estimated Cost	Priority	2021	2022	2023	2024	2025	2026	Future	Notes
General Government											
Parks and Recreation											
P&R	Trail at Millstone Park	\$ 18,000	Low					\$ 18,000			
P&R	Shelter at Millstone Park	\$ 15,000	Low					\$ 15,000			
P&R	Video Security / Memorial Park (City Portion)	\$ 6,000	High	\$ 6,000							
P&R	Shelter at Pinnacle Park	\$ 15,000	Medium				\$ 15,000				
P&R	Relocate Dog Park	\$ 40,000	High			\$ 40,000					
P&R	Regional Trail Parking Lot	\$ 30,000	High			\$ 30,000					
P&R	Playset Replacement Memorial Park	\$ 53,000	High	\$ 53,000							
P&R	Memorial Park Vehicle Access Improvements	\$ 109,000	High		\$ 109,000						State Tournament Prep
P&R	Memorial Park Trail Improvements	\$ 40,000	High		\$ 40,000						State Tournament Prep
P&R	Memorial Park Pedestrian Bridge Decking	\$ 15,000	Medium			\$ 15,000					
P&R	Sidewalks/Trails/Various	\$ 180,000	High	\$ 80,000		\$ 50,000	\$ 50,000				
P&R	Sculpture Area Improvements	\$ 55,000	Medium	\$ 55,000							
P&R	Tower Park Improvements	\$ 75,000	Medium				\$ 75,000				
Public Safety											
PS	Fire Service Capital Equipment		High	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 14,000	\$ 14,000		Annually - will increase with inflation
PS	Squad Car	\$ 35,000	High	\$ 35,000							
Public Works											
PW	Railway Street Lighting	\$ 120,000	High	\$ 40,000	\$ 40,000	\$ 40,000					
PW	PW Utility Truck 1 3/4 TN	\$ 75,000	Low		\$ 75,000						
PW	Forest Street repair	\$ 300,000	Medium			\$ 300,000					
PW	Plow truck	\$ 240,000	High	\$ 240,000							
PW	PW Cold Storage Building	\$ 230,000	High			\$ 230,000					
PW	Permanent Traffic Signal @ Hester & 3	\$ 185,000	Low							\$ 185,000	
PW	PW Truck	\$ 35,000	Medium			\$ 35,000					
PW	115th Street Improvements	\$ 1,000,000	High		\$ 250,000	\$ 750,000					
PW	PW Building Expansion	\$ 300,000	Low						\$ 300,000		Add bay to north side
PW	Hester Street/TH 3 EVP	\$ 11,200	High		\$ 11,200						Cost share
Sanitary Sewer											
PWSS	LS #2 Rehab	\$ 40,000	Medium				\$ 40,000				Built in 2004
PWSS	Effluent Pre-treatment	\$ 500,000	High		\$ 500,000						
Water											
PWW	WM Loop from Millstone Ln to Hester along CR 78	\$ 220,000	Medium			\$ 220,000					
Storm Water											
SW	Detention Pond Rehabilitation	\$ 195,000	High	\$ 75,000		\$ 120,000				\$ 35,000	
SW	New Pond near Kolb Lane / West Ave	\$ 75,000	Low							\$ 75,000	
Total				\$ 597,000	\$ 1,038,200	\$ 1,843,000	\$ 193,000	\$ 47,000	\$ 14,000	\$ 595,000	

PARK AND RECREATION ADVISORY BOARD

§ 32.50 ESTABLISHMENT.

There is hereby created a Park and Recreation Advisory Board for the City, pursuant to the authority granted in M.S. §§ 471.15 et seq. and 448.56, as they may be amended from time to time.

(Prior Code, § 304.01)

§ 32.51 COMPOSITION.

(A) The Park and Recreation Advisory Board shall consist of five or seven voting members as determined by the City Council.

(1) One member shall be a City Council member, to be appointed by the Mayor with the approval of the City Council. This member shall serve for a one-year term, to expire on December 31 of each year.

(2) All other members shall be appointed by the Mayor and approved by the City Council who are either residents, owners of property or owners of a business within the City limits.

(3) All appointees, except the City Council member, shall be appointed to serve staggered terms of three years, commencing on January 1 in the year of appointment. Upon expiration of a term, the appointee shall continue until reappointed or until a successor is appointed. Absences from any three meetings in a year, unless excused by the Chair, constitute a vacancy. In the event of any vacancy, the Mayor shall appoint and the City Council shall approve a person to complete the unexpired term.

(B) All members of the Park and Recreation Advisory Board have voting privileges. Any member may be removed by a four-fifths vote of the City Council. A majority of the Board constitutes a quorum.

(C) Regular Park and Recreation Advisory Board members shall be paid a stipend according to City policy, as amended from time to time by the City Council.

(Prior Code, § 304.02)

§ 32.52 ORGANIZATION, MEETINGS, MINUTES.

(A) At its first regular meeting of each year, the Park and Recreation Advisory Board shall elect a Chairperson, a Vice-Chairperson and a Secretary from among its appointed members, each for a term of one year. The Park and Recreation Advisory Board may create and fill other offices as it may determine.

(B) The Park and Recreation Advisory Board shall meet as necessary at the time and place as it may fix by resolution. Special meetings may be called at any time by the Chairperson or, in the case of the Chairperson's absence, by the Vice-Chairperson, in accordance with the Minnesota Open Meeting Law.

(C) Written minutes shall be kept and filed with City Administrator.

(Prior Code, § 304.03) (Ord. 2018-02, passed 1-8-2018)

§ 32.53 POWERS AND RESPONSIBILITIES.

(A) The Park and Recreation Advisory Board shall have the responsibility to advise the City Council and staff in matters pertaining to the program of public recreation and parks in the City.

(B) The Board shall be responsible for advising and supporting sound cooperation and coordination with other City departments, and civic or community groups in the advancement of sound recreation

and park programming. The City Council shall determine what land is to be acquired for recreational and park purposes; what land the Board shall be permitted to use in carrying on its recreational and park programs; and what buildings or other permanent structures are to be constructed upon the lands.

(C) The Board shall:

- (1) Recommend policies governing the use of park facilities in the City;
- (2) Act in an advisory capacity to the City Council and other governmental departments;
- (3) Recommend to the City Administrator the employment of employees necessary to carry on parks and recreation activities within the City;
- (4) Recommend policies and procedures pertaining to all recreational programs and City parks, including annual budgets, public awareness, fees and charges and program policies;
- (5) Recommend acceptance of gifts for public park and recreational purposes; and
- (6) Recommend contracts for the provision of recreational services by the City to other entities and for cooperative recreational services between the City and such other entities.

(D) No expenditures by the Park and Recreation Advisory Board shall be made unless and until authorized for the purpose by the City Council.

(Prior Code, § 304.04)

§ 32.54 PREPARATION OF PROGRAM AND BUDGET.

The Board shall each year, prior to August 15, recommend a suggested capital improvements plan for public park and recreation activities for the next five calendar years.

(Prior Code, § 304.05)

§ 32.55 FINANCES OF BOARD.

For the purpose of financing the public recreation and park programs in the City, there shall be accounts established in the City Treasury. No disbursements shall be made from these accounts unless approved for payment by the City Council.

(Prior Code, § 304.06)