

**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, MAY 23, 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 April 25, 2022*
 - b. Liquor License Renewals for the period July 1, 2022 to June 30, 2023*:
 - i. On Sale 3.2 Beer, On Sale Wine with Sunday for CBB II LLC d/b/a Cannon Valley Cinema 10 at 404 Schilling Drive N Unit 3;
 - ii. Off Sale 3.2 Beer for Kwik Trip, Inc. d/b/a Kwik Trip #489 at 415 Hester Street E;
 - iv. Brewer Off Sale Malt Liquor, On Sale Brewery Taproom and Brewery Special Sunday for The Meetinghouse, LLD d/b/a Chapel Brewing at 15 Hester Street E
 - v. Off Sale Liquor for AJE Enterprises, Inc d/b/a Firehouse Liquor at 607 Stafford Road N
 - vi. Off Sale Liquor for Four Browns, LLC d/b/a MGM Liquor Dundas at 420 Schilling Drive N
 - vii. On Sale/Off Sale Liquor and Special Sunday for Lyle & Pauline's Inc. d/b/a L&M Bar and Grill at 224 Railway Street N
 - viii. On Sale/Off Sale Liquor and Special Sunday for Dawn's Corner Bar LLC. d/b/a Dawn's Corner Bar at 200 Railway Street N
 - ix. On Sale 3.2 Malt Liquor for Dundas Baseball Association d/b/a Dundas Dukes at 214 1st Street S
 - x. On Sale Liquor and Special Sunday for Ruth's on Stafford, Inc. d/b/a Ruth's on Stafford at 410 Stafford Lane S
 - c. Disbursement Report* - \$132,322.00
Motion _____, second _____
- 6. Old Business**
- 7. Ordinances and Resolutions**
- 8. New Business**
 - a. Consider Approving Off Sale Liquor License and Addition of Outside Area for Ruth's on Stafford*
Motion by _____, second by _____
 - b. Consider Authorizing Proposed Expenditure for Fencing/Gates Along 115th Street/Highland Pkwy*
Motion by _____, second by _____
- 9. Reports of Officers, Boards and Committees**
 - a. City Attorney
 - b. City Engineer*
 - c. City Administrator
 - d. Mayor, Councilors and Committees
- 10. Announcements**
 - a. City Hall CLOSED – Monday, May 30 for Memorial Day Holiday
 - b. Public Hearing for Special Planning Commission Meeting* – May 31 at 6:30 pm City Hall
 - c. City Council Meeting – Monday, June 13 at 7:00 p.m. City Hall
 - d. Parks & Recreation Advisory Board – Tuesday, June 14 at 7:00 pm City Hall
- 11. Adjourn**

**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES**

**Monday, MAY 9, 2022
7:00 p.m. Dundas City Hall**

UNOFFICIAL MINUTES

Present: Mayor Glenn Switzer; Councilors Luke LaCroix, Grant Modory, Luke Swartwood

Absent: Councilor Larry Fowler

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

CALL TO ORDER

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

PUBLIC FORUM – No one presented to Council

APPROVAL OF AGENDA

**Motion by Modory, second by LaCroix, to approve the agenda with the addition of Work Session.
Motion Carried Unanimously (MCU)**

CONSENT AGENDA

**Motion by LaCroix, second Swartwood, to approve the consent agenda as follows:
Regular Minutes of April 25, 2022;
Disbursement Report - \$129,151.06. MCU**

OLD BUSINESS - No old business brought before Council.

ORDINANCES AND RESOLUTIONS - No Ordinance or Resolution brought before Council.

NEW BUSINESS

Consider Approving Personnel Policy

Administrator Teppen stated the current Personnel Policy was adopted in 2006 and revisions have been made but overall has not been kept current with changes in Statue Statute. She indicated the draft copy is modeled on the League of MN Cities policy template with specific language to Dundas. She stated the City Attorney has reviewed and provided comments which have been incorporated. Teppen stated the proposed policy has been reviewed by the Council's Human Resource Committee.

Mayor Switzer expressed concern about further language on employees using and returning City property along with consequences for using personal cell phones while at work.

**Motion by LaCroix, second by Swartwood, to accept and approve the revised Personnel Policy.
MCU**

Consider Proposal for a Market Analysis and Pay Grid Calibration

Administrator Teppen stated the City hired David Drown & Associates (DDA) in 2018 to perform a Classification and Compensation Study, which was adopted by the Council. She explained the reasons for revisiting: best practice to do every 3 to 4 years; inflation rate the past 18 months highest ever; and recent recruitment of a public work assistant demonstrated Dundas' range for that position is below other comparable cities. Teppen stated the City needs a competitive compensation plan to attract and retain quality employees. She stated the proposal is broken down by services and has been reviewed by the Council's Human Resource Committee with recommendation to select Market Analysis and Pay Grid Calibration costing \$4,500.

Motion by Swartwood, second by LaCroix, to accept the proposal from DDA Human Resources, Inc. of Minneapolis, MN, to perform a Market Analysis and Pay Grid Calibration at a cost of \$4,500. MCU

REPORTS OF OFFICERS, BOARD, AND COMMITTEES

City Engineer – Dustin Tipp

Tipp updated items on his report noting receipt of SHIP grant amount of \$4,680 for the 1st Street bike lane marking; discussion with MnDOT on CSAH1/TH3 pedestrian crossing on cost sharing; ECRT preliminary parking lot; Memorial Park work has started and will be completed by May 31; Northfield received PCA permit amendment and a review with Dundas showed discontinuance of surcharge; listed streets receiving seal coat this year; staff looking into gates on 115th Street into and out of Bridgewater Heights; West Avenue Apartment complex has begun construction with staff monitoring erosion control and grading; and data collection and inspection for City roadways scheduled for June and July as part of the Pavement Management Plan.

City Administrator – Jenelle Teppen

Teppen reported she and the Mayor attended an all day NAFRS retreat and both found it very productive.

Mayor, Councilors and Committees

Councilor Swartwood reported the recent volunteer cleanup for the Groveland Cemetery went well. Councilor Modory stated there will be no Planning Commission meeting due to lack of agenda item. Administrator Teppen stated may have a special Planning Commission meeting if developer provides preliminary/final plat paperwork as will need to publish the public hearing notice.

WORKSESSION

Budget 2023 Time Table

Jessi Sturtz of ABDO Financial Solutions presented the 2023/2024 Budget Preview discussing the process and budget timeline. She identified known factors effecting the 2023 budget stating expecting increases for insurance, fuel and utilities, and noted the Cost of Living is approximately 3.0%.

Administrator Teppen asked Council to contact her on any priorities or concern for the 2023 budget.

ADJOURN

Motion by Swartwood, second by LaCroix, to adjourn the meeting at 7:34 p.m. MCU

Submitted by:

Attest:

Jenelle Teppen, Administrator/Clerk

Glenn Switzer, Mayor



REQUEST FOR COUNCIL ACTION

TO: City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving 2022/2023 Liquor License Renewals
DATE: For the City Council Meeting of May 23, 2022

PURPOSE/ACTION REQUESTED

Consider approving 2022/2023 Liquor License Renewals.

SUMMARY

Liquor License renewals for the period of July 1, 2022 through June 30, 2023 are listed on the City Council's Consent Agenda.

All renewal application materials and fees have been received and background investigations have been completed with no issues.

RECOMMENDATION

Motion to approve the 2022/2023 Liquor License renewals as submitted.

DISBURSEMENT REPORT

City of Dundas
Council Meeting May 23, 2022

DATE	PAYABLE	AMOUNT
5/6/2022	MN Dept of Revenue - Sales & Use Tax	\$2,055.00
5/19/2022	PERA	\$4,390.71
5/19/2022	State of MN Empower Retirement	\$700.00
5/20/2022	MN Dept of Revenue	\$1,446.22
5/20/2022	IRS	\$6,772.30
5/19/2022	Payroll PP# 10 Employees	<u>\$21,272.99</u>
	Sub Total Paid Payroll and Sales Liabilities	\$34,582.22
5/9/2022	PSN Payment	\$339.00
5/23/2022	Bill Payments	<u>\$97,410.78</u>
	Sub Total Paid Claims and Service Liabilities	\$97,749.78
TOTAL	Disbursements for May 23, 2022	\$132,332.00

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Payments

Current Period: May 2022

Payments Batch 052322AP		\$97,410.78	
Refer	0 AFLAC	-	
Cash Payment	G 101-21710 Other Deductions	Employee Reimbursed HB065	\$367.62
Invoice	322454 5/8/2022		
Transaction Date	5/18/2022	Frandsen Bank 10100	Total \$367.62
Refer	0 CAMPBELL KNUTSON	-	
Cash Payment	E 101-41910-304 Legal Fees	Legal Fees	\$217.00
Invoice	4/30/2022		
Cash Payment	E 101-41000-304 Legal Fees	Legal Fees	\$449.50
Invoice	4/30/2022		
Transaction Date	5/18/2022	Frandsen Bank 10100	Total \$666.50
Refer	0 CUMMINS SALES AND SERVICE	-	
Cash Payment	E 602-49450-400 Repairs and Maintenanc	Inspection, planned maintenance	\$346.21
Invoice	E4-14269 5/2/2022		
Transaction Date	5/18/2022	Frandsen Bank 10100	Total \$346.21
Refer	0 CUMMINS SALES AND SERVICE	-	
Cash Payment	E 602-49450-400 Repairs and Maintenanc	Inspection, planned maintenance	\$351.57
Invoice	E4-14276 5/2/2022		
Transaction Date	5/18/2022	Frandsen Bank 10100	Total \$351.57
Refer	0 CUMMINS SALES AND SERVICE	-	
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Inspection, planned maintenance	\$382.39
Invoice	E4-14541 5/3/2022		
Transaction Date	5/18/2022	Frandsen Bank 10100	Total \$382.39
Refer	0 EPIC ENTERPRISES, INC	-	
Cash Payment	E 101-42100-440 Cleaning Service	Misc services Police and PW	\$30.00
Invoice	15741 4/29/2022		
Cash Payment	E 101-43100-440 Cleaning Service	Misc services Police and PW	\$30.00
Invoice	15741 4/29/2022		
Transaction Date	5/18/2022	Frandsen Bank 10100	Total \$60.00
Refer	0 GOPHER STATE ONE CALL	-	
Cash Payment	E 601-49400-310 Professional Services	Gopher one calls - Feb 2022	\$3.37
Invoice	2020346 2/28/2022		
Cash Payment	E 602-49450-310 Professional Services	Gopher one calls - Feb 2022	\$3.38
Invoice	2020346 2/28/2022		
Transaction Date	5/18/2022	Frandsen Bank 10100	Total \$6.75
Refer	0 GUTH ELECTRIC, LLC	-	
Cash Payment	E 101-43100-400 Repairs and Maintenanc	Move light pole from parking lot to Railway St	\$447.92
Invoice	1563 5/5/2022		
Transaction Date	5/18/2022	Frandsen Bank 10100	Total \$447.92
Refer	0 KEITH PUMPER PLUMBING & HEA	-	
Cash Payment	E 601-49400-210 Supplies/Water Meter, Et	replace water meters at college city beverage	\$517.40
Invoice	48682 4/29/2022		
Transaction Date	5/18/2022	Frandsen Bank 10100	Total \$517.40
Refer	0 LEAGUE OF MN CITIES	-	

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Payments

Current Period: May 2022

Cash Payment	E 101-41000-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$838.90
Invoice	40000132-2022	5/4/2022			
Cash Payment	E 101-41110-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$178.00
Invoice	40000132-2022	5/4/2022			
Cash Payment	E 101-42400-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$7,411.48
Invoice	40000132-2022	5/4/2022			
Cash Payment	E 101-43100-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$9,000.91
Invoice	40000132-2022	5/4/2022			
Cash Payment	E 101-41910-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$257.31
Invoice	40000132-2022	5/4/2022			
Cash Payment	E 101-42100-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$11,600.00
Invoice	40000132-2022	5/4/2022			
Cash Payment	E 101-45200-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$1,482.95
Invoice	40000132-2022	5/4/2022			
Cash Payment	E 225-41400-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$100.02
Invoice	40000132-2022	5/4/2022			
Cash Payment	E 235-46500-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$96.33
Invoice	40000132-2022	5/4/2022			
Cash Payment	E 601-41400-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$239.67
Invoice	40000132-2022	5/4/2022			
Cash Payment	E 602-41400-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$187.00
Invoice	40000132-2022	5/4/2022			
Cash Payment	E 601-49400-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$3,018.99
Invoice	40000132-2022	5/4/2022			
Cash Payment	E 602-49450-151 Worker s Comp Insuranc	5/1/22-5/1/23 Workers Comp			\$2,412.44
Invoice	40000132-2022	5/4/2022			
Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$36,824.00
Refer	0 MENARDS, INC				
Cash Payment	E 101-45200-200 Supplies	Supplies			\$206.33
Invoice	26125	4/18/2022			
Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$206.33
Refer	0 MENARDS, INC				
Cash Payment	E 101-43100-200 Supplies	Supplies			\$87.74
Invoice	26283	4/21/2022			
Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$87.74
Refer	0 MENARDS, INC				
Cash Payment	E 101-45200-400 Repairs and Maintenanc	Supplies			\$298.66
Invoice	26467	4/25/2022			
Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$298.66
Refer	0 MENARDS, INC				
Cash Payment	E 101-45200-200 Supplies	Supplies			\$8.58
Invoice	26471	4/25/2022			
Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$8.58
Refer	0 MENARDS, INC				
Cash Payment	E 101-45200-400 Repairs and Maintenanc	Supplies			\$46.25
Invoice	26560	4/27/2022			
Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$46.25

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Payments

Current Period: May 2022

Refer	0	MENARDS, INC	-				
Cash Payment	E 101-42100-200	Supplies	Supplies			\$13.72	
Invoice	26166	4/19/2022					
Transaction Date	5/18/2022		Frandsen Bank	10100	Total	\$13.72	
Refer	0	METERING & TECH SOLUTIONS	-				
Cash Payment	E 601-49400-210	Supplies/Water Meter, Et	192 meters and 192 endpoints			\$20,688.00	
Invoice	22813	5/5/2022					
Transaction Date	5/18/2022		Frandsen Bank	10100	Total	\$20,688.00	
Refer	0	MIDWEST MACHINERY CO	-				
Cash Payment	E 101-43100-400	Repairs and Maintenanc	Cordura Chaps			\$68.00	
Invoice	9138470	5/12/2022					
Cash Payment	E 101-45200-400	Repairs and Maintenanc	Cordura Chaps			\$67.99	
Invoice	9138470	5/12/2022					
Transaction Date	5/18/2022		Frandsen Bank	10100	Total	\$135.99	
Refer	0	MINNESOTA VALLEY TESTING LA	-				
Cash Payment	E 601-49400-310	Professional Services	Monthly Coliform & Chlorine report			\$44.00	
Invoice	1142106	5/9/2022					
Transaction Date	5/18/2022		Frandsen Bank	10100	Total	\$44.00	
Refer	0	NAC, INC.	-				
Cash Payment	E 101-41910-313	Planning Fee s	April 2022 Technical Assistance - City Projects			\$903.00	
Invoice	25812	5/6/2022					
Transaction Date	5/18/2022		Frandsen Bank	10100	Total	\$903.00	
Refer	0	NAFRS	-				
Cash Payment	E 101-42200-300	Professional Services	New tanker			\$22,245.60	
Invoice		5/2/2022					
Transaction Date	5/18/2022		Frandsen Bank	10100	Total	\$22,245.60	
Refer	0	NCPERS GROUP LIFE INS	-				
Cash Payment	G 101-21712	Life Insurance	Life Insurance - June 2022			\$48.00	
Invoice	433600062022	5/5/2022					
Transaction Date	5/18/2022		Frandsen Bank	10100	Total	\$48.00	
Refer	0	NORTH STAR FLAG	-				
Cash Payment	E 101-41000-200	Supplies	4 state flags, 4 American flags			\$560.23	
Invoice	27240	5/12/2022					
Transaction Date	5/18/2022		Frandsen Bank	10100	Total	\$560.23	
Refer	0	MN PEIP	-				
Cash Payment	G 101-21712	Life Insurance	Employees			\$15.75	
Invoice	1190468	5/10/2022					
Cash Payment	G 101-21711	Dental Insurance	Employees			\$117.20	
Invoice	1190468	5/10/2022					
Cash Payment	G 101-21706	Hospitalization/Medical Ins	Employees			\$1,548.72	
Invoice	1190468	5/10/2022					
Transaction Date	5/18/2022		Frandsen Bank	10100	Total	\$1,681.67	
Refer	0	R.J. SAYERS DISTRIBUTING, LLC	-				
Cash Payment	E 101-43100-200	Supplies	Cleaning supplies			\$68.44	
Invoice	25699	4/29/2022					

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Payments

Current Period: May 2022

Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$68.44
Refer	0 STREICHERS	-			
Cash Payment	E 101-42100-217 Uniforms	PD uniforms			\$34.97
Invoice	11567090 5/6/2022				
Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$34.97
Refer	0 SVIEN, BENNY H.	-			
Cash Payment	E 101-42400-311 Bldg Permit Expense	Plan Review Expense			\$3.14
Invoice	4235 5/5/2022				
Cash Payment	E 101-42400-312 Plan Review Expense	Building Permit Review Expense			\$68.01
Invoice	4235 5/5/2022				
Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$71.15
Refer	0 SVIEN, BENNY H.	-			
Cash Payment	E 101-42400-311 Bldg Permit Expense	Plan Review Expense			\$5.87
Invoice	4254 5/11/2022				
Cash Payment	E 101-42400-312 Plan Review Expense	Building Permit Review Expense			\$127.16
Invoice	4254 5/11/2022				
Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$133.03
Refer	0 VESSCO, INC.	-			
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Watson Marlow Pumps			\$9,100.00
Invoice	87246 4/4/2022				
Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$9,100.00
Refer	0 SVIEN, BENNY H.	-			
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Plumbing Fee			\$0.59
Invoice	4268 5/18/2022				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit			\$17.01
Invoice	4268 5/18/2022				
Cash Payment	E 101-42400-312 Plan Review Expense	Plan Review Fee			\$368.47
Invoice	4268 5/18/2022				
Cash Payment	E 101-42400-314 Mechanical Permit Expen	HVAC Fee			\$0.47
Invoice	4268 5/18/2022				
Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$386.54
Refer	0 SVIEN, BENNY H.	-			
Cash Payment	E 101-42400-315 Plumbing Permit Expens	Plumbing Fee			\$1.13
Invoice	4263 5/18/2022				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit			\$14.91
Invoice	4263 5/18/2022				
Cash Payment	E 101-42400-312 Plan Review Expense	Plan Review Fee			\$322.97
Invoice	4263 5/18/2022				
Transaction Date	5/18/2022	Frandsen Bank	10100	Total	\$339.01
Refer	0 MIDWEST WATER SPECIALTY, INC	-			
Cash Payment	E 101-41000-200 Supplies	Water			\$18.75
Invoice	115835 4/25/2022				
Cash Payment	E 101-42100-200 Supplies	Water			\$6.25
Invoice	115835 4/25/2022				
Cash Payment	E 101-43100-200 Supplies	Water			\$6.25
Invoice	115835 4/25/2022				

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Payments

Current Period: May 2022

Cash Payment	E 101-41000-200 Supplies	Water Softener			\$39.50
Invoice	115835	4/25/2022			
Transaction Date	5/19/2022	Frandsen Bank	10100	Total	\$70.75
Refer	0 VERIZON				
Cash Payment	E 101-42100-321 Telephone & Communic	cell phones			\$128.55
Invoice	9906323654	5/11/2022			
Transaction Date	5/19/2022	Frandsen Bank	10100	Total	\$128.55
Refer	0 AMAZON CAPITAL SERVICES				
Cash Payment	E 101-42100-200 Supplies	paper			\$69.06
Invoice	1CDM-FYLN-CF4	5/18/2022			
Transaction Date	5/19/2022	Frandsen Bank	10100	Total	\$69.06
Refer	0 SVIEN, BENNY H.				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit			\$3.14
Invoice	4262	5/19/2022			
Cash Payment	E 101-42400-312 Plan Review Expense	Plan Review Fee			\$68.01
Invoice	4262	5/19/2022			
Transaction Date	5/19/2022	Frandsen Bank	10100	Total	\$71.15

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND	\$59,920.01	
225 STORM SEWER	\$100.02	
235 ECONOMIC DEVELOPMENT AUTHORITY	\$96.33	
601 WATER	\$33,993.82	
602 SEWER	\$3,300.60	
	<u>\$97,410.78</u>	

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$97,410.78
Total	<u>\$97,410.78</u>



REQUEST FOR COUNCIL ACTION

TO: City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Approving Outside Service Area and Off Sale License at Ruth's on Stafford

DATE: For the City Council Meeting of May 23, 2022

PURPOSE/ACTION REQUESTED

Consider approving a request from Ruth's on Stafford to add Off Sale Liquor License and an area outside for beverage service.

SUMMARY

Ruth Bolstad, the owner of Ruth's on Stafford has submitted two requests; 1) to add an Off-Sale Liquor License and 2) to add additional space on the outside patio area for beverage service.

The attached map indicates exactly where the area is located. The area is currently not fenced, though fencing is planned for the future. All alcoholic beverages would be brought out to the patio from the inside – there will be no alcoholic beverage service located directly on the patio.

The Council can approve or deny the outside service area request while still considering the Off-Sale License.

Approval by the City Council is required prior to the application being submitted the States Alcohol, Gambling and Enforcement Division who has the final say on the outside service area.

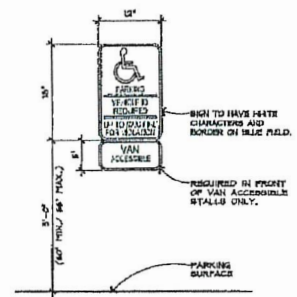
RECOMMENDATION

Motion to approve the request from Ruth's on Stafford to add an Off-Sale License and an area outside for beverage service as shown on the attached map.

Ruth's on Stafford, Inc
d/b/a Ruth's on Stafford

Serving alcohol:

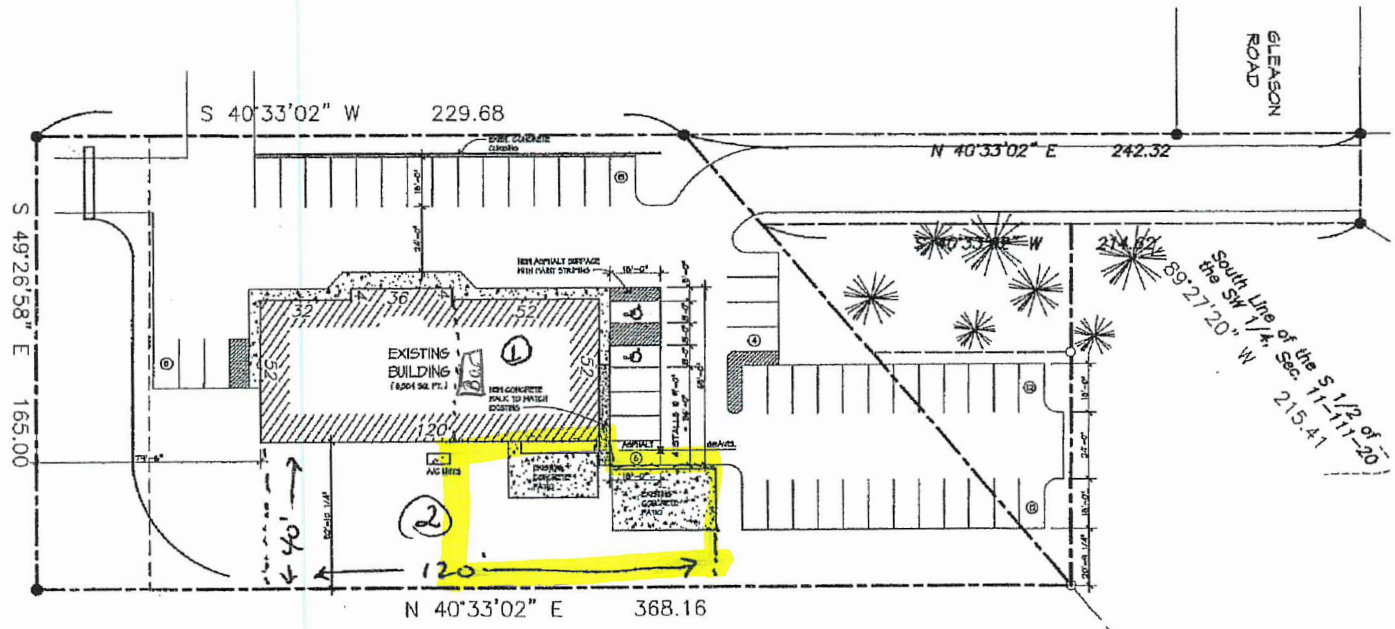
Currently → ① Inside building 52'x52'
*Proposing → ② Outside patio area approx 120'x40'



BF. PARKING SIGN

SIGNAL NAME

- * SIGN TO MEET MINNESOTA STATE BUILDING CODE AND ADA STANDARDS
- * SIGN TO BE LOCATED A MINIMUM OF EIGHT FEET FROM HEAD OF PARKING STALL



SITE PLAN
SCALE: 1" = 20'-0"
NORTH

410 Stafford Lane South - Dundas

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CHECKED	DJF
DESIGNED	DSC
CHECKED	DJF
PROJECT	18-08
REVISIONS	

RELEASED FOR PERMIT 5-2-18

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 under the laws of the state of Minnesota. (Professional Seal)

David J. Meinh
DAVID J. MEINH

License No. 9888
Date: May 02, 2018

RUTH'S ON STAFFORD
DUNDAS, MINNESOTA
203 W. First Ave
Dundas, MN 55021
507/334-2282

D M E D I N
architects, inc.

ARCHITECTURAL
SITE PLAN
A1.0



REQUEST FOR COUNCIL ACTION

TO: City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Proposed Expense for Fencing/Gate for 115th Street/Highland Parkway

DATE: For the City Council Meeting of May 23, 2022

PURPOSE/ACTION REQUESTED

Consider proposed expense for fencing/gate for 115th Street/Highland Parkway.

SUMMARY

As Council will recall, Highland Parkway terminates at 115th Street in Bridgewater Heights. Access onto 115th Street from Highland Parkway (or vice versa) is restricted to emergency vehicles only.

Unfortunately, drivers go around or through the barriers – damaging the trail, the turf and the signs.

There are also homeowners along 115th Street that are accessing their backyards via 115th Street. City staff has been in contact with those homeowners and asked them repeatedly to stop, but they continue.

Staff proposes to place approximately 600 feet of five-foot galvanized fencing along 115th Street and Highland Parkway – with a 12' wide gate at Highland Parkway to maintain the emergency access.

Attached is a quote from Caron Fence. Before moving ahead with the quote, we would secure at least one additional written quote.

This came about in the last few days due to the continued brazen access of the intersection. In order to move forward in an expeditious manner, staff is seeking City Council authorization to spend up to \$30,000 to place the fence and gate at 115th Street and Highland Parkway.

The City Administrator will keep the City Council informed on the eventual contractor and the timing of the installation. Caron Fence estimates that they could begin the work in 6 to 7 weeks.

RECOMMENDATION

Motion to authorize staff to spend up to \$30,000 to place approximately 600 feet of five-foot galvanized fence with a 12-foot gate at Highland Parkway and 115th Street.

Capstick Companies LLC

220 County Road 1
Dundas, MN 55019
(507)334-6145
office@caronfence.com



Estimate

ADDRESS

City of Dundas
100 Railway Street N
Dundas, MN 55019

SHIP TO

City of Dundas
115th Street
Dundas, MN 55019

ESTIMATE #

23038

DATE

05/18/2022

DESCRIPTION	QTY	RATE	AMOUNT
*Prices are subject to change at the time of ordering, stocking, or shipping, due to Covid -19 related supply shortages.			
** Linear footage provided by the customer. Price is subject to change after a completed estimate with one of Caron Fence's Estimators.			
Roughly 600 feet of 5-foot high Galvanized Chain Link Fence with (1) 12-foot wide by 5-foot high Swinging Gate - Includes labor, equipment, and material	1	26,400.00	26,400.00

Your dated signature and 50% down payment accepts this proposal and authorizes Caron Fence to purchase material and schedule installation. The final balance is due on completion of the project. The homeowner is responsible for showing correct property and fence lines, removal of obstructions to fence installation, obtaining permits and locating private underground utilities (sprinklers, LP gas pipes, underground dog fence, etc.). The customer is responsible for the future maintenance of the fence. Credit Card payments are subject to a 3.9% processing fee.

SUBTOTAL	26,400.00
TAX	0.00
TOTAL	\$26,400.00

Accepted By

Accepted Date

City of Dundas
Public Works Staff Meeting / City Engineer Update 5/18/22

May 19, 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 1st Street and Everett 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 1st Street. The existing pedestrian ramp on the SW corner of the intersection will be expanded for better access to 1st street to the southwest.
 - An 8-foot striped bike lane will be added in the street on the east side of 1st street, extending from the East Cannon River Trail 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 plan has been revised based on Council comments from the March 14th Council meeting. Revisions include adding bike lane crosswalks at all intersections and striping the west side of the road for on-street parking.
 - 1st 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.
 - The SHIP grant funding application was approved by in the amount of \$4,680.00. The City will work with Rice County on media relations as part of the grant funding.

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. 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. ***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.
- 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, 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 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 met with MnDOT on 5/4 to discuss cost participation through the Local Partnership Program funding. MnDOT will have internal conversations to discuss the project further.***

- ***Staff met with Rice County to review the project and will provide further project information for them to review.***

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.
- Staff has revised and reviewed a preliminary layout for the parking lot. Staff will schedule survey to be done on the area to further the design and determine the scope of the project.
- ***Survey is complete. Figure is being prepared to discuss dog park locations.***

8. Forest Avenue and Depot Street

- 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.
- Staff will be getting cores in the roadway on Depot Street from Hester Street to Forest Avenue, to evaluate the condition of the pavement and the subgrade conditions below the pavement. Coring has been completed on Depot Street. The recommendation for rehabilitation of the roadway is full pavement removal and replacement or full depth reclamation.
- ***Staff has reviewed the condition of Forest Avenue and Depot Street. Based on the current condition of the roadways, inflated pricing and contractor availability, reconstruction of the roadway is tentatively planned for 2023. Roadway patching will be done as necessary in problem areas.***

9. Memorial Park

- 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.
- Contract was awarded at the April 11th Council meeting to Heselton Construction, LLC.
- Preconstruction meeting was held on April 28th with Heselton Construction and work started on the project on May 2nd. Substantial completion date is May 31st.
- ***Excavation and placement of class 5 is complete. The first lift of pavement was placed on 5-18.***

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.
- ***Cleaning of sculpture scheduled to be done within next few weeks. Landscaping will be sent out for quotes following cleaning.***

11. 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 ammendment. First meeting with Northfield staff will be set up after PCA review period has ended.
- 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 will be presented at a work session in June.
- 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.

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.
- 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 met on site to review the scope of work. Survey is complete. Staff is preparing a plan for the concrete sidewalk extension and retaining wall relocation.**
- Staff has reached out to Union Pacific Railroad to start conversations about making the sidewalk crossing over the tracks.
- 2022 Seal Coat Project will include the following streets: 1st Street from Memorial Park to Everett Street. Everett Street from 1st Street to 3rd Street and Highland Parkway from Bluff Street to Bridgewater Parkway. **Staff will have a quote package prepared within the week and will send out for quotes.**
- **Staff will be replacing the No U-Turn Sign at Mills Town Road**

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.
- Staff will be reviewing the scope of work in May.

14. 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

15. 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.
- 3/22/22 Preconstruction meeting was held. Contractor will provide project schedule when it is known.

16. 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.

17. 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 1st Addition. Stormwater revisions for the City outlot stormwater pond have been reviewed and approved.
- 5-2-Staff spoke with the Developer's Engineer, and they are working on a new submittal for City review.
- ***5-10 Developer submitted revised plans for City review. Staff has completed the stormwater and engineering review.***

18. Tower Heights

- ***Staff is preparing a plan to install fencing along 115th Street for the emergency vehicle connection on Highland Parkway and 115th Street.***
- 8/12/21 a LOC reduction was authorized.
- 10/6/21 a LOC reduction was authorized.
- 11/30/21 a LOC reduction was authorized.

19. West Avenue Apartments

- 3/26/22 Preconstruction meeting was held with Developer. Developer will inform the City of project start date when it is known.
- 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.

20. 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

21. Pavement Management Plan

- Pavement Management Plan approved by Council at April 11th Council Meeting.
- Data collection and inspections for City roadways are scheduled for June and July of 2022.



NOTICE OF PUBLIC HEARING City of Dundas – Rice County

NOTICE IS HEREBY GIVEN that the Dundas Planning Commission will conduct a Public Hearing on Tuesday, May 31, 2022 at 6:30 p.m. or soon thereafter as possible at Dundas City Hall, 100 Railway St N, Dundas, MN to consider a preliminary plat for Stoneridge Hills Second Addition. The site is located at Mill Towns Road and Dundas Boulevard.

The Planning Commission will consider both oral and written comments. If you desire to be heard in reference to this matter you may attend the Public Hearing, submit a letter to the City Administrator/Clerk at City of Dundas, PO Box 70, Dundas, MN 55019-0070, or email jteppen@dundas.us. Letters and emails must be received by 4:30 PM, Tuesday, May 31, 2022. A copy of the materials are available for inspection at Dundas City Hall during normal business hours.

Jenelle Teppen, Administrator/Clerk
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