



**DUNDAS CITY COUNCIL  
REGULAR MEETING AGENDA  
Monday, November 13, 2023  
7:00 p.m. City Hall**

- 1. Call to Order/Pledge Allegiance**
- 2. Roll Call** Mayor Switzer, Council members Gallagher, LaCroix, Modory, Swartwood
- 3. Public Comment**
- 4. Approval of Agenda**
- 5. Consent Agenda** *(All items on the Consent Agenda are considered routine and have been made available to the City Council at least 2 days in advance of the meeting. The items will be enacted in one motion. There will be no separate discussion of these items unless a council member or citizen requests, then the item will be removed from this agenda and considered in normal sequence.)*
  - a. Regular Minutes of October 23, 2023
  - b. Disbursements - \$243,824.95
- 6. Regular Agenda**
  - a. Consider Approving 3<sup>rd</sup> Quarter Financial Report
  - b. Consider Approving Resolution 2022-25 A Resolution Certifying 2023 Unpaid Utility and Storm Water Fee Charges
  - c. Review and Discuss Draft Joint Road Policy Discussions To Date
- 7. Reports of Officers, Boards and Committees**
  - a. City Engineer
  - b. City Administrator/Clerk
  - c. Mayor, Councilors and Committees
- 8. Announcements**
  - a. City Council Meeting – Monday, November 27 and December 11 at 7 PM City Hall
  - b. Park & Recreation Advisory Board Meeting – November 14 at 7 PM City Hall
  - c. Intergovernmental Meeting – Dundas City Hall – Wednesday, November 15 at 7 PM
- 9. Work Session**
  - a. Preliminary Effluent Review
- 10. Adjourn**



DUNDAS CITY COUNCIL  
REGULAR MEETING MINUTES  
Monday, October 23, 2023  
7:00 p.m. City Hall

Present: Mayor Glenn Switzer Councilors Ashley Gallagher, Luke LaCroix, Grand Modory, Luke Swartwood  
Staff: City Engineer Dustin Tipp, Finance Director Jessi Sturtz, City Planner Nate Sparks, City Administrator/Clerk Jenelle Teppen,

CALL TO ORDER

Mayor Switzer called the meeting to order at 7:00 PM.

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

- a. Regular Minutes of October 9, 2023
- b. Pay Voucher No 1 RAW Construction
- c. Disbursements - \$141,778.85

REGULAR AGENDA

- a. Consider Approving Schilling Drive Sidewalk Project

**Motion by Switzer, second by Swartwood, to approve preparation of plans and specifications for the section of sidewalk across the right-of-way of 708 Schilling Drive N. MCU**

**Motion by Switzer, second by LaCroix, to authorize staff to engage with the property owner for an easement across 500 Schilling Drive N to accommodate a sidewalk. MCU**

- b. Consider Approving 2023 Compensation Adjustment for City Administrator  
Administrator Teppen stated the City Council conducted her annual performance review on October 9, 2023 and all expectations were met. Traditionally, the City Council has discussed any compensation adjustment at the following meeting. The Council discussed placing Teppen at Step 10 of Grade 13 of the 2023 Compensation Plan effective October 24, 2023.

**Motion by Modory, second by LaCroix, to approve Administrator Teppen compensation at Step 10, Grade 13 of the 2023 Compensation Plan effective October 24, 2023. MCU**

Reports of Officers, Boards and Committees

City Engineer Dustin Tipp reported that the City received notice from MnDOT that the \$370,000 in funding through capital investment bills approved by the State Legislature in the 2022/2023 Legislative Session have been appropriated. Staff is scheduling a kick-off meeting with MnDOT and County staff.

Tipp also reported that the drone flew over Forest and Depot Streets last week gathering data in preparation for reconstruction projects on those streets in 2024.

Tipp also reported the WSB has received a response from the MPCA regarding the Preliminary Effluent Review and he will present the findings/response at a City Council Work Session on November 13.

Work Session

Finance Director Jessi Sturtz presented the proposed 2024 Enterprise Fund budgets. She reviewed the Utility Rate Study that was completed in 2021 and projected cash flows of the water and sewer funds through December 31, 2026. Increases proposed for 2024 are 3% in water and sewer, and 5% for refuse. The 5% increase in refuse rates is due to the contracted increase with DSI for 2024.

Adjourn

**Motion by LaCroix, second by Swartwood, to adjourn the meeting at 7:54 p.m.**

Minutes prepared by Jenelle Teppen, City Administrator/City Clerk

**CITY OF DUNDAS DISBURSEMENT REPORT**  
**Council Meeting November 13, 2023**

<b>DATE</b>	<b>PAYABLE</b>	<b>AMOUNT</b>
11/2/2023	PERA	\$5,967.85
11/2/2023	State of MN Empower Retirement	\$548.37
11/2/2023	State of MN Empower Retirement	\$350.00
11/2/2023	MN Dept of Revenue	\$2,238.02
11/2/2023	IRS	\$11,240.68
11/2/2023	Payroll PP# 22 Employees	\$25,206.35
11/2/2023	Payroll PP# 11 Council	\$1,960.19
	<b>Subtotal Paid Payroll and Sales Liabilities</b>	<b><u>\$47,511.46</u></b>
10/31/2023	ACH per item	\$11.50
10/31/2023	Low ACH Volume Maintenance	\$5.00
10/31/2023	RDC Monthly Fee	\$59.00
10/31/2023	Wire Transfer: US Bank - GO Bond 2016A	\$59,822.50
10/31/2023	Wire Transfer Fee	\$15.00
11/3/2023	PSN Payment Service	\$382.50
11/9/2023	Neopost (Postage)	\$700.00
11/13/2023	2023 Invoices - Payment November 13, 2023	\$135,317.99
	<b>Subtotal Paid Claims and Service Liabilities</b>	<b><u>\$196,313.49</u></b>
<b>TOTAL</b>	<b>Disbursement for November 13, 2023</b>	<b><u><u>\$243,824.95</u></u></b>

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## Payments

Current Period: October 2023

Payments Batch 111323AP		\$135,317.99	
Refer	0	<i>ABDO FINANCIAL SOLUTIONS, LL</i>	
Cash Payment	E 101-41000-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 478355	11/1/2023		\$4,712.50
Cash Payment	E 225-43150-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 478355	11/1/2023		\$362.50
Cash Payment	E 601-49400-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 478355	11/1/2023		\$906.25
Cash Payment	E 602-49450-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 478355	11/1/2023		\$906.25
Cash Payment	E 603-49500-301	Auditing and Acct g Ser	Auditing and Acct g Services
Invoice 478355	11/1/2023		\$362.50
Transaction Date	11/1/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$7,250.00</b>
Refer	0	<i>AFLAC</i>	
Cash Payment	G 101-21710	Other Deductions	Employee Reimbursed HB065
Invoice 651206	11/7/2023		\$257.16
Transaction Date	11/7/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$257.16</b>
Refer	0	<i>ALBERS A &amp; A PORTABLE SVCS</i>	
Cash Payment	E 101-45200-413	Rental	Portable Restroom Rental - Oct
Invoice 1975	11/1/2023		\$625.00
Transaction Date	11/1/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$625.00</b>
Refer	0	<i>ALDRICH TECNNNOLOGY CONSULT</i>	
Cash Payment	E 101-43100-310	Professional Services	Fixing email hack - DM
Invoice 9033	10/20/2023		\$112.50
Cash Payment	E 101-42100-310	Professional Services	Fixing email hack - TJ
Invoice 9033	10/20/2023		\$75.00
Cash Payment	E 101-41000-309	EDP, Software and Desi	Microsoft Exchange Online (Plan
Invoice 9042	10/21/2023		\$160.00
Transaction Date	10/20/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$347.50</b>
Refer	0	<i>AMAZON CAPITAL SERVICES</i>	
Cash Payment	E 101-41000-200	Supplies	Envelopes, paper
Invoice 1RRYMWXPTP9	10/30/2023		\$103.16
Cash Payment	E 101-41000-200	Supplies	Credit for returned chair mat
Invoice 16KLGTRDYF	9/13/2023		-\$65.90
Transaction Date	10/30/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$37.26</b>
Refer	0	<i>AUTOMATIC SYSTEMS CO</i>	
Cash Payment	E 601-49400-500	Capital Outlay	WELL NO 2 FLOWMETER REPLACEMENT
Invoice 40794	10/26/2023		\$14,958.00
Transaction Date	10/26/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$14,958.00</b>
Refer	0	<i>BADGER METER</i>	
Cash Payment	E 601-49400-210	Supplies/Water Meter, E	ORION CELLULAR LTE SERV
Invoice 80140912	10/30/2023		\$986.10
Transaction Date	10/30/2023	Frandsen Bank	10100
		<b>Total</b>	<b>\$986.10</b>
Refer	0	<i>BCA TRAINING &amp; AUDITING</i>	
Cash Payment	E 101-42100-208	Training and Licensing	Pred. Offender Reg. & Investigations Training
Invoice 32140	11/3/2023		\$25.00

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Payments

Current Period: October 2023

Transaction Date	11/3/2023	Frandsen Bank	10100	<b>Total</b>	\$25.00
Refer	0 BLUECROSS BLUESHIELD OF MN	-			
Cash Payment	G 101-21713 Vision Insurance	Vision			\$12.82
Invoice	231101277566	11/1/2023			
Transaction Date	11/1/2023	Frandsen Bank	10100	<b>Total</b>	\$12.82
Refer	0 CALIBRATIONS AND CONTROLS	-			
Cash Payment	E 602-49450-400 Repairs and Maintenan	Semi-annual Verification of Effluent Flow Meter.			\$550.00
Invoice	23817	10/27/2023			
Transaction Date	10/27/2023	Frandsen Bank	10100	<b>Total</b>	\$550.00
Refer	0 CITY OF NORTHFIELD	-			
Cash Payment	E 602-49450-385 Sewer Utilities	Sewer Utilities			\$19,685.26
Invoice	23-Sep	10/23/2023			
Transaction Date	10/23/2023	Frandsen Bank	10100	<b>Total</b>	\$19,685.26
Refer	0 CORE & MAIN, LP	-			
Cash Payment	E 601-49400-200 Supplies	GAL. #51 HYDRANT OIL			\$122.64
Invoice	T784378	10/18/2023			
Transaction Date	10/18/2023	Frandsen Bank	10100	<b>Total</b>	\$122.64
Refer	0 DICKS SANITATION INC	-			
Cash Payment	E 603-49500-384 Refuse/Garbage Dispos	Garb Service Oct 23			\$8,808.92
Invoice	9793074T460	11/1/2023			
Transaction Date	11/1/2023	Frandsen Bank	10100	<b>Total</b>	\$8,808.92
Refer	0 ECKBERG LAMMERS	-			
Cash Payment	E 101-42100-304 Legal Fees	Dundas Prosecution - Oct			\$659.20
Invoice	102023	10/31/2023			
Transaction Date	10/31/2023	Frandsen Bank	10100	<b>Total</b>	\$659.20
Refer	0 ENDRES WINDOW CLEANING	-			
Cash Payment	E 101-41000-440 Cleaning Service	Window Cleaning			\$147.15
Invoice	151019	10/16/2023			
Transaction Date	10/16/2023	Frandsen Bank	10100	<b>Total</b>	\$147.15
Refer	0 FAHRNER ASPHALT SEALERS LLC	-			
Cash Payment	E 101-43100-411 Road Maintenance	AMZ/Spray Patching			\$11,600.00
Invoice	8300017343	10/19/2023			
Transaction Date	10/19/2023	Frandsen Bank	10100	<b>Total</b>	\$11,600.00
Refer	0 FIELDSTONE FAMILY HOMES	-			
Cash Payment	G 101-22001 Erosion Control Deposit	Erosion Escrow Release - 1510 Bluff St			\$2,500.00
Invoice	7239	11/7/2023			
Transaction Date	11/7/2023	Frandsen Bank	10100	<b>Total</b>	\$2,500.00
Refer	0 GAMETIME	-			
Cash Payment	E 101-45200-400 Repairs and Maintenan	PLAYGROUND EQUIPMENT			\$153.86
Invoice	PJ10220442	10/16/2023			
Transaction Date	10/16/2023	Frandsen Bank	10100	<b>Total</b>	\$153.86
Refer	0 GOPHER STATE ONE CALL	-			
Cash Payment	E 601-49400-310 Professional Services	Gopher One Calls			\$16.87
Invoice	3100352	10/31/2023			

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Payments

Current Period: October 2023

Cash Payment	E 602-49450-310	Professional Services	Gopher One Calls		\$16.88
Invoice	3100352	10/31/2023			
Transaction Date	10/31/2023		Frandsen Bank	10100	<b>Total</b> \$33.75
Refer	0	<u>JOHN DEERE FINANCIAL</u>	-		
Cash Payment	E 410-43100-500	Capital Outlay	Lease - John Deere Loader		\$39,426.42
Invoice	10131523000	10/12/2023			
Transaction Date	10/12/2023		Frandsen Bank	10100	<b>Total</b> \$39,426.42
Refer	0	<u>JOHNSON-REILAND BUILDERS</u>	-		
Cash Payment	G 101-22001	Erosion Control Deposit	Erosion Escrow Release - 360 Cross Circle		\$2,500.00
Invoice	7230	10/26/2023			
Transaction Date	10/26/2023		Frandsen Bank	10100	<b>Total</b> \$2,500.00
Refer	0	<u>K MICHAELS HOMES</u>	-		
Cash Payment	G 101-22001	Erosion Control Deposit	Erosion Escrow Release - 1114 BWP		\$2,500.00
Invoice	7237	11/6/2023			
Transaction Date	11/6/2023		Frandsen Bank	10100	<b>Total</b> \$2,500.00
Refer	0	<u>KWIK TRIP INC</u>	-		
Cash Payment	E 101-42100-418	Vehicle Fuels	PD Fuel		\$767.60
Invoice	23-Oct	11/2/2023			
Cash Payment	E 101-43100-418	Vehicle Fuels	PW Fuel		\$359.33
Invoice	23-Oct	11/2/2023			
Transaction Date	11/2/2023		Frandsen Bank	10100	<b>Total</b> \$1,126.93
Refer	0	<u>LMCIT</u>	-		
Cash Payment	E 101-41000-151	Worker s Comp Insuran	Net Actual Premium Difference Due 5/1/22-5/1/23		\$177.00
Invoice	23-Nov	11/6/2023			
Transaction Date	11/6/2023		Frandsen Bank	10100	<b>Total</b> \$177.00
Refer	0	<u>MANTRONICS MAILING SYSTEMS</u>	-		
Cash Payment	E 101-41000-200	Supplies	Postage Machine Ink		\$184.00
Invoice	52245	10/24/2023			
Transaction Date	10/24/2023		Frandsen Bank	10100	<b>Total</b> \$184.00
Refer	0	<u>MARCO, INC</u>	-		
Cash Payment	E 101-41000-413	Rental	Copier Lease		\$244.93
Invoice	35177162	10/21/2023			
Transaction Date	10/21/2023		Frandsen Bank	10100	<b>Total</b> \$244.93
Refer	0	<u>MENARDS, INC</u>	-		
Cash Payment	E 101-43100-200	Supplies	Pencils, erasers		\$2.68
Invoice	56310	10/26/2023			
Cash Payment	E 101-42100-200	Supplies	VENOM NITRILE Gloves		\$17.97
Invoice	44074	3/25/2023			
Cash Payment	E 101-43100-400	Repairs and Maintenanc	Impact Drill Accessories		\$40.91
Invoice	55458	10/10/2023			
Cash Payment	E 101-45200-200	Supplies	Gloves, winterizing solution		\$87.86
Invoice	56237	10/25/2023			
Cash Payment	E 101-42100-200	Supplies	Candy, office supplies		\$109.30
Invoice	55713	10/15/2023			

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## Payments

Current Period: October 2023

Cash Payment	E 101-43100-400	Repairs and Maintenanc	Toolcat Parts for Repairs		\$40.91
Invoice	55458	10/10/2023			
Cash Payment	E 101-42100-200	Supplies	Trunk or Treat Candy		\$25.50
Invoice	56414	10/27/2023			
Transaction Date	10/26/2023		Frandsen Bank	10100	<b>Total</b> \$325.13
Refer	0	METRONET			
Cash Payment	E 101-41000-321	Telephone & Communi	City Hall		\$122.29
Invoice	23-Oct	11/1/2023			
Cash Payment	E 101-42100-321	Telephone & Communi	PD		\$62.01
Invoice	23-Oct	11/1/2023			
Cash Payment	E 602-49450-321	Telephone & Communi	PW		\$135.11
Invoice	23-Oct	11/1/2023			
Transaction Date	11/1/2023		Frandsen Bank	10100	<b>Total</b> \$319.41
Refer	0	MIDWEST WATER SPECIALTY, INC			
Cash Payment	E 101-41000-200	Supplies	City Hall		\$40.48
Invoice	119062	10/26/2023			
Cash Payment	E 101-42100-200	Supplies	PD		\$20.24
Invoice	119062	10/26/2023			
Cash Payment	E 101-43100-200	Supplies	PW		\$20.24
Invoice	119062	10/26/2023			
Transaction Date	10/26/2023		Frandsen Bank	10100	<b>Total</b> \$80.96
Refer	0	MINNESOTA VALLEY TESTING LA			
Cash Payment	E 601-49400-310	Professional Services	Water Testing		\$53.90
Invoice	1225275	11/2/2023			
Transaction Date	11/2/2023		Frandsen Bank	10100	<b>Total</b> \$53.90
Refer	0	RENT N SAVE			
Cash Payment	E 101-41000-406	Grounds Maintenance	Trenchmaster rental		\$64.80
Invoice	572442	7/19/2023			
Transaction Date	7/19/2023		Frandsen Bank	10100	<b>Total</b> \$64.80
Refer	0	SERVICEMASTER BY AYOTTE			
Cash Payment	E 101-41000-440	Cleaning Service	Cleaning Service - City Hall		\$193.35
Invoice	910784	11/1/2023			
Transaction Date	11/1/2023		Frandsen Bank	10100	<b>Total</b> \$193.35
Refer	0	THE LAWN GUY LLC			
Cash Payment	E 101-41000-406	Grounds Maintenance	Granular Fertilizer		\$82.00
Invoice	14059	10/28/2023			
Transaction Date	10/28/2023		Frandsen Bank	10100	<b>Total</b> \$82.00
Refer	0	T-MOBILE			
Cash Payment	E 101-43100-321	Telephone & Communi	PW Director - Cell Phone Service		\$19.70
Invoice	Oct-23	10/15/2023			
Cash Payment	E 101-43100-321	Telephone & Communi	PW Director Cell Service		\$41.88
Invoice	23-Oct	11/6/2023			
Transaction Date	10/15/2023		Frandsen Bank	10100	<b>Total</b> \$61.58
Refer	0	TYLER JOHNSON			
Cash Payment	E 101-42100-217	Uniforms	3 qty Upper Body Protection System & Patches		\$144.96
Invoice	23-Nov	10/27/2023			



CITY OF DUNDAS

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Payments

Current Period: October 2023

Transaction Date	10/27/2023	Frandsen Bank	10100	<b>Total</b>	<b>\$144.96</b>
Refer	0 WSB & ASSOC INC				-
Cash Payment	E 101-41000-303 Engineering Fees	General Engineering			\$1,625.00
Invoice 23-Sep	10/31/2023				
Cash Payment	E 101-41000-303 Engineering Fees	Retainer			\$800.00
Invoice 23-Sep	10/31/2023				
Cash Payment	E 101-41000-303 Engineering Fees	Survey			\$76.00
Invoice 23-Sep	10/31/2023				
Cash Payment	E 602-49450-303 Engineering Fees	Preliminary Effluent Review Study			\$788.50
Invoice 23-Sep	10/31/2023				
Cash Payment	E 602-49450-303 Engineering Fees	Comp Sanitary Sewer System Plan			\$5,484.00
Invoice 23-Sep	10/31/2023				
Cash Payment	E 410-43100-500 Capital Outlay	PW Cold Storage			\$635.00
Invoice 23-Sep	10/31/2023				
Cash Payment	E 410-43100-500 Capital Outlay	PW Cold Storage			\$167.00
Invoice 23-Sep	10/31/2023				
Cash Payment	G 430-22006 Escrow - 80 West Ave	West Ave Apts			\$1,192.00
Invoice 23-Sep	10/31/2023				
Cash Payment	E 101-41910-303 Engineering Fees	Public Planning Projects - N Sparks			\$1,435.00
Invoice 23-Sep	10/31/2023				
Cash Payment	G 430-22023 Escrow-Tractor Supply	Planning N Sparks- Tractor Supply			\$1,897.50
Invoice 23-Sep	10/31/2023		Project 22023		
Cash Payment	G 430-22023 Escrow-Tractor Supply	Plan Review			\$3,363.00
Invoice 23-Sep	10/31/2023		Project 22023		
Cash Payment	G 430-22023 Escrow-Tractor Supply	Planning N Sparks- Tractor Supply			\$175.00
Invoice 23-Sep	10/31/2023		Project 22023		
Transaction Date	10/31/2023	Frandsen Bank	10100	<b>Total</b>	<b>\$17,638.00</b>
Refer	0 YOOZ INC				-
Cash Payment	E 101-41000-433 Dues and Subscriptions	Yooz Gold Edition 250			\$1,365.00
Invoice INV231100298	11/1/2023				
Transaction Date	11/1/2023	Frandsen Bank	10100	<b>Total</b>	<b>\$1,365.00</b>
Refer	0 FRANDSEN BANK & TRUST				-
Cash Payment	G 101-21708 H.S.A. Withholdings	HSA PP #22 - M Summer			\$70.00
Invoice					
Transaction Date	11/9/2023	Frandsen Bank	10100	<b>Total</b>	<b>\$70.00</b>

Payments

Current Period: October 2023

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND		\$34,318.39
225 STORM SEWER		\$362.50
410 PUBLIC WORKS CAPITAL OUTLAY		\$40,228.42
430 ESCROW DEPOSITS		\$6,627.50
601 WATER		\$17,043.76
602 SEWER		\$27,566.00
603 REFUSE		\$9,171.42
		<hr/>
		\$135,317.99

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$135,317.99
Total	<hr/>
	\$135,317.99



# 3rd Quarter Report

## City of Dundas

Dundas, Minnesota

As of September 30, 2023



***Edina Office***

5201 Eden Avenue, Ste 250

Edina, MN 55436

**P** 952.835.9090

**F** 952.835.3261

November 8, 2023

## ACCOUNTANT'S COMPILATION REPORT

Honorable Mayor and City Council  
City of Dundas  
Dundas, Minnesota

We have compiled the accompanying statement of revenues and expenditures for the General Fund and statements of revenues and expenses for the enterprise funds of the City of Dundas as of September 30, 2023 for the quarter then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Sincerely,

Abdo Financial Solutions

***Edina Office***

5201 Eden Avenue, Ste 250  
Edina, MN 55436  
P 952.835.9090  
F 952.835.3261

November 8, 2023

Honorable Mayor and City Council  
 City of Dundas  
 Dundas, Minnesota

Dear Honorable Mayor and City Council:

We have reconciled all bank accounts through September 30, 2023 and reviewed activity in all funds. The following is a summary of our observations. All information presented is unaudited.

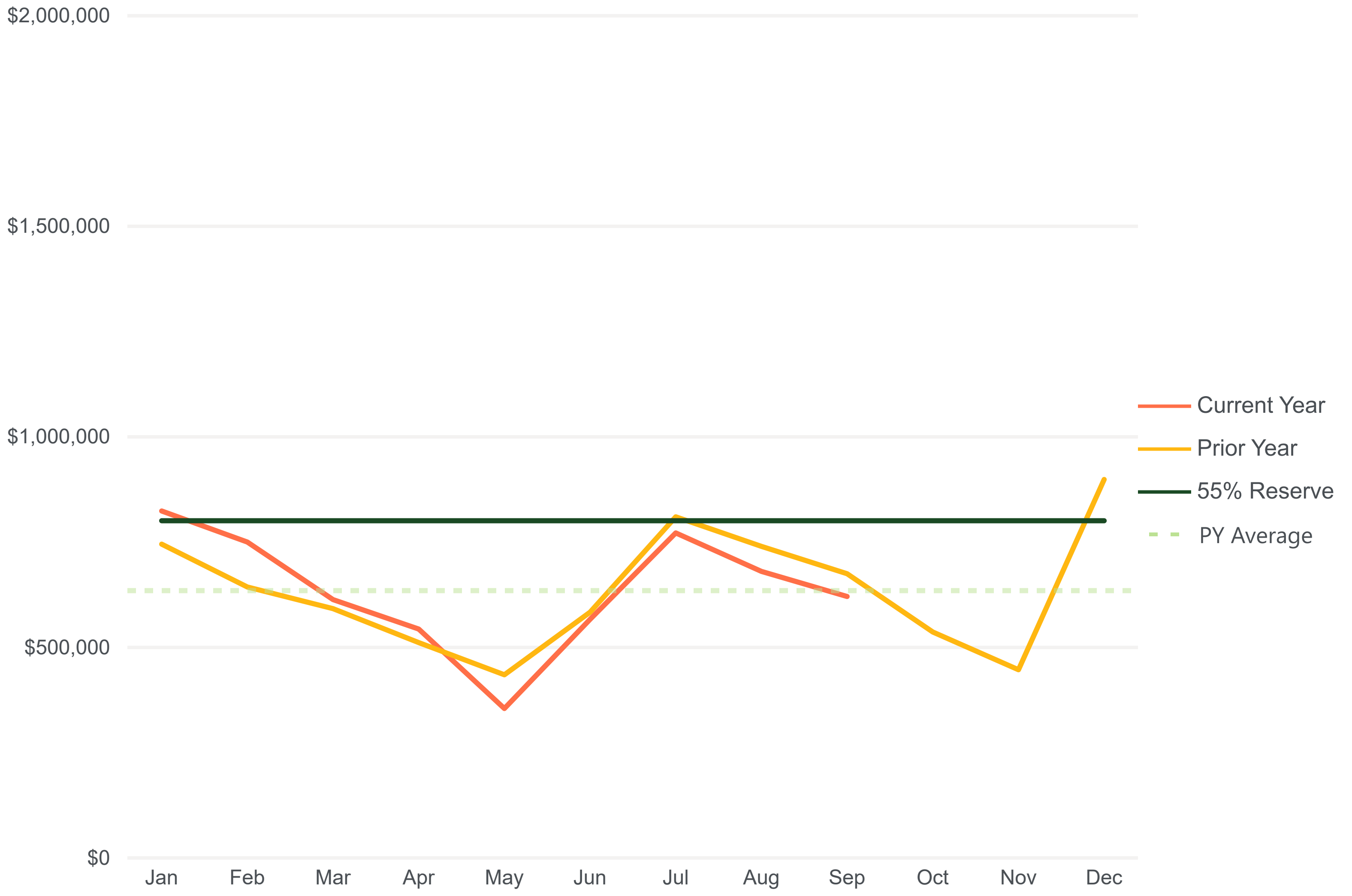
### Cash and Investments

The City's cash and investment balances are as follows:

	9/30/2023	12/31/2022	Increase/ (Decrease)
Checking	681,742	1,176,763	(495,021)
Investments	2,780,571	2,700,309	80,262
<b>Total Cash and Investments</b>	<b>3,462,313</b>	<b>3,877,072</b>	<b>(414,759)</b>

	9/30/2023	12/31/2022	Increase/ (Decrease)
Brokered CD	945,000	480,200	464,800
Brokered Securities	0	447,889	(447,889)
Checking	681,742	1,176,763	(495,021)
Money Market	1,835,571	1,772,220	63,351
<b>Total Investments</b>	<b>3,462,313</b>	<b>3,877,072</b>	<b>(414,759)</b>

# General Fund Cash Balances



Current short-term rates being offered by financial institutions are very low as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

Treasury Yields									
Date	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
6/29/2018	1.77	1.93	2.11	2.33	2.52	2.63	2.73	2.81	2.85
9/28/2018	2.12	2.19	2.36	2.59	2.81	2.88	2.94	3.01	3.05
12/31/2018	2.44	2.45	2.56	2.63	2.48	2.46	2.51	2.59	2.69
3/29/2019	2.44	2.43	2.44	2.39	2.31	2.28	2.31	2.41	2.52
6/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
9/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	1.68
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
3/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
6/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66
9/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47	0.69
12/31/2020	0.08	0.08	0.09	0.09	0.10	0.13	0.17	0.36	0.65
3/31/2021	0.01	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40
6/30/2021	0.05	0.05	0.06	0.07	0.25	0.46	0.87	1.21	1.45
9/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44	1.52
3/31/2022	0.17	0.52	1.06	1.63	2.28	2.45	2.42	2.40	2.32
6/30/2022	1.28	1.72	2.51	2.80	2.92	2.99	3.01	3.04	2.98
9/30/2022	2.79	3.33	3.92	4.05	4.22	4.25	4.06	3.97	3.83
12/30/2022	4.12	4.42	4.76	4.73	4.41	4.22	3.99	3.96	3.88
3/31/2023	4.74	4.85	4.94	4.64	4.06	3.81	3.60	3.55	3.48
6/30/2023	5.24	5.43	5.47	5.40	4.87	4.49	4.13	3.97	3.81
9/30/2023	5.55	5.55	5.53	5.46	5.03	4.80	4.60	4.61	4.59

\* \* \* \* \*

This information is unaudited and is intended solely for the information and use of management and City Council and is not intended and should not be used by anyone other than these specified parties.

If you have any questions or wish to discuss any of the items contained in this letter or the attachments, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Sincerely,

ABDO FINANCIAL SOLUTIONS

City of Dundas, Minnesota  
Statement of Revenues and Expenditures -  
Budget and Actual -  
General Fund (Unaudited)  
For the Nine Months Ended September 30, 2023

	Annual Budget	YTD Budget	YTD Actual	Variance	Percent of YTD Budget Received or Expended		
<b>Revenues</b>							
⊕ Taxes	1,084,330	813,248	560,033	(253,214)	68.9%	↓	①
⊕ Intergovernmental	187,283	140,462	103,653	(36,809)	73.8%	↓	②
⊕ Licenses and permits	136,000	102,000	80,981	(21,019)	79.4%	↓	③
⊕ Charges for Services	33,700	25,275	15,728	(9,547)	62.2%	↓	
⊕ Fines and forfeitures	10,000	7,500	8,429	929	112.4%	↑	
⊕ Interest earnings	1,000	750	15,560	14,810	2,074.6%	↑	
⊕ Miscellaneous revenue	0	0	1,390	1,390	0.0%	→	
⊕ Contributions and donations	0	0	253	253	0.0%	→	
<b>Total</b>	<b>1,452,313</b>	<b>1,089,235</b>	<b>786,027</b>	<b>(303,208)</b>	<b>72.2%</b>	<b>↓</b>	
<b>Expenditures</b>							
⊕ General government	(285,633)	(214,225)	(256,441)	(42,217)	119.7%	↓	
⊕ City council	(30,030)	(22,523)	(23,515)	(992)	104.4%	→	
⊕ Planning and zoning	(89,940)	(67,455)	(43,474)	23,981	64.5%	↑	④
⊕ Civil defense	(300)	(225)	0	225	0.0%	↑	
⊕ Animal control	(500)	(375)	0	375	0.0%	↑	
⊕ Fire	(72,000)	(54,000)	(72,478)	(18,478)	134.2%	↓	⑤
⊕ Police	(446,105)	(334,579)	(333,486)	1,092	99.7%	→	
⊕ Building inspection	(110,595)	(82,946)	(67,459)	15,487	81.3%	↑	
⊕ Highways, streets and roads	(274,735)	(206,051)	(158,446)	47,605	76.9%	↑	⑥
⊕ Parks	(88,000)	(66,000)	(80,883)	(14,883)	122.6%	↓	
⊕ Economic Development	0	0	(1,526)	(1,526)	0.0%	→	
⊕ Street Lighting	(30,000)	(22,500)	(19,207)	3,293	85.4%	↑	
⊕ Debt Service	(24,475)	(18,356)	0	18,356	0.0%	↑	⑦
<b>Total</b>	<b>(1,452,313)</b>	<b>(1,089,235)</b>	<b>(1,056,916)</b>	<b>32,319</b>	<b>97.0%</b>	<b>→</b>	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>(270,889)</b>	<b>(270,889)</b>		<b>→</b>	



Explanation of Items Percentage Received/Expended Less than 80% or  
Greater than 120% and \$ Variance Greater than \$15,000.

Number	Comment
①	Typically property taxes are received in July and December (with a 70% advance in June). Variance will dissipate as remaining levy amounts are received by City.
②	Local Government Aid will be received in December. Variance will dissipate in the 4th quarter.
③	Under budget due to several large building permits in 3rd quarter of 2022.
④	Variance due to payment made in October of 2023 for Annexation Reserve District Tax payment.
⑤	1st and 2nd half NAFRS contributions have already been paid for 2023.
⑥	Variance due to large expenses for seal coating and mill and overlay in 2022. No seal coat or mill/overlay projects have been completed through 3rd quarter of 2023.
⑦	General Fund bond obligation matured in February 2022.

City of Dundas, Minnesota  
 Unaudited Cash Balances by Fund  
 December 31, 2022 and September 30, 2023

	PY Quarter Balance	PY Ending Balance	Quarter Ending Balance	YTD Change	YTD % Change	
▲ ⊕ General	672,920	896,786	618,874	(277,912)	(44.9%)	①
⊕ Gambling Special Fund	17,662	17,749	36,826	19,077	51.8%	
⊕ EDA	7,428	21,424	31,174	9,750	31.3%	
⊕ Storm Sewer Fund	406,108	417,161	373,009	(44,152)	(11.8%)	
⊕ Debt Service 2013A	53,875	113,477	60,487	(52,989)	(87.6%)	②
⊕ Debt Service 2018A	(26,254)	2,842	(21,203)	(24,045)	113.4%	
⊕ Debt Service 2020A	(55,926)	14,277	(47,474)	(61,751)	130.1%	③
⊕ Capital Projects	0	1,234	0	(1,234)	0.0%	
⊕ Public Works Capital Outlay	275,493	133,755	190,366	56,610	29.7%	④
⊕ Public Safety Capital Outlay	25,194	31,856	39,375	7,520	19.1%	
⊕ Parks & Recreation Capital Outlay	467,943	412,804	306,321	(106,483)	(34.8%)	⑤
⊕ Escrow Deposits	25,178	8,384	9,081	697	7.7%	
⊕ Water Fund	773,641	768,289	723,146	(45,143)	(6.2%)	
⊕ Sewer Fund	1,054,729	903,522	996,187	92,665	9.3%	⑥
⊕ Refuse Fund (Garbage)	127,708	133,511	146,145	12,634	8.6%	
<b>Total</b>	<b>3,825,699</b>	<b>3,877,069</b>	<b>3,462,313</b>	<b>(414,756)</b>		

Explanation of Changes Greater than \$50,000

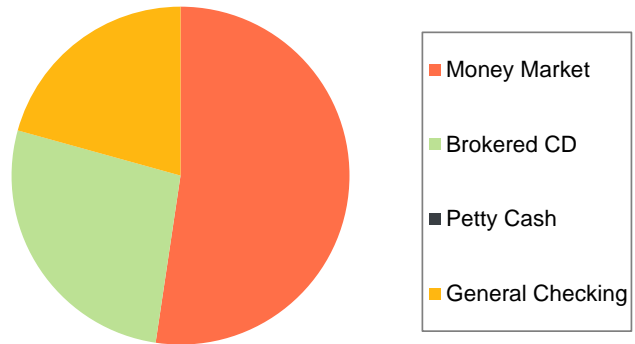
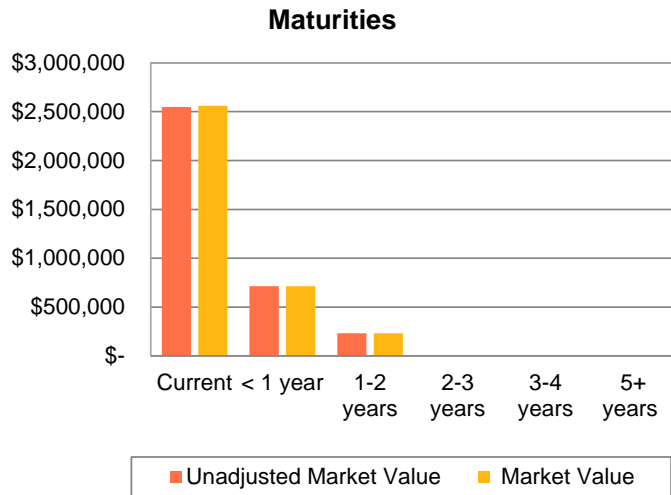
Number	Comment
①	Variance due to property taxes typically received in July and December. Further explanations provided on the Statement of Revenues and Expenditures.
②	Variance due to the timing of scheduled bond payment.
③	Variance due to the timing of scheduled bond payment.
④	Increase due to transfer from Fund 426 of \$108,999 per Resolution 2023-10 in May 2023, as well as timing of property tax receipts and capital outlay expenses.
⑤	Decrease due to transfer to Fund 410 of \$108,999 per Resolution 2023-10 in May 2023.
⑥	Increase due to several sewer connections performed in Q1-Q3 2023 and lower wastewater treatment bills compared to 2022. Further explanations provided on Sewer Statement of Revenues and Expenditures.

City of Dundas  
Schedule of Cash and Investments  
For the Month Ending September 30, 2023

N LEAP YEAR ( Y or N)										Unadjusted		Market Value	Unrealized
Identification										Market Value	Market Value	Gain / Loss	
FDIC	(CUSIP or Acct #)	Institution	Description	Type	Market Value 1/1/2023	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	9/30/2023	9/30/2023		
	35406-101	<b>4M FUND</b>	<b>4M - GENERAL</b>	Money Market	\$ 1,385,650.51	\$ 692,000.00	\$ (706,800.00)	\$ 13,660.16	\$ 51,560.56	\$ 1,436,071.23	\$ 1,436,071.23	\$ -	
	35406-101	<b>4M FUND</b>	<b>LTD</b>	Money Market	298,199.82	-	-	-	-	298,199.82	307,860.78	9,660.96	
	295161-1	<b>4M FUND</b>	<b>SERVISFIRST BANK, FL</b>	Brokered CD	238,200.00	-	-	-	-	238,200.00	238,200.00	-	
	1346334-1	<b>4M FUND</b>	<b>Financial Federal Bank</b>	Brokered CD	-	238,450.00	-	-	-	238,450.00	238,450.00	-	
	1350558-1	<b>4M FUND</b>	<b>Global Bank</b>	Brokered CD	-	237,450.00	-	-	-	237,450.00	237,450.00	-	
	1352001-1	<b>4M FUND</b>	<b>Modern Bank, National Assn</b>	Brokered CD	-	230,900.00	-	-	-	230,900.00	230,900.00	-	
	35406-401	<b>4M FUND</b>	<b>American Rescue Plan Act Funds</b>	Money Market	88,369.49	-	-	-	3,269.37	91,638.86	91,638.86	-	
					<b>2,700,308.52</b>	<b>1,398,800.00</b>	<b>(1,398,800.00)</b>	<b>-</b>	<b>68,490.09</b>	<b>2,768,798.61</b>	<b>2,780,570.87</b>	<b>11,772.26</b>	
XXXXXXXXXXXX	0004	<b>FRANSDEN BANK &amp; TRUST</b>	<b>FRANSDEN BANK &amp; TRUST</b>	General Checking	1,269,549.21	2,114,819.32	(2,662,341.80)	-	3,346.34	725,373.07	725,373.07	-	
101-10200		<b>PETTY CASH</b>	<b>PETTY CASH</b>	Petty Cash	100.00	80.00	(80.00)	-	-	100.00	100.00	-	
					<b>1,269,649.21</b>	<b>2,114,899.32</b>	<b>(2,662,421.80)</b>	<b>-</b>	<b>3,346.34</b>	<b>725,473.07</b>	<b>725,473.07</b>	<b>-</b>	
Total Cash and Investments					<b>\$ 3,969,957.73</b>	<b>\$ 3,513,699.32</b>	<b>\$ (4,061,221.80)</b>	<b>\$ -</b>	<b>\$ 71,836.43</b>	<b>\$ 3,494,271.68</b>	<b>\$ 3,506,043.94</b>	<b>\$ 11,772.26</b>	

		Reconciling Items	
\$	1,168.70	Deposits in Transit	\$ 416.09
\$	(94,057.73)	Outstanding Checks	\$ (44,147.18)
\$	<u>3,877,068.70</u>	Reconciled Balance	<u>\$ 3,462,312.85</u>

City of Dundas  
 Schedule of Cash and Investments  
 For the Month Ending September 30, 2023



Maturity	Unadjusted Market Value 9/30/2023	Market Value 9/30/2023	Variance 9/30/2023
Current	\$ 2,549,271.68	\$ 2,561,043.94	\$ 11,772.26
< 1 year	714,100.00	714,100.00	-
1-2 years	230,900.00	230,900.00	-
2-3 years	-	-	-
3-4 years	-	-	-
5+ years	-	-	-
	<u>\$ 3,494,271.68</u>	<u>\$ 3,506,043.94</u>	<u>11,772.26</u>

Weighted average Rate of return	1.11%	9/30/2023
Average Maturity (years)	0.32%	9/30/2023

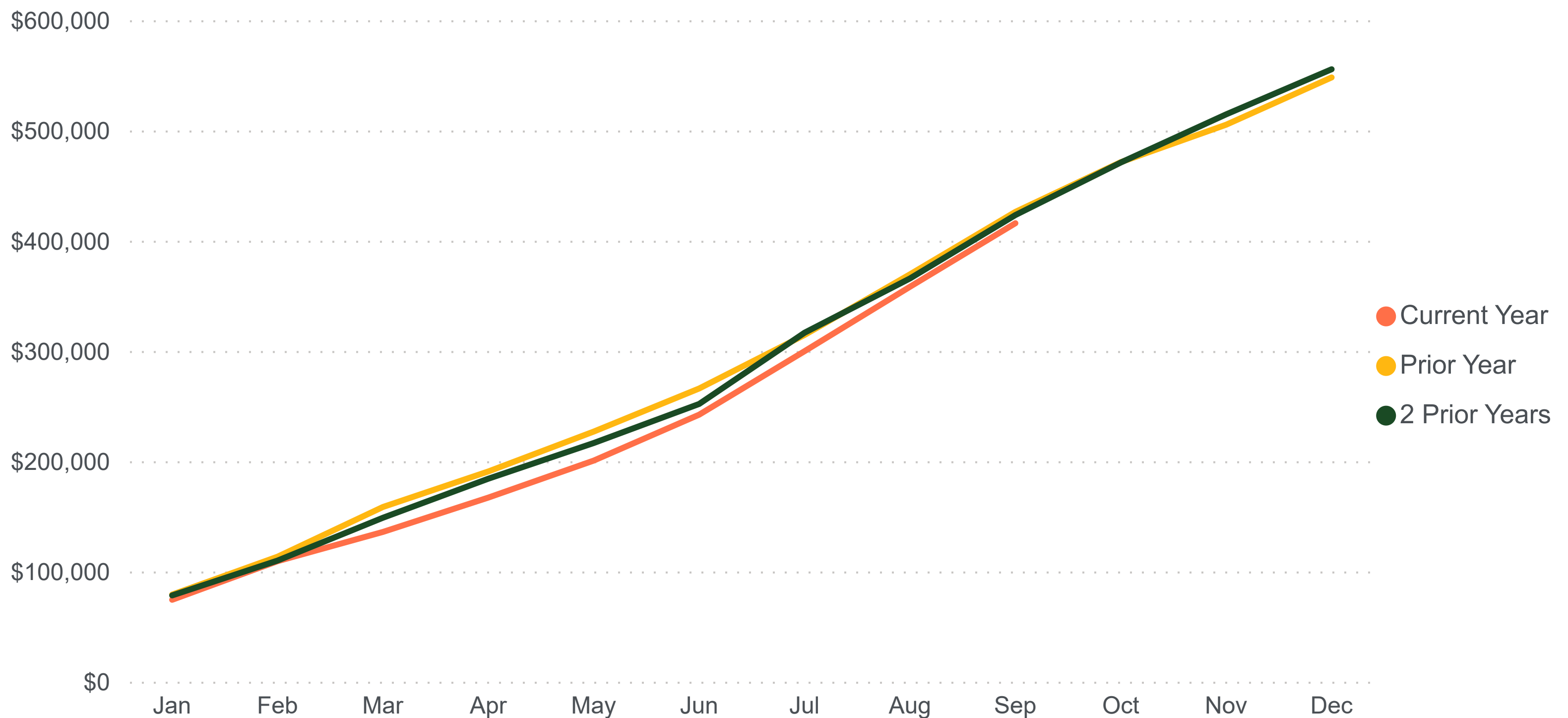
Investment Type	Market Value 9/30/2023
Money Market	\$ 1,835,570.87
Brokered CD	945,000.00
Petty Cash	100.00
General Checking	725,373.07
	<u>\$ 3,506,043.94</u>

<b>Operating Account</b>	
O/S Deposits	\$ 416.09
O/S Checks	(44,147.18)
	<u>\$ 3,462,312.85</u>

City of Dundas, Minnesota  
Statement of Revenues and Expenditures -  
Budget and Actual -  
Water Fund (Unaudited)  
For the Nine Months Ended September 30, 2023

	PY YTD Balance	YTD Balance	YOY Variance	CY as a Percent of PY	
<b>Revenues</b>					
⊕ Charges for Services	426,233	415,938	(10,294)	97.6%	
⊕ Interest Income	556	15,862	15,306	2,852.7%	①
<b>Total</b>	<b>426,789</b>	<b>431,800</b>	<b>5,012</b>	<b>101.2%</b>	
<b>Expenses</b>					
⊕ Salaries and Benefits	(75,063)	(94,861)	(19,798)	126.4%	②
⊕ Supplies	(227,587)	(39,554)	188,033	17.4%	③
⊕ Other Services and Charges	(25,669)	(35,838)	(10,169)	139.6%	
⊕ Repair and Maintenance	(66,155)	(52,187)	13,967	78.9%	
⊕ Utilities	(29,455)	(30,589)	(1,134)	103.9%	
⊕ Interest	(30,005)	(25,430)	4,575	84.8%	
⊕ Depreciation	(170,936)	(172,427)	(1,490)	100.9%	
<b>Total</b>	<b>(624,870)</b>	<b>(450,885)</b>	<b>173,984</b>	<b>72.2%</b>	
<b>Total</b>	<b>(198,081)</b>	<b>(19,085)</b>	<b>178,996</b>		

Water Revenue by Year



Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$15,000.

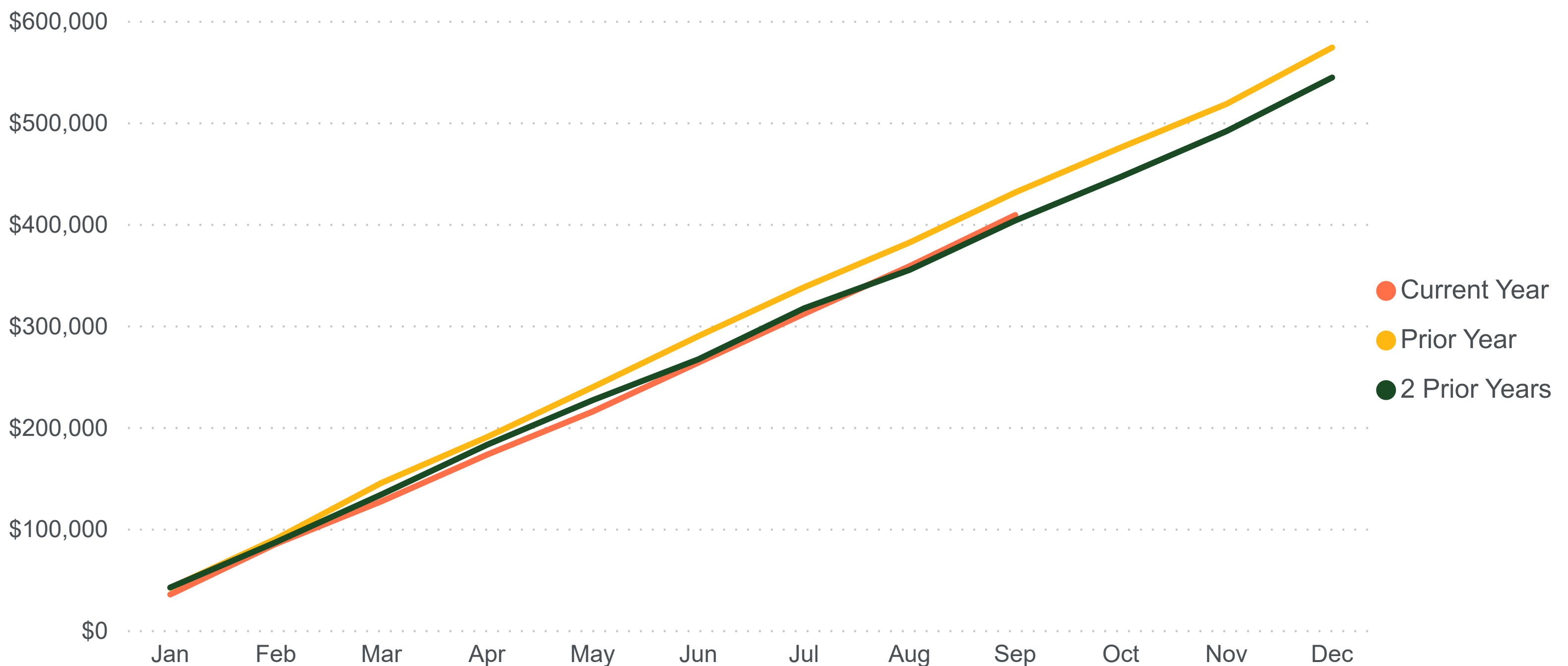
Number Comment

- 
- |   |   |
|---|---|
| ① | Favorable variance due to improvement in investment market for 2023.                                      |
| ② | Variance due to new Water/Sewer position added in March 2022 and a change in payroll allocation for 2023. |
| ③ | Variance due to the purchase of several meters and maintenance parts in 2022.                             |

City of Dundas, Minnesota  
Statement of Revenues and Expenditures -  
Budget and Actual -  
Sewer Fund (Unaudited)  
For the Nine Months Ended September 30, 2023

	PY YTD Balance	YTD Balance	YOY Variance	CY as a Percent of PY	
<b>Revenues</b>					
Charges for Services	431,004	408,741	(22,263)	94.8%	
Interest earnings	1,116	23,613	22,497	2,116.4%	①
Intergovernmental	89,939	0	(89,939)	0.0%	②
<b>Total</b>	<b>522,059</b>	<b>432,353</b>	<b>(89,706)</b>	<b>82.8%</b>	
<b>Expenses</b>					
Salaries and Benefits	(53,143)	(67,138)	(13,994)	126.3%	
Supplies	(555)	(343)	212	61.8%	
Other Services and Charges	(25,382)	(46,574)	(21,192)	183.5%	③
Repair and Maintenance	(12,149)	(31,252)	(19,103)	257.2%	④
Utilities	(167,229)	(148,607)	18,622	88.9%	
Interest	(13,388)	(12,073)	1,315	90.2%	
Depreciation	(187,553)	(188,415)	(862)	100.5%	
<b>Total</b>	<b>(459,400)</b>	<b>(494,402)</b>	<b>(35,003)</b>	<b>107.6%</b>	
<b>Total</b>	<b>62,659</b>	<b>(62,049)</b>	<b>(124,708)</b>		

Sewer Revenue by Year



Explanation of Items Percentage Received/Expended Less than 80%  
or Greater than 120% and \$ Variance Greater than \$15,000.

Number Comment

Number	Comment
①	Favorable variance due to improvement in investment market for 2023.
②	Variance due to receiving ARPA funds in 2022.
③	Variance due to payments made to WSB & Associates Inc. for Comprehensive Sanitary Sewer System Plan in Q2 of 2023.
④	Variance due to hydro jetting in the amount of \$20k that was paid in July of 2023.



**City of Dundas**  
**Abdo Revenue Guideline**

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Act Status	Account Descr	2023 YTD Budget	2023 YTD Amt	September 2023 Amt	2023 YTD Balance	%YTD Budget
<b>101 GENERAL FUND</b>						
Active	R 101-31010 Current Ad Valorem Taxes	\$1,084,330.00	\$556,178.17	\$0.00	\$528,151.83	51.29%
Active	R 101-32110 Liquor License	\$10,000.00	\$11,600.00	\$0.00	-\$1,600.00	116.00%
Active	R 101-32180 Other Licenses/Permits	\$3,000.00	\$3,050.00	\$100.00	-\$50.00	101.67%
Active	R 101-32210 Building Permits	\$75,000.00	\$41,616.54	\$10,833.75	\$33,383.46	55.49%
Active	R 101-32220 HVAC Permit	\$3,000.00	\$1,313.06	\$0.00	\$1,686.94	43.77%
Active	R 101-32230 Plumbing Connection Permits	\$5,000.00	\$1,073.00	\$0.00	\$3,927.00	21.46%
Active	R 101-32270 Plan Check	\$40,000.00	\$22,328.87	\$6,716.94	\$17,671.13	55.82%
Active	R 101-33401 Local Government Aid	\$160,833.00	\$80,416.50	\$0.00	\$80,416.50	50.00%
Active	R 101-33402 Market Value Credit	\$450.00	\$0.00	\$0.00	\$450.00	0.00%
Active	R 101-33416 Police Training Reimbursement	\$0.00	\$1,458.00	\$1,458.00	-\$1,458.00	0.00%
Active	R 101-33430 State Police Aid	\$25,000.00	\$21,778.85	\$21,778.85	\$3,221.15	87.12%
Active	R 101-33630 TZD Police	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 101-34000 Charges for Services	\$0.00	\$10.00	\$0.00	-\$10.00	0.00%
Active	R 101-34103 Zoning and Subdivision Fees	\$10,000.00	\$0.00	-\$1,200.00	\$10,000.00	0.00%
Active	R 101-34107 Assessment Search Fees	\$1,500.00	\$1,071.36	\$60.00	\$428.64	71.42%
Active	R 101-34200 Public Safety Charges for Srvs	\$0.00	\$3,100.00	\$1,600.00	-\$3,100.00	0.00%
Active	R 101-34203 Accident/Police Report	\$0.00	\$60.00	\$5.00	-\$60.00	0.00%
Active	R 101-34780 Park Fees	\$2,500.00	\$4,432.00	\$425.75	-\$1,932.00	177.28%
Active	R 101-34800 Franchise & Licensing Revenue	\$15,500.00	\$4,254.42	\$0.00	\$11,245.58	27.45%
Active	R 101-34950 Other Revenues	\$0.00	\$1,385.00	-\$115.00	-\$1,385.00	0.00%
Active	R 101-35000 Fines and Forfeits	\$10,000.00	\$8,428.57	\$1,382.65	\$1,571.43	84.29%
Active	R 101-36100 Specl Assessments-PPD	\$0.00	\$3,855.19	\$0.00	-\$3,855.19	0.00%
Active	R 101-36210 Interest Earnings	\$1,000.00	\$15,559.50	\$1,445.25	-\$14,559.50	1555.95%
Active	R 101-36220 Rent and Royalties	\$4,200.00	\$2,800.00	\$350.00	\$1,400.00	66.67%
Active	R 101-36230 Contributions and Donations	\$0.00	\$253.00	\$0.00	-\$253.00	0.00%
Active	R 101-36300 Refunds and reimbursements	\$0.00	\$5.05	\$0.00	-\$5.05	0.00%
<b>101 GENERAL FUND</b>		<b>\$1,452,313.00</b>	<b>\$786,027.08</b>	<b>\$44,841.19</b>	<b>\$666,285.92</b>	
<b>201 GAMBLING</b>						
Active	R 201-36210 Interest Earnings	\$250.00	\$884.60	\$85.45	-\$634.60	353.84%
Active	R 201-36230 Contributions and Donations	\$20,000.00	\$8,182.23	\$0.00	\$11,817.77	40.91%
<b>201 GAMBLING</b>		<b>\$20,250.00</b>	<b>\$9,066.83</b>	<b>\$85.45</b>	<b>\$11,183.17</b>	
<b>225 STORM SEWER</b>						
Active	R 225-34303 Storm Water Management Fee	\$86,310.00	\$62,506.33	\$13,100.29	\$23,803.67	72.42%
Active	R 225-34460 Storm Sewer Penalty	\$200.00	\$322.61	\$93.86	-\$122.61	161.31%
Active	R 225-36210 Interest Earnings	\$3,219.00	\$9,073.64	\$864.82	-\$5,854.64	281.88%
<b>225 STORM SEWER</b>		<b>\$89,729.00</b>	<b>\$71,902.58</b>	<b>\$14,058.97</b>	<b>\$17,826.42</b>	
<b>235 ECONOMIC DEVELOPMENT AUTHORITY</b>						
Active	R 235-31000 General Property Taxes	\$38,527.00	\$19,263.50	\$0.00	\$19,263.50	50.00%
Active	R 235-36210 Interest Earnings	\$0.00	\$638.29	\$70.63	-\$638.29	0.00%
<b>235 ECONOMIC DEVELOPMENT AUTHORITY</b>		<b>\$38,527.00</b>	<b>\$19,901.79</b>	<b>\$70.63</b>	<b>\$18,625.21</b>	
<b>300 2013A GO BONDS</b>						
Active	R 300-31000 General Property Taxes	\$115,613.00	\$57,806.50	\$0.00	\$57,806.50	50.00%
Active	R 300-36210 Interest Earnings	\$405.00	\$981.66	\$140.35	-\$576.66	242.39%
<b>300 2013A GO BONDS</b>		<b>\$116,018.00</b>	<b>\$58,788.16</b>	<b>\$140.35</b>	<b>\$57,229.84</b>	
<b>304 2018A GO BONDS</b>						
Active	R 304-31000 General Property Taxes	\$62,171.00	\$31,085.50	\$0.00	\$31,085.50	50.00%

Act Status	Account Descr	2023 YTD Budget	2023 YTD Amt	September 2023 Amt	2023 YTD Balance	%YTD Budget
304	2018A GO BONDS	\$62,171.00	\$31,085.50	\$0.00	\$31,085.50	
305	2020A GO BONDS					
Active	R 305-31000 General Property Taxes	\$142,925.00	\$71,462.50	\$0.00	\$71,462.50	50.00%
305	2020A GO BONDS	\$142,925.00	\$71,462.50	\$0.00	\$71,462.50	
401	CAPITAL PROJECTS					
Active	R 401-36210 Interest Earnings	\$0.00	-\$1,233.72	\$0.00	\$1,233.72	0.00%
401	CAPITAL PROJECTS	\$0.00	-\$1,233.72	\$0.00	\$1,233.72	
410	PUBLIC WORKS CAPITAL OUTLAY					
Active	R 410-31000 General Property Taxes	\$46,351.00	\$23,175.50	\$0.00	\$23,175.50	50.00%
Active	R 410-36210 Interest Earnings	\$0.00	\$4,591.76	\$441.71	-\$4,591.76	0.00%
Active	R 410-39101 Sales of General Fixed Assets	\$0.00	\$30,000.00	\$0.00	-\$30,000.00	0.00%
Active	R 410-39203 Transfer from Other Fund	\$108,999.00	\$108,999.00	\$0.00	\$0.00	100.00%
410	PUBLIC WORKS CAPITAL OUTLAY	\$155,350.00	\$166,766.26	\$441.71	-\$11,416.26	
425	PUBLIC SAFETY CAPITAL OUTLAY					
Active	R 425-31000 General Property Taxes	\$13,260.00	\$6,630.00	\$0.00	\$6,630.00	50.00%
Active	R 425-36210 Interest Earnings	\$556.00	\$889.58	\$91.36	-\$333.58	160.00%
425	PUBLIC SAFETY CAPITAL OUTLAY	\$13,816.00	\$7,519.58	\$91.36	\$6,296.42	
426	PARKS & REC. CAPITAL OUTLAY					
Active	R 426-31000 General Property Taxes	\$40,000.00	\$20,000.00	\$0.00	\$20,000.00	50.00%
Active	R 426-36210 Interest Earnings	\$0.00	\$9,198.03	\$710.77	-\$9,198.03	0.00%
426	PARKS & REC. CAPITAL OUTLAY	\$40,000.00	\$29,198.03	\$710.77	\$10,801.97	
601	WATER					
Active	R 601-34800 Franchise & Licensing Revenue	\$55,000.00	\$57,618.76	\$0.00	-\$2,618.76	104.76%
Active	R 601-36210 Interest Earnings	\$4,462.00	\$15,862.14	\$1,676.41	-\$11,400.14	355.49%
Active	R 601-37100 Water Sales	\$422,366.00	\$333,697.58	\$52,175.61	\$88,668.42	79.01%
Active	R 601-37150 Water Connect/Reconnect Fee	\$42,436.00	\$13,144.50	\$2,344.50	\$29,291.50	30.97%
Active	R 601-37160 Penalties and Interest	\$0.00	\$2,070.11	\$241.07	-\$2,070.11	0.00%
Active	R 601-37170 Sale of Water Meters	\$10,000.00	\$7,643.03	\$961.98	\$2,356.97	76.43%
Active	R 601-37171 Inspection Fees	\$500.00	\$875.00	\$125.00	-\$375.00	175.00%
Active	R 601-37173 Admin Setup Fee Water Meters	\$1,500.00	\$841.57	\$70.34	\$658.43	56.10%
Active	R 601-37174 Software Fee Water Meters	\$3,050.00	\$125.00	\$0.00	\$2,925.00	4.10%
Active	R 601-39999 Prior Period Adjustment	\$0.00	-\$77.54	\$1,724.21	\$77.54	0.00%
601	WATER	\$539,314.00	\$431,800.15	\$59,319.12	\$107,513.85	
602	SEWER					
Active	R 602-36210 Interest Earnings	\$2,177.00	\$23,612.61	\$2,310.29	-\$21,435.61	1084.64%
Active	R 602-37200 Sewer Sales	\$477,938.00	\$388,538.71	\$46,860.67	\$89,399.29	81.29%
Active	R 602-37250 Sewer Connect/Reconnect Fee	\$53,045.00	\$17,104.89	\$3,104.89	\$35,940.11	32.25%
Active	R 602-37260 Swr Penalty	\$2,110.00	\$3,096.95	\$356.49	-\$986.95	146.77%
602	SEWER	\$535,270.00	\$432,353.16	\$52,632.34	\$102,916.84	
603	REFUSE					
Active	R 603-36200 Miscellaneous Revenues	\$0.00	\$872.55	\$111.86	-\$872.55	0.00%
Active	R 603-36210 Interest Earnings	\$1,413.00	\$3,550.60	\$339.10	-\$2,137.60	251.28%
Active	R 603-37300 Refuse (Garbage) Charges	\$122,354.00	\$88,372.27	\$9,612.06	\$33,981.73	72.23%
603	REFUSE	\$123,767.00	\$92,795.42	\$10,063.02	\$30,971.58	
		\$3,329,450.00	\$2,207,433.32	\$182,454.91	\$1,122,016.68	

Abdo Expenditure Guideline

Act Status	Account Descr	2023 YTD Budget	2023 YTD Amt	September 2023 Amt	2023 YTD Balance	%YTD Budget
101 GENERAL FUND						
Active	E 101-42400-321 Telephone & Communications	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-42400-134 Employer Paid Life	\$0.00	\$1.01	\$0.22	-\$1.01	0.00%
Active	E 101-42400-151 Worker s Comp Insurance Pre	\$3,860.00	\$5,370.71	\$0.00	-\$1,510.71	139.14%
Active	E 101-42400-200 Supplies	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
Active	E 101-42400-309 EDP, Software and Design	\$485.00	\$5,000.00	\$0.00	-\$4,515.00	1030.93%
Active	E 101-42400-311 Bldg Permit Expense	\$15,000.00	\$4,038.62	-\$52.92	\$10,961.38	26.92%
Active	E 101-42400-312 Plan Review Expense	\$15,000.00	\$6,922.02	\$0.00	\$8,077.98	46.15%
Active	E 101-43100-121 PERA	\$5,840.00	\$4,783.38	\$488.87	\$1,056.62	81.91%
Active	E 101-42400-315 Plumbing Permit Expense	\$1,000.00	\$55.51	\$0.00	\$944.49	5.55%
Active	E 101-42400-122 Payroll Taxes	\$4,840.00	\$2,484.33	\$549.16	\$2,355.67	51.33%
Active	E 101-42400-430 Miscellaneous	\$0.00	\$8,600.00	\$0.00	-\$8,600.00	0.00%
Active	E 101-42500-381 Electricity	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-42500-400 Repairs and Maintenance	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 101-42700-300 Professional Services	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-43100-100 Salaries and Wages	\$77,890.00	\$57,140.51	\$6,115.08	\$20,749.49	73.36%
Active	E 101-42100-330 Travel	\$0.00	\$398.11	\$0.00	-\$398.11	0.00%
Active	E 101-42400-314 Mechanical Permit Expense	\$1,000.00	\$62.80	\$0.00	\$937.20	6.28%
Active	E 101-42100-433 Dues and Subscriptions	\$3,400.00	\$3,661.00	\$0.00	-\$261.00	107.68%
Active	E 101-45200-200 Supplies	\$3,000.00	\$918.70	\$148.46	\$2,081.30	30.62%
Active	E 101-42100-381 Electricity	\$2,250.00	\$1,471.75	\$131.78	\$778.25	65.41%
Active	E 101-42100-400 Repairs and Maintenance	\$3,000.00	\$3,055.75	\$0.00	-\$55.75	101.86%
Active	E 101-42100-406 Grounds Maintenance	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42100-413 Rental	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-42100-418 Vehicle Fuels	\$9,375.00	\$6,180.88	\$964.55	\$3,194.12	65.93%
Active	E 101-42400-133 Employer Paid Dental	\$10.00	\$23.04	\$5.69	-\$13.04	230.40%
Active	E 101-42100-430 Miscellaneous	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-42400-131 Employer Paid Health	\$980.00	\$675.40	\$0.00	\$304.60	68.92%
Active	E 101-42100-440 Cleaning Service	\$500.00	\$207.28	\$33.58	\$292.72	41.46%
Active	E 101-42100-441 Investigation Expense	\$0.00	\$75.00	\$0.00	-\$75.00	0.00%
Active	E 101-42100-580 Equipment	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
Active	E 101-42200-300 Professional Services	\$72,000.00	\$72,477.60	\$0.00	-\$477.60	100.66%
Active	E 101-42400-100 Salaries and Wages	\$63,230.00	\$32,090.11	\$7,303.78	\$31,139.89	50.75%
Active	E 101-42400-121 PERA	\$4,740.00	\$2,135.71	\$547.77	\$2,604.29	45.06%
Active	E 101-43100-122 Payroll Taxes	\$5,960.00	\$5,099.51	\$522.78	\$860.49	85.56%
Active	E 101-42100-419 Vehicle Operations	\$3,000.00	\$177.23	\$177.23	\$2,822.77	5.91%
Active	E 101-45200-102 Overtime	\$500.00	\$973.68	\$68.78	-\$473.68	194.74%
Active	E 101-43100-413 Rental	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43100-418 Vehicle Fuels	\$4,125.00	\$5,101.65	\$469.43	-\$976.65	123.68%
Active	E 101-43100-419 Vehicle Operations	\$6,000.00	\$8,107.14	\$0.00	-\$2,107.14	135.12%
Active	E 101-43100-440 Cleaning Service	\$500.00	\$207.27	\$33.57	\$292.73	41.45%
Active	E 101-43100-580 Equipment	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	E 101-43124-381 Electricity	\$30,000.00	\$18,382.68	\$2,294.37	\$11,617.32	61.28%
Active	E 101-43100-102 Overtime	\$3,000.00	\$4,658.67	\$478.80	-\$1,658.67	155.29%
Active	E 101-45200-100 Salaries and Wages	\$23,980.00	\$17,960.40	\$1,714.07	\$6,019.60	74.90%
Active	E 101-43100-406 Grounds Maintenance	\$4,000.00	\$4,815.00	\$1,122.50	-\$815.00	120.38%
Active	E 101-45200-121 PERA	\$1,730.00	\$1,317.20	\$132.06	\$412.80	76.14%
Active	E 101-45200-122 Payroll Taxes	\$1,830.00	\$1,548.69	\$138.67	\$281.31	84.63%
Active	E 101-45200-131 Employer Paid Health	\$3,410.00	\$3,478.12	-\$9.99	-\$68.12	102.00%
Active	E 101-45200-133 Employer Paid Dental	\$50.00	\$36.77	\$3.80	\$13.23	73.54%
Active	E 101-45200-134 Employer Paid Life	\$10.00	\$4.57	\$0.50	\$5.43	45.70%
Active	E 101-41000-100 Salaries and Wages	\$82,560.00	\$73,108.88	\$6,831.20	\$9,451.12	88.55%
Active	E 101-43124-400 Repairs and Maintenance	\$0.00	\$824.51	\$0.00	-\$824.51	0.00%

Abdo Expenditure Guideline

Act Status	Account Descr	2023 YTD Budget	2023 YTD Amt	September 2023 Amt	2023 YTD Balance	%YTD Budget	
Active	E 101-43100-303	Engineering Fees	\$6,500.00	\$1,189.25	\$814.25	\$5,310.75	18.30%
Active	E 101-43100-131	Employer Paid Health	\$12,200.00	\$13,017.16	\$1,333.00	-\$817.16	106.70%
Active	E 101-43100-133	Employer Paid Dental	\$180.00	\$130.96	\$13.33	\$49.04	72.76%
Active	E 101-43100-134	Employer Paid Life	\$20.00	\$15.74	\$1.70	\$4.26	78.70%
Active	E 101-43100-151	Worker s Comp Insurance Pre	\$5,630.00	\$6,871.09	\$0.00	-\$1,241.09	122.04%
Active	E 101-43100-200	Supplies	\$5,000.00	\$1,777.76	\$890.71	\$3,222.24	35.56%
Active	E 101-43100-211	Equipment Fuel	\$1,800.00	\$972.00	\$0.00	\$828.00	54.00%
Active	E 101-43100-411	Road Maintenance	\$85,000.00	\$9,839.28	\$4,494.00	\$75,160.72	11.58%
Active	E 101-43100-226	Signs	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-43100-408	Sand/Rock/Dirt	\$17,000.00	\$1,522.39	\$259.80	\$15,477.61	8.96%
Active	E 101-43100-310	Professional Services	\$10,000.00	\$11,669.25	\$0.00	-\$1,669.25	116.69%
Active	E 101-43100-321	Telephone & Communications	\$1,000.00	\$1,082.58	\$70.00	-\$82.58	108.26%
Active	E 101-43100-330	Travel	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43100-362	Property Insurance	\$3,190.00	\$4,557.00	\$0.00	-\$1,367.00	142.85%
Active	E 101-43100-381	Electricity	\$3,300.00	\$1,471.73	\$131.78	\$1,828.27	44.60%
Active	E 101-43100-400	Repairs and Maintenance	\$10,000.00	\$14,416.77	\$730.62	-\$4,416.77	144.17%
Active	E 101-42100-321	Telephone & Communications	\$3,000.00	\$1,655.98	\$97.16	\$1,344.02	55.20%
Active	E 101-43100-214	Building Heat	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
Active	E 101-41000-430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41000-330	Travel	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
Active	E 101-41000-351	Legal Notices Publishing	\$2,500.00	\$1,469.29	\$126.80	\$1,030.71	58.77%
Active	E 101-41000-362	Property Insurance	\$6,820.00	\$8,496.00	\$0.00	-\$1,676.00	124.57%
Active	E 101-41000-381	Electricity	\$4,500.00	\$6,010.70	\$663.03	-\$1,510.70	133.57%
Active	E 101-41000-400	Repairs and Maintenance	\$3,000.00	\$7,559.36	\$147.15	-\$4,559.36	251.98%
Active	E 101-41000-401	R & M Buildings	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 101-41110-122	Payroll Taxes	\$2,000.00	\$1,445.85	\$160.65	\$554.15	72.29%
Active	E 101-41000-413	Rental	\$3,000.00	\$3,292.93	\$452.89	-\$292.93	109.76%
Active	E 101-41000-313	Planning Fee s	\$1,000.00	\$895.00	\$0.00	\$105.00	89.50%
Active	E 101-41000-431	Bank Fees	\$1,000.00	\$855.50	\$75.50	\$144.50	85.55%
Active	E 101-41000-433	Dues and Subscriptions	\$4,000.00	\$8,426.72	\$2,502.00	-\$4,426.72	210.67%
Active	E 101-41000-440	Cleaning Service	\$4,000.00	\$2,219.18	\$193.35	\$1,780.82	55.48%
Active	E 101-41000-580	Equipment	\$3,500.00	\$88.00	\$0.00	\$3,412.00	2.51%
Active	E 101-41000-620	Fiscal Agent s Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-362	Property Insurance	\$13,780.00	\$19,213.00	\$0.00	-\$5,433.00	139.43%
Active	E 101-41000-406	Grounds Maintence	\$1,000.00	\$628.90	\$226.80	\$371.10	62.89%
Active	E 101-41000-208	Training and Licensing	\$1,000.00	\$2,422.46	\$0.00	-\$1,422.46	242.25%
Active	E 101-41000-121	PERA	\$6,190.00	\$4,489.92	\$462.78	\$1,700.08	72.54%
Active	E 101-41000-122	Payroll Taxes	\$6,320.00	\$5,854.92	\$517.39	\$465.08	92.64%
Active	E 101-41000-131	Employer Paid Health	\$6,830.00	\$5,599.48	-\$2,568.12	\$1,230.52	81.98%
Active	E 101-41000-133	Employer Paid Dental	\$100.00	\$57.06	\$12.58	\$42.94	57.06%
Active	E 101-41000-134	Employer Paid Life	\$10.00	-\$21.58	\$1.82	\$31.58	-215.80%
Active	E 101-41000-141	Unemploy Comp Insurance Pr	\$420.00	\$463.89	\$0.00	-\$43.89	110.45%
Active	E 101-41000-322	Postage	\$3,000.00	\$2,848.18	\$700.00	\$151.82	94.94%
Active	E 101-41000-200	Supplies	\$6,500.00	\$2,184.70	\$192.13	\$4,315.30	33.61%
Active	E 101-41000-321	Telephone & Communications	\$4,000.00	\$3,509.10	\$380.60	\$490.90	87.73%
Active	E 101-41000-300	Professional Services	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41000-301	Auditing and Acct g Services	\$55,503.00	\$56,517.50	\$4,712.50	-\$1,014.50	101.83%
Active	E 101-41000-303	Engineering Fees	\$32,500.00	\$43,993.25	\$5,383.75	-\$11,493.25	135.36%
Active	E 101-41000-304	Legal Fees	\$25,000.00	\$9,065.55	\$1,076.00	\$15,934.45	36.26%
Active	E 101-41000-309	EDP, Software and Design	\$3,000.00	\$4,690.32	\$93.74	-\$1,690.32	156.34%
Active	E 101-41000-310	Professional Services	\$15,000.00	\$1,064.50	\$84.00	\$13,935.50	7.10%
Active	E 101-41110-151	Worker s Comp Insurance Pre	\$90.00	\$129.55	\$0.00	-\$39.55	143.94%
Active	E 101-41000-151	Worker s Comp Insurance Pre	\$430.00	\$651.66	\$0.00	-\$221.66	151.55%

Abdo Expenditure Guideline

Act Status	Account Descr	2023 YTD Budget	2023 YTD Amt	September 2023 Amt	2023 YTD Balance	%YTD Budget
Active	E 101-42100-200 Supplies	\$4,000.00	\$3,573.32	\$1,154.00	\$426.68	89.33%
Active	E 101-42100-100 Salaries and Wages	\$259,130.00	\$205,098.40	\$22,138.26	\$54,031.60	79.15%
Active	E 101-42100-102 Overtime	\$1,500.00	\$276.78	\$0.00	\$1,223.22	18.45%
Active	E 101-42100-121 PERA	\$31,070.00	\$23,137.02	\$2,298.39	\$7,932.98	74.47%
Active	E 101-42100-122 Payroll Taxes	\$4,090.00	\$7,340.44	\$723.67	-\$3,250.44	179.47%
Active	E 101-42100-131 Employer Paid Health	\$55,320.00	\$12,951.20	-\$26,066.56	\$42,368.80	23.41%
Active	E 101-42100-133 Employer Paid Dental	\$590.00	\$423.30	\$49.80	\$166.70	71.75%
Active	E 101-41110-100 Salaries and Wages	\$26,080.00	\$18,900.00	\$2,100.00	\$7,180.00	72.47%
Active	E 101-42100-151 Worker s Comp Insurance Pre	\$27,910.00	\$31,777.00	\$0.00	-\$3,867.00	113.86%
Active	E 101-41910-313 Planning Fee s	\$10,000.00	\$14,174.03	\$0.00	-\$4,174.03	141.74%
Active	E 101-42100-208 Training and Licensing	\$3,500.00	\$3,465.96	\$0.00	\$34.04	99.03%
Active	E 101-42100-217 Uniforms	\$4,000.00	\$3,930.87	\$0.00	\$69.13	98.27%
Active	E 101-42100-304 Legal Fees	\$8,500.00	\$5,297.42	\$662.35	\$3,202.58	62.32%
Active	E 101-42100-306 Recruitment	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
Active	E 101-42100-309 EDP, Software and Design	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-310 Professional Services	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42100-134 Employer Paid Life	\$90.00	\$118.80	\$14.40	-\$28.80	132.00%
Active	E 101-41910-131 Employer Paid Health	\$2,930.00	\$2,458.98	-\$1,141.38	\$471.02	83.92%
Active	E 101-41110-200 Supplies	\$0.00	\$54.57	\$0.00	-\$54.57	0.00%
Active	E 101-41110-208 Training and Licensing	\$500.00	\$2,167.15	\$0.00	-\$1,667.15	433.43%
Active	E 101-41110-321 Telephone & Communications	\$420.00	\$315.00	\$35.00	\$105.00	75.00%
Active	E 101-41110-400 Repairs and Maintenance	\$440.00	\$452.50	\$0.00	-\$12.50	102.84%
Active	E 101-41110-433 Dues and Subscriptions	\$500.00	\$50.00	\$30.00	\$450.00	10.00%
Active	E 101-41910-100 Salaries and Wages	\$27,310.00	\$18,472.95	\$1,516.32	\$8,837.05	67.64%
Active	E 101-41910-810 Refunds/Reimbursements	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
Active	E 101-41910-122 Payroll Taxes	\$2,090.00	\$1,497.64	\$114.56	\$592.36	71.66%
Active	E 101-41910-351 Legal Notices Publishing	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
Active	E 101-41910-133 Employer Paid Dental	\$40.00	\$25.96	\$2.49	\$14.04	64.90%
Active	E 101-41910-134 Employer Paid Life	\$10.00	\$3.50	\$0.36	\$6.50	35.00%
Active	E 101-41910-151 Worker s Comp Insurance Pre	\$140.00	\$188.82	\$0.00	-\$48.82	134.87%
Active	E 101-41910-200 Supplies	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-41910-303 Engineering Fees	\$15,000.00	\$5,513.50	\$2,000.00	\$9,486.50	36.76%
Active	E 101-41910-304 Legal Fees	\$4,800.00	\$0.00	\$0.00	\$4,800.00	0.00%
Active	E 101-45200-221 Equipment	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41910-121 PERA	\$1,920.00	\$1,138.33	\$112.32	\$781.67	59.29%
Active	E 101-46500-810 Refunds/Reimbursements	\$0.00	\$1,526.47	\$0.00	-\$1,526.47	0.00%
Active	E 101-45200-151 Worker s Comp Insurance Pre	\$1,050.00	\$1,286.44	\$0.00	-\$236.44	122.52%
Active	E 101-47000-601 Debt Srv Bond Principal	\$23,995.00	\$0.00	\$0.00	\$23,995.00	0.00%
Active	E 101-45200-440 Cleaning Service	\$2,500.00	\$634.58	\$230.18	\$1,865.42	25.38%
Active	E 101-45200-413 Rental	\$1,850.00	\$3,250.00	\$625.00	-\$1,400.00	175.68%
Active	E 101-45200-408 Sand/Rock/Dirt	\$0.00	\$380.78	\$0.00	-\$380.78	0.00%
Active	E 101-45200-226 Signs	\$0.00	\$1,433.50	\$0.00	-\$1,433.50	0.00%
Active	E 101-45200-400 Repairs and Maintenance	\$10,000.00	\$10,164.12	\$2,172.48	-\$164.12	101.64%
Active	E 101-45200-381 Electricity	\$6,750.00	\$6,008.01	\$912.57	\$741.99	89.01%
Active	E 101-45200-362 Property Insurance	\$10,840.00	\$19,143.00	\$0.00	-\$8,303.00	176.60%
Active	E 101-45200-303 Engineering Fees	\$6,000.00	\$2,960.75	\$0.00	\$3,039.25	49.35%
Active	E 101-45200-406 Grounds Maintence	\$14,000.00	\$9,384.00	\$1,895.00	\$4,616.00	67.03%
Active	E 101-47000-611 Bond Interest	\$480.00	\$0.00	\$0.00	\$480.00	0.00%
101 GENERAL FUND		\$1,452,313.00	\$1,056,916.11	\$66,226.69	\$395,396.89	
225 STORM SEWER						
Active	E 225-43150-303 Engineering Fees	\$10,000.00	\$8,164.50	\$360.00	\$1,835.50	81.65%
Active	E 225-43150-322 Postage	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 225-43150-400 Repairs and Maintenance	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%

Abdo Expenditure Guideline

Act Status	Account Descr	2023 YTD Budget	2023 YTD Amt	September 2023 Amt	2023 YTD Balance	%YTD Budget
Active	E 225-43150-406 Grounds Maintenance	\$3,500.00	\$1,750.00	\$0.00	\$1,750.00	50.00%
Active	E 225-43150-409 St. Sweeping	\$5,000.00	\$2,806.50	\$0.00	\$2,193.50	56.13%
Active	E 225-43150-500 Capital Outlay	\$122,412.00	\$80,534.25	\$440.00	\$41,877.75	65.79%
Active	E 225-43150-301 Auditing and Acct g Services	\$4,440.00	\$4,347.50	\$362.50	\$92.50	97.92%
Active	E 225-41400-133 Employer Paid Dental	\$20.00	\$15.30	\$1.44	\$4.70	76.50%
Active	E 225-43150-425 Depreciation	\$17,040.00	\$12,780.09	\$1,420.01	\$4,259.91	75.00%
Active	E 225-43150-200 Supplies	\$200.00	\$162.40	\$0.00	\$37.60	81.20%
Active	E 225-43150-122 Payroll Taxes	\$0.00	\$8.44	\$0.00	-\$8.44	0.00%
Active	E 225-43150-100 Salaries and Wages	\$0.00	\$110.39	\$0.00	-\$110.39	0.00%
Active	E 225-41400-134 Employer Paid Life	\$0.00	\$2.09	\$0.21	-\$2.09	0.00%
Active	E 225-41400-131 Employer Paid Health	\$1,270.00	\$964.67	-\$228.27	\$305.33	75.96%
Active	E 225-41400-122 Payroll Taxes	\$770.00	\$843.61	\$54.09	-\$73.61	109.56%
Active	E 225-41400-121 PERA	\$760.00	\$516.38	\$50.67	\$243.62	67.94%
Active	E 225-41400-100 Salaries and Wages	\$10,110.00	\$10,232.97	\$713.90	-\$122.97	101.22%
Active	E 225-41400-151 Worker s Comp Insurance Pre	\$50.00	\$72.69	\$0.00	-\$22.69	145.38%
225 STORM SEWER		\$181,572.00	\$123,311.78	\$3,174.55	\$58,260.22	
235 ECONOMIC DEVELOPMENT AUTHORITY						
Active	E 235-46500-134 Employer Paid Life	\$0.00	\$1.62	\$0.18	-\$1.62	0.00%
Active	E 235-46500-301 Auditing and Acct g Services	\$2,220.00	\$0.00	\$0.00	\$2,220.00	0.00%
Active	E 235-46500-430 Miscellaneous	\$0.00	\$1,000.00	\$0.00	-\$1,000.00	0.00%
Active	E 235-46500-304 Legal Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 235-46500-151 Worker s Comp Insurance Pre	\$0.00	\$32.00	\$0.00	-\$32.00	0.00%
Active	E 235-46500-131 Employer Paid Health	\$980.00	\$891.76	-\$570.69	\$88.24	91.00%
Active	E 235-46500-100 Salaries and Wages	\$10,200.00	\$6,954.20	\$758.16	\$3,245.80	68.18%
Active	E 235-46500-122 Payroll Taxes	\$780.00	\$544.22	\$57.29	\$235.78	69.77%
Active	E 235-46500-313 Planning Fee s	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
Active	E 235-46500-121 PERA	\$770.00	\$533.52	\$56.16	\$236.48	69.29%
Active	E 235-46500-133 Employer Paid Dental	\$10.00	\$11.19	\$1.24	-\$1.19	111.90%
235 ECONOMIC DEVELOPMENT AUTHORITY		\$19,960.00	\$9,968.51	\$302.34	\$9,991.49	
300 2013A GO BONDS						
Active	E 300-47000-601 Debt Srv Bond Principal	\$90,000.00	\$90,000.00	\$0.00	\$0.00	100.00%
Active	E 300-47000-611 Bond Interest	\$21,458.00	\$21,457.50	\$0.00	\$0.50	100.00%
Active	E 300-47000-300 Professional Services	\$320.00	\$0.00	\$0.00	\$320.00	0.00%
Active	E 300-47000-620 Fiscal Agent s Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
300 2013A GO BONDS		\$112,278.00	\$111,457.50	\$0.00	\$820.50	
304 2018A GO BONDS						
Active	E 304-47000-300 Professional Services	\$320.00	\$0.00	\$0.00	\$320.00	0.00%
Active	E 304-47000-601 Debt Srv Bond Principal	\$30,000.00	\$30,000.00	\$0.00	\$0.00	100.00%
Active	E 304-47000-611 Bond Interest	\$24,710.00	\$24,810.00	\$0.00	-\$100.00	100.40%
Active	E 304-47000-620 Fiscal Agent s Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
304 2018A GO BONDS		\$55,530.00	\$54,810.00	\$0.00	\$720.00	
305 2020A GO BONDS						
Active	E 305-47000-300 Professional Services	\$320.00	\$0.00	\$0.00	\$320.00	0.00%
Active	E 305-47000-620 Fiscal Agent s Fees	\$500.00	\$500.00	\$0.00	\$0.00	100.00%
Active	E 305-47000-601 Debt Srv Bond Principal	\$85,000.00	\$85,000.00	\$0.00	\$0.00	100.00%
Active	E 305-47000-611 Bond Interest	\$47,394.00	\$47,393.76	\$0.00	\$0.24	100.00%
305 2020A GO BONDS		\$133,214.00	\$132,893.76	\$0.00	\$320.24	
410 PUBLIC WORKS CAPITAL OUTLAY						
Active	E 410-43100-500 Capital Outlay	\$617,161.00	\$110,155.81	\$1,184.25	\$507,005.19	17.85%

Abdo Expenditure Guideline

Act Status	Account Descr	2023 YTD Budget	2023 YTD Amt	September 2023 Amt	2023 YTD Balance	%YTD Budget
410	PUBLIC WORKS CAPITAL OUTLAY	\$617,161.00	\$110,155.81	\$1,184.25	\$507,005.19	
426	PARKS & REC. CAPITAL OUTLAY					
Active	E 426-45200-500 Capital Outlay	\$137,714.00	\$21,382.90	\$1,040.00	\$116,331.10	15.53%
Active	E 426-45200-700 Transfers (GENERAL)	\$0.00	\$108,999.00	\$0.00	-\$108,999.00	0.00%
426	PARKS & REC. CAPITAL OUTLAY	\$137,714.00	\$130,381.90	\$1,040.00	\$7,332.10	
601	WATER					
Active	E 601-49400-330 Travel	\$1,500.00	\$122.36	\$0.00	\$1,377.64	8.16%
Active	E 601-49400-301 Auditing and Acct g Services	\$11,100.00	\$10,868.75	\$906.25	\$231.25	97.92%
Active	E 601-49400-215 License/Permits	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 601-49400-303 Engineering Fees	\$10,000.00	\$4,127.50	\$0.00	\$5,872.50	41.28%
Active	E 601-49400-309 EDP, Software and Design	\$1,500.00	\$118.00	\$0.00	\$1,382.00	7.87%
Active	E 601-49400-214 Building Heat	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 601-49400-310 Professional Services	\$20,500.00	\$2,152.83	\$270.70	\$18,347.17	10.50%
Active	E 601-49400-321 Telephone & Communications	\$1,250.00	\$0.00	\$0.00	\$1,250.00	0.00%
Active	E 601-49400-322 Postage	\$1,000.00	\$78.97	\$45.10	\$921.03	7.90%
Active	E 601-49400-362 Property Insurance	\$9,245.49	\$17,373.00	\$0.00	-\$8,127.51	187.91%
Active	E 601-49400-381 Electricity	\$37,500.00	\$30,589.06	\$4,316.84	\$6,910.94	81.57%
Active	E 601-49400-400 Repairs and Maintenance	\$60,000.00	\$49,582.06	\$1,234.52	\$10,417.94	82.64%
Active	E 601-49400-406 Grounds Maintenance	\$1,500.00	\$2,605.00	\$752.50	-\$1,105.00	173.67%
Active	E 601-49400-418 Vehicle Fuels	\$1,375.00	\$0.00	\$0.00	\$1,375.00	0.00%
Active	E 601-49400-419 Vehicle Operations	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 601-49400-425 Depreciation	\$229,642.00	\$172,426.50	\$19,158.50	\$57,215.50	75.08%
Active	E 601-49400-430 Miscellaneous	\$0.00	\$5.61	\$1.18	-\$5.61	0.00%
Active	E 601-49400-500 Capital Outlay	\$224,422.00	\$0.00	\$0.00	\$224,422.00	0.00%
Active	E 601-49400-211 Equipment Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 601-49400-102 Overtime	\$0.00	\$3,080.27	\$490.45	-\$3,080.27	0.00%
Active	E 601-49400-433 Dues and Subscriptions	\$700.00	\$749.00	\$0.00	-\$49.00	107.00%
Active	E 601-41400-121 PERA	\$1,800.00	\$1,201.17	\$115.84	\$598.83	66.73%
Active	E 601-49400-122 Payroll Taxes	\$4,400.00	\$3,798.35	\$400.79	\$601.65	86.33%
Active	E 601-49400-210 Supplies/Water Meter, Etc.	\$70,000.00	\$22,290.75	\$988.95	\$47,709.25	31.84%
Active	E 601-41400-100 Salaries and Wages	\$24,030.00	\$24,795.69	\$1,632.04	-\$765.69	103.19%
Active	E 601-41400-122 Payroll Taxes	\$1,840.00	\$2,049.28	\$123.54	-\$209.28	111.37%
Active	E 601-41400-131 Employer Paid Health	\$3,120.00	\$2,356.03	-\$513.62	\$763.97	75.51%
Active	E 601-41400-133 Employer Paid Dental	\$50.00	\$36.88	\$3.44	\$13.12	73.76%
Active	E 601-41400-134 Employer Paid Life	\$0.00	\$4.76	\$0.50	-\$4.76	0.00%
Active	E 601-41400-151 Worker s Comp Insurance Pre	\$130.00	\$174.30	\$0.00	-\$44.30	134.08%
Active	E 601-47000-310 Professional Services	\$320.00	\$0.00	\$0.00	\$320.00	0.00%
Active	E 601-47000-601 Debt Srv Bond Principal	\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.00%
Active	E 601-49400-151 Worker s Comp Insurance Pre	\$1,660.00	\$2,211.68	\$0.00	-\$551.68	133.23%
Active	E 601-47000-620 Fiscal Agent s Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 601-49400-100 Salaries and Wages	\$57,550.00	\$42,642.52	\$4,512.99	\$14,907.48	74.10%
Active	E 601-49400-121 PERA	\$4,320.00	\$3,528.82	\$371.08	\$791.18	81.69%
Active	E 601-49400-131 Employer Paid Health	\$8,780.00	\$8,879.65	\$912.37	-\$99.65	101.13%
Active	E 601-49400-133 Employer Paid Dental	\$130.00	\$91.50	\$8.90	\$38.50	70.38%
Active	E 601-49400-134 Employer Paid Life	\$10.00	\$9.96	\$1.06	\$0.04	99.60%
Active	E 601-49400-208 Training and Licensing	\$500.00	\$241.70	\$0.00	\$258.30	48.34%
Active	E 601-49400-200 Supplies	\$10,000.00	\$17,263.32	\$2,929.52	-\$7,263.32	172.63%
Active	E 601-47000-611 Bond Interest	\$25,430.00	\$25,430.00	\$0.00	\$0.00	100.00%
601	WATER	\$977,204.49	\$450,885.27	\$38,663.44	\$526,319.22	
602	SEWER					
Active	E 602-49450-321 Telephone & Communications	\$250.00	\$1,220.64	\$134.30	-\$970.64	488.26%

Abdo Expenditure Guideline

Act Status	Account Descr	2023 YTD Budget	2023 YTD Amt	September 2023 Amt	2023 YTD Balance	%YTD Budget
Active	E 602-49450-310 Professional Services	\$42,000.00	\$1,679.98	\$216.80	\$40,320.02	4.00%
Active	E 602-49450-309 EDP, Software and Design	\$200.00	\$118.00	\$0.00	\$82.00	59.00%
Active	E 602-49450-303 Engineering Fees	\$0.00	\$18,317.00	\$125.00	-\$18,317.00	0.00%
Active	E 602-49450-214 Building Heat	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 602-49450-400 Repairs and Maintenance	\$20,000.00	\$30,692.21	\$11.98	-\$10,692.21	153.46%
Active	E 602-49450-208 Training and Licensing	\$0.00	\$207.00	\$0.00	-\$207.00	0.00%
Active	E 602-49450-301 Auditing and Acct g Services	\$11,100.00	\$10,868.75	\$906.25	\$231.25	97.92%
Active	E 602-49450-322 Postage	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 602-49450-330 Travel	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 602-49450-362 Property Insurance	\$3,227.78	\$12,563.00	\$0.00	-\$9,335.22	389.21%
Active	E 602-49450-419 Vehicle Operations	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 602-49450-385 Sewer Utilities	\$225,650.00	\$142,701.18	\$20,369.72	\$82,948.82	63.24%
Active	E 602-49450-406 Grounds Maintence	\$1,100.00	\$560.00	\$137.50	\$540.00	50.91%
Active	E 602-49450-418 Vehicle Fuels	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
Active	E 602-49450-200 Supplies	\$550.00	\$343.22	\$0.00	\$206.78	62.40%
Active	E 602-47000-611 Bond Interest	\$24,145.00	\$12,072.50	\$0.00	\$12,072.50	50.00%
Active	E 602-49450-425 Depreciation	\$251,177.00	\$188,415.09	\$20,935.01	\$62,761.91	75.01%
Active	E 602-49450-381 Electricity	\$8,125.00	\$5,906.13	\$661.68	\$2,218.87	72.69%
Active	E 602-41400-151 Worker s Comp Insurance Pre	\$100.00	\$135.55	\$0.00	-\$35.55	135.55%
Active	E 602-41400-100 Salaries and Wages	\$18,740.00	\$13,195.74	\$524.16	\$5,544.26	70.41%
Active	E 602-41400-121 PERA	\$1,410.00	\$501.85	\$39.32	\$908.15	35.59%
Active	E 602-41400-122 Payroll Taxes	\$1,430.00	\$1,114.65	\$39.61	\$315.35	77.95%
Active	E 602-41400-131 Employer Paid Health	\$2,440.00	\$2,233.04	\$112.57	\$206.96	91.52%
Active	E 602-49450-100 Salaries and Wages	\$38,370.00	\$34,977.98	\$3,768.61	\$3,392.02	91.16%
Active	E 602-41400-134 Employer Paid Life	\$0.00	\$1.61	\$0.12	-\$1.61	0.00%
Active	E 602-49450-151 Worker s Comp Insurance Pre	\$1,330.00	\$1,766.51	\$0.00	-\$436.51	132.82%
Active	E 602-47000-310 Professional Services	\$320.00	\$0.00	\$0.00	\$320.00	0.00%
Active	E 602-47000-601 Debt Srv Bond Principal	\$140,000.00	\$0.00	\$0.00	\$140,000.00	0.00%
Active	E 602-47000-620 Fiscal Agent s Fees	\$500.00	\$1,600.00	\$550.00	-\$1,100.00	320.00%
Active	E 602-49450-102 Overtime	\$0.00	\$2,053.46	\$326.94	-\$2,053.46	0.00%
Active	E 602-49450-121 PERA	\$2,880.00	\$2,794.85	\$299.26	\$85.15	97.04%
Active	E 602-49450-122 Payroll Taxes	\$2,930.00	\$3,025.00	\$324.81	-\$95.00	103.24%
Active	E 602-49450-131 Employer Paid Health	\$5,850.00	\$5,238.78	\$96.19	\$611.22	89.55%
Active	E 602-49450-133 Employer Paid Dental	\$90.00	\$75.80	\$7.76	\$14.20	84.22%
Active	E 602-49450-134 Employer Paid Life	\$10.00	\$8.87	\$0.98	\$1.13	88.70%
Active	E 602-41400-133 Employer Paid Dental	\$40.00	\$14.09	\$0.85	\$25.91	35.23%
602 SEWER		\$807,214.78	\$494,402.48	\$49,589.42	\$312,812.30	
603 REFUSE						
Active	E 603-49500-384 Refuse/Garbage Disposal	\$87,629.00	\$69,455.34	\$8,641.44	\$18,173.66	79.26%
Active	E 603-49500-200 Supplies	\$200.00	\$162.40	\$0.00	\$37.60	81.20%
Active	E 603-49500-301 Auditing and Acct g Services	\$4,500.00	\$4,347.50	\$362.50	\$152.50	96.61%
Active	E 603-49500-322 Postage	\$450.00	\$0.00	\$0.00	\$450.00	0.00%
603 REFUSE		\$92,779.00	\$73,965.24	\$9,003.94	\$18,813.76	
		\$4,586,940.27	\$2,749,148.36	\$169,184.63	\$1,837,791.91	

((([YTD Budget]<>0 Or [YTD Budget] IS Null)) OR ([MTD Amount]<>0 Or [MTD Amount] IS Null)) OR ([YTD Amount]



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

**RESOLUTION NUMBER 2023 - 22**

*A Resolution Certifying 2023 Unpaid Utility and  
Storm Water Fee Charges*

**WHEREAS**, pursuant to proper notice duly given as required by law, the Dundas City Council has met, heard, and passed upon all objections to the proposed assessments for unpaid utility charges for water, sewer, garbage, and storm water fee; and

**WHEREAS**, the amounts of bad debt have been minimized through diligent collection efforts by staff;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL** of the City of Dundas, Minnesota as follows:

1. Such proposed assessments for unpaid utility and storm water fee charges as listed in Exhibit "A" and made a part hereof, is hereby accepted and shall constitute the assessments against the land and named herein with an additional City's assessment fee of 10.5% for unpaid utility and storm water fee charges owing and Rice County processing fees to be added at the time of certification.
2. Such liens shall be payable over a period of one year on or before the first Monday in January 2024.
3. The owner of the property so charged could have, at any time prior to Thursday, November 9, 2023, paid the whole of the assessment on such property to the Dundas City Clerk to avoid certification.
4. The City Clerk shall forthwith transmit a certified listing of the assessments to the Rice County Auditor on or before November 17, 2023, to be extended on the proper tax lists of the County and such assessments shall include certification fees and be collected and paid over in the same manner as property taxes.

**ADOPTED BY** the City Council of Dundas, Minnesota, on this 13th day of November 2023.

**CITY OF DUNDAS BY:**

**ATTEST:**

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Glenn Switzer, Mayor

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Jenelle Teppen, Administrator

Property Owner	Property Address	Parcel ID#	Amount
RYAN/NICOLE BURK	132 BLUFF LN	17.10.1.76.016	960.66
DUSTIN WELIN & CHELSEA BENSON	709 GRANITE WAY	17.10.1.76.023	2018.43
KHANSAA MYRAN	116 DEPOT ST N	17.10.3.75.016	981.25
KHANSAA MYRAN	117 DEPOT ST N	17.10.3.75.016	240.94
DANIEL/STEPHANIE SCHEFFLER	103 MILLER LN	17.10.4.01.005	378.35
ALYSSA OZMUN	218 SPRING WHEAT DR	17.10.4.26.014	648.33
JESSI SUNDIN	203 SPRING WHEAT DR	17.10.4.26.030	1835.64
MARK/JAMIE DETLIE	413 ARCHIBALD LN	17.10.4.29.006	506.55
STEVEN ANDREAS/TAMMY BESS	339 ARCHIBALD LN	17.10.4.29.013	505.22
SPENCER BORWEGE	331 ARCHIBALD LN	17.10.4.29.017	613.66
IAN/KATHERINE NASH	301 ARCHIBALD LN	17.10.4.29.032	1256.59
CARL & GAIL ALMEN	240 RAILWAY ST S	17.10.4.51.001	8.86
CARL & GAIL ALMEN	236 RAILWAY ST N	17.10.4.51.002	34.98
JAMES/DAWN INGHAM	8 WEST AVE Unit A	17.10.4.51.030	1116.55
JAMES/DAWN INGHAM	8 WEST AVE Unit B	17.10.4.51.030	1424.12
STACEY JO OLSEN	111 DEPOT ST N	17.10.4.52.003	1232.65
BRENT ADELMANN	505 3RD ST N	17.11.3.51.006	1590.69
BRIAN WELCK	309 3RD ST N	17.11.3.51.013	1013.95
JOHN/ASHLEY PANYARD	1146 BRIDGEWATER PKY	17.13.2.26.004	657.78
DALTON GAINOR	1237 BLUFF ST	17.13.2.26.016	1212.55
LAURIE SCHWARTZ	1338 BLUFF ST	17.13.2.26.037	498.75
ERIK/TYLA CHRISTENSEN	560 SUMMIT AVE	17.13.2.26.109	1602.02
RODOLFO GONZALEZ ELIZALDE & HALIBE GONZALEZ	566 SUMMIT AVE	17.13.2.26.112	2122.49
STEPHEN/LEANNE KING	1359 BLUFF ST	17.13.2.26.242	1050.99
STEVE/KELLY COOK	1384 BRIDGEWATER PKY	17.13.2.26.253	533.24
ALTA LOGAN	527 GOOSEBERRY LN	17.13.2.27.011	94.48
SOUTHBRIDGE PROPERTIES LLC	550 FRENCH LN	17.13.2.27.013	128.66
LEE BOWMAN	545 FRENCH LN	17.13.2.30.004	56.97
TIMOTHY/CHERYL MCGINTY	364 CROSS CIRCLE	17.13.2.51.027	3275.57
RUTH'S KITCHEN LLC	410 STAFFORD LN S	17.14.2.00.002	309.46
KARI OLSON	203 3RD ST N	17.14.2.25.001	1114.68
JAMES D INGHAM	212 2ND ST N	17.15.1.01.034	399.53
REED/DONNA REINKE	209 HESTER ST E	17.15.1.01.036	780.74
JOSH ANDERSEN & MELISSA ERLANDSON	100 1ST ST N	17.15.1.01.058	2033.50
ROBERT/PATRICIA ANDERSON	116 1ST ST N	17.15.1.01.060	1368.19
KIMBERLY GANNON	121 RAILWAY ST S	17.15.1.01.064	1849.29
DANCO AUTOMOTIVE	125 RAILWAY ST S	17.15.1.01.064	509.33
CHRIS/AMBER GEHRKE	204 2ND ST S	17.15.1.01.090	1548.90
CODY WALSTROM	318 2ND ST N	17.15.1.01.121	331.48
CRAIG/LAURA JONES	506 RAILWAY ST S	17.15.2.75.002	372.42
NORA A DEMASTER TRUST	600 RAILWAY ST S	17.15.2.75.007	1003.89
NORA A DEMASTER TRUST	600 RAILWAY ST S	17.15.2.75.007	791.48
<b>TOTAL</b>	<b>41 PROPERTIES</b>		<b>\$40,013.81</b>



## MEMORANDUM

TO: City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Review and Discuss Draft Joint Road Policy Discussions to Date

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

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### PURPOSE/ACTION REQUESTED

Review and discuss draft Joint Road Policy Discussions to date.

### SUMMARY

In July of 2021 the City Council authorized the City Administrator, the City Engineer and the Mayor to meet with Bridgewater Township Supervisors to discuss a Joint Road Policy (JRP). The Orderly Annexation Agreement (OAA) between the City and Bridgewater Township indicates, “The City and Township agree to develop a joint policy for sharing the cost with respect to road maintenance and other improvements, which are adjacent to annexed areas which are serviced by township roads.”

The OAA took effect in 2004 and is in effect until December 31, 2033 (or until all permitted annexation of land in the Annexation Area has been completed, whichever occurs sooner).

Since 2021 there have been six meetings held between the parties to discuss a JRP. At the in-person meetings we have made attempts to discuss the proposals from each party and have some understanding of what led to the proposed language changes.

There was over a year where a meeting was not held (between April 2022 and June of 2023). When the group began to meet, Supervisors Thomas Hart and Andy Ebling were representing the Township. In June of this year, Supervisor Ebling was replaced by Supervisor Kathleen Kopseng. The June and July meetings were spent reviewing the City’s last proposed policy and generally bringing Supervisor Kopseng up to speed on past conversations.

At the meeting in September I was handed a new document from the Township. The document wasn’t provided in advance of the meeting and there was no effort on the part of the Township Supervisor’s to provide any insight into the proposed changes made. I subsequently emailed the Supervisor’s and asked for another meeting date to be able to talk through their proposed changes and was told that the City should instead provide them with a responding draft with the reasons behind those changes and that they would then decide whether there would be another meeting date set.

I have attached to this memorandum copies of the Township’s first draft, the City’s responding draft and the September draft from the Township.

The areas where there are the greatest divisions between the parties are:

1. Line Roads.

The City seeks to limit the scope of the policy to any road on or along the line between the

City and the Town.

The Township seeks to include not only roads on or along the line but to extend it to “no more than ½ mile” into the boundary of either party.

The Township also seeks to include “roads solely within the Town which are adjacent to annexed areas and are affected by development activity within the City.”

2. Costs for Line Roads.

The Township seeks a traffic study any time a line road is established, altered, or vacated to understand the traffic burden imposed from either geographic area. The Township has been asked to present a plan for this proposed traffic study language that addresses the following questions:

- How will the determination be made who is responsible for each vehicle? How do we account for vehicles going Cannon City Blvd to Falk/Gates (when looking at 115<sup>th</sup> Street specifically).
- Who pays for the consultant to perform traffic counts? At what frequency will a study be done and at who’s discretion?
- At what point after land is annexed are traffic impacts to be reevaluated? Time of annexation, full build out? Uncertainty involved with when the development will be built out.
- Many factors impact traffic counts; time of year, during the school year, weather conditions, nearby construction, etc.
- What are the impacts to a roadway from commuter traffic vs farm equipment?

The Township has yet to present any plan or response to our questions.

The Township seeks reimbursement of any capital improvements performed and improvements made by the Township going back 12 years on any roadway that is annexed or becomes a city street.

3. Exclusive Road Policy for Joint Roads. Page 3 of the Township’s latest proposal indicates that the length of this agreement is for 25 years which is 15 years longer than the OAA is in effect.

The City has an agreement in place with the Township (attached) dating back to 2014 with respect to a cost share arrangement – for a road that is not accessible from Dundas residents in Bridgewater Heights – yet we still participate in cost sharing for maintenance on the portion of the roadway adjacent to the Bridgewater Heights development.

**RECOMMENDATION**

The Council is asked to review, discuss an overall direction/response to the Township regarding a Joint Road Policy with Bridgewater Township.

**JOINT RESOLUTION -  
LINE ROAD MAINTENANCE AND IMPROVEMENT POLICY  
CITY OF DUNDAS, MINNESOTA Resolution No. 21-\_\_\_\_\_**  
**TOWN OF BRIDGEWATER, MINNESOTA, Resolution No. 21-\_\_\_\_\_**

WHEREAS, the City of Dundas, Minnesota, a Minnesota municipal corporation (the “City”) and the Township of Bridgewater, Minnesota, a Minnesota political subdivision (the “Town”) are parties to that certain Joint Resolution/Orderly Annexation Agreement dated July 12, 2004, and on file with the Municipal Boundary Adjustments Office of the Minnesota Department of Administration (the “Annexation Agreement”). Collectively, the City and Town are referred to herein as the “Parties”;

WHEREAS, Page 5, Paragraph 11, lines 27-29 of the Annexation Agreement provides that the City and Town will develop a joint policy for cost-sharing with respect to road maintenance and other improvements for areas serviced by Town roads;

WHEREAS, Minnesota Statutes, section 164.14 provides the procedures a Town and City must take to establish, alter, or vacate a road along the line between the town and adjoining city, they may proceed under section 164.14 by equitable agreement and joint resolution adopting such agreement; and

WHEREAS, a joint road policy is in the interests of the Parties, their taxpayers and constituents.

NOW, THEREFOR, the City Council for the City of Dundas and the Board of Supervisors for the Township of Bridgewater jointly resolve, agree, and adopt the following road maintenance and improvement policy for line roads:

1. **Line Roads.** This policy shall apply to the establishment, alteration, and vacation of any road on or along the line between the Town and City, as may be changed from time (e.g. annexation, detachment), pursuant to Minnesota Statutes, section 164.14, as well as to roads solely within the Town which are affected by development activity within the City.
2. **Establishment, Alteration, Vacation.** If a Party is interested in a) initiating any activity which requires cost-sharing between the Parties, or which involves connecting to, or b) modifying any connection to a road controlled wholly or in part by the other Party, including but not limited to establishment, alteration, or vacation of any road, or c) intends to undertake any activity with regard to its own roads and streets with the expectation of present or future sharing of costs with the other Party, shall notify the other Party and discuss the same with the other Party before undertaking any such activity. If the Parties do not agree on the need, scope, or other aspects of the proposed activity, the matter may be submitted as a dispute for resolution by either to Rice County. Neither Party may unilaterally add any connection to any line road or road or street controlled by the other Party, without the approval of that other Party.
3. **Costs for Line Roads.** Costs for line roads shall be shared on a pro-rata basis for maintenance and improvements of line roads. Each Party’s pro-rata share shall be recalculated any time a line road is established, altered, or vacated. The Parties shall have a mutually agreed upon neutral third party to perform a traffic study prior to the establishment, alternation, or vacation of a line road to understand the proportionate burden imposed on any line road by traffic from one or the other Party’s geographic area. Any cost-sharing shall be fair and equitable. At any time any road or portion of a road is annexed, or becomes a city street, wholly or in part, due to annexation, the

City shall reimburse the Town for any the depreciated value of capital improvements to include maintenance performed and improvements made by the Township during the preceding 12 years, as determined by negotiation, or if no agreement can be reached, by a neutral third-party valuator.

4. **Development Burden on Township Roads.** Whenever the City considering permitting a development which a traffic study indicates will cause more than \_\_\_\_\_ vehicle trips per day to be added to any specific Township Road, the City shall first consult with the Township, and the parties agree that they will negotiate an equitable cost-sharing for the additional burden on the Town roads. The City agrees it will not permit developments expected to exceed the foregoing daily vehicle trip threshold on any specific Town road until a cost-sharing agreement has been reached.

5. **Assessments.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

6. **General Maintenance.** Each Party shall be responsible for conducting routine maintenance and inspections of their respective rights-of-way on any line road. Routine maintenance shall include, at a minimum, the following:

- a. shouldering per plates 1 through 13 shown in Minnesota Rules 7819.9900 to 7819.9950;
- b. brush removal, noxious weed removal, and mowing;
- c. inspections,
- d. garbage removal,
- e. sign installation, and
- f. driveway/other connection installation, etc.

7. **Specific Maintenance.** The Town and City shall agree on a case-by-case basis the details of provision of maintenance or improvement services for any line road who the responsible party shall be for each road (the "Responsible Party"). Specific maintenance relates to drainage structures, tree removal, road improvements, and bituminous maintenance. The Responsible Party shall be responsible for providing maintenance and/or improvements for a road. The other party shall reimburse the Responsible Party for costs based on its pro-rata or otherwise equitable share. In the case of extraordinary maintenance, such as in cases of natural disasters or replacement of more than 200 linear feet of base or wearing course, grade, right-of-way, etc., the Town and City will determine, by mutual agreement, the scope and needs related to each such project, the contractor to be employed, costs for rights-of-way, subsidies or grants, and each Party's pro-rata share for costs.

8. **Dispute Resolution.** In the event a dispute arises which cannot be resolved after good-faith negotiations, the Parties shall engage a mediator to aide in resolving any dispute. If mediation is unsuccessful, either Party may seek judicial relief in Rice County District Court, or administrative relief in the Office of Administrative Hearings or through Rice County, as the case may be.

- 9. **Billing/Reimbursement.** The Responsible Party shall invoice work to the other party for reimbursement on a semi-annual basis, at least 30 days prior and no more than 60 days prior to such invoices becoming due.
- 10. **Audit.** The Parties agree that the State Auditor and each Party may have access to and right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. of the other during normal business hours, for anything book, document, paper, record, etc. related to expenditures/reimbursements for maintenance and improvements of any line road.
- 11. **Amendments.** Any amendment to this Policy shall be by joint resolution of the Parties.
- 12. **Exclusive Road Policy for Joint Roads.** It is understood and agreed that this is the exclusive policy related to line road maintenance and improvements of any road which borders both the Town and City. This Policy supersedes that certain Memorandum of Understanding by and between the Parties dated \_\_\_\_\_, 2021.

ADOPTED BY THE BRIDGWATER TOWNSHIP BOARD OF SUPERVISORS ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

Attest:

By: \_\_\_\_\_  
 Name: Kathleen Kopseng  
 Its: Chairwoman of the Board of Supervisors

By: \_\_\_\_\_  
 Name: Frances Boehning  
 Its: Town Clerk

ADOPTED BY THE DUNDAS CITY COUNCIL ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

Attest:

By: \_\_\_\_\_  
 Name: Glenn Switzer  
 Its: Mayor

By: \_\_\_\_\_  
 Name: Janelle Teppen  
 Its: City Administrator/Clerk

**JOINT RESOLUTION -  
LINE ROAD MAINTENANCE AND IMPROVEMENT POLICY  
CITY OF DUNDAS, MINNESOTA Resolution No. 21-\_\_\_\_\_**  
**TOWN OF BRIDGEWATER, MINNESOTA, Resolution No. 21-\_\_\_\_\_**

WHEREAS, the City of Dundas, Minnesota, a Minnesota municipal corporation (the "City") and the Township of Bridgewater, Minnesota, a Minnesota political subdivision (the "Town") are parties to that certain Joint Resolution/Orderly Annexation Agreement dated July 12, 2004, and on file with the Municipal Boundary Adjustments Office of the Minnesota Department of Administration (the "Annexation Agreement"). Collectively, the City and Town are referred to herein as the "Parties";

WHEREAS, Page 5, Paragraph 11, lines 27-29 of the Annexation Agreement provides that the City and Town will develop a joint policy for cost-sharing with respect to road maintenance and other improvements, which are adjacent to annexed areas which are ~~for areas~~ serviced by Town roads;

WHEREAS, Minnesota Statutes, section 164.14 provides the procedures a Town and City must take to establish, alter, or vacate a road along the line between the town and adjoining city, they may proceed under section 164.14 by equitable agreement and joint resolution adopting such agreement; and

WHEREAS, a joint road policy is in the interests of the Parties, their taxpayers and constituents.

NOW, THEREFORE, the City Council for the City of Dundas and the Board of Supervisors for the Township of Bridgewater jointly resolve, agree, and adopt the following road maintenance and improvement policy for line roads:

1. **Line Roads.** This policy shall apply to the establishment, alteration, and vacation of any road on or along the line between the Town and City, as may be changed from time (e.g. annexation, detachment), pursuant to Minnesota Statutes, section 164.14, ~~as well as to roads solely within the Town which are affected by development activity within the City.~~
2. **Establishment, Alteration, Vacation of a Line Road.** If a Party is interested in a) initiating any activity which requires cost-sharing between the Parties, or which involves connecting to a line road, or b) modifying any connection to a line road controlled wholly or in part by the other Party, including but not limited to establishment, alteration, or vacation of any line road, ~~or c) intends to undertake any activity with regard to its own roads and streets with the expectation of present or future sharing of costs with the other Party,~~ shall notify the other Party and discuss the same with the other Party before undertaking any such activity. ~~If the Parties do not agree on the need, scope, or other aspects of the proposed activity, the matter may be submitted as a dispute for resolution by either to Rice County.~~ Neither Party may unilaterally add any connection to any line road ~~or road or street~~ controlled by the other Party, without the approval of that other Party.
3. ~~**Costs for Line Roads.** Costs for line roads shall be shared on a pro-rata basis for maintenance and improvements of line roads. Each Party's pro-rata share shall be recalculated any time a line road is established, altered, or vacated. The Parties shall have a mutually agreed upon neutral third party to perform a traffic study prior to the establishment, alteration, or vacation of a line road to understand the proportionate burden imposed on any line road by traffic from one or the other Party's geographic area. Any cost-sharing shall be fair and equitable. At any time any road or portion of a road is annexed, or becomes a city street, wholly or in part, due to annexation, the~~



~~City shall reimburse the Town for any the depreciated value of capital improvements to include maintenance performed and improvements made by the Township during the preceding 12 years, as determined by negotiation, or if no agreement can be reached, by a neutral third party valuator.~~

~~3.~~

~~4. **Development Burden on Township Roads.** Whenever the City considering permitting a development which a traffic study indicates will cause more than \_\_\_\_\_ vehicle trips per day to be added to any specific Township Road, the City shall first consult with the Township, and the parties agree that they will negotiate an equitable cost sharing for the additional burden on the Town roads. The City agrees it will not permit developments expected to exceed the foregoing daily vehicle trip threshold on any specific Town road until a cost-sharing agreement has been reached.~~

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~~5. **Assessments.**~~

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~~6.4 **General Maintenance.** Each Party shall be responsible for conducting routine maintenance and inspections of their respective rights-of-way on any line road. Routine maintenance shall include, at a minimum, the following:~~

- ~~a. shouldering per plates 1 through 13 shown in Minnesota Rules 7819.9900 to 7819.9950;~~
- ~~b. brush removal, noxious weed removal, and mowing;~~
- ~~c. inspections,~~
- ~~d. garbage removal,~~
- ~~e. sign installation, and~~
- ~~f. driveway/other connection installation, etc.~~

~~7.5 **Specific Maintenance.** The Town and City shall agree on a case-by-case basis the details of provision of maintenance or improvement services for any line road who the responsible party shall be for each road (the "Responsible Party"). Specific maintenance relates to drainage structures, tree removal, road improvements, and bituminous maintenance. The Responsible Party shall be responsible for providing maintenance and/or improvements for a road. The other party shall reimburse the Responsible Party for costs based on its pro-rata or otherwise equitable share. ~~In the case of extraordinary maintenance, such as in cases of natural disasters or replacement of more than 200 linear feet of base or wearing course, grade, right-of-way, etc., the Town and City will determine, by mutual agreement, the scope and needs related to each such project, the contractor to be employed, costs for rights-of-way, subsidies or grants, and each Party's pro-rata share for costs.~~~~

~~8.6 **Dispute Resolution.** In the event a dispute arises which cannot be resolved after good-faith negotiations, the Parties shall engage a mediator to aide in resolving any dispute. If mediation is unsuccessful, either Party may seek judicial relief in Rice County District Court, or administrative relief in the Office of Administrative Hearings ~~or through Rice County,~~ as the case may be.~~

9.7. Billing/Reimbursement. The Responsible Party shall invoice work to the other party for reimbursement on a semi-annual basis, at least 30 days prior and no more than 60 days prior to such invoices becoming due.

10.8. Audit. The Parties agree that the State Auditor and each Party may have access to and right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. of the other during normal business hours, for anything book, document, paper, record, etc. related to expenditures/reimbursements for maintenance and improvements of any line road.

11.9. Amendments. Any amendment to this Policy shall be by joint resolution of the Parties.

12.10. Exclusive Road Policy for Joint Roads. It is understood and agreed that this is the exclusive policy related to line road maintenance and improvements of any line road as defined in #1 above. ~~which borders both the Town and City.~~ This Policy supersedes that certain Memorandum of Understanding by and between the Parties dated \_\_\_\_\_, 2021.

ADOPTED BY THE BRIDGEWATER TOWNSHIP BOARD OF SUPERVISORS ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

Attest:

By: \_\_\_\_\_  
Name: Kathleen Kopseng  
Its: Chairwoman of the Board of Supervisors

By: \_\_\_\_\_  
Name: Frances Boehning  
Its: Town Clerk

ADOPTED BY THE DUNDAS CITY COUNCIL ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

Attest:

By: \_\_\_\_\_  
Name: Glenn Switzer  
Its: Mayor

By: \_\_\_\_\_  
Name: Jeanelle Teppen  
Its: City Administrator/Clerk

**JOINT RESOLUTION -  
LINE ROAD MAINTENANCE AND IMPROVEMENT POLICY  
CITY OF DUNDAS, MINNESOTA Resolution No. 21-\_\_\_\_\_**  
**TOWN OF BRIDGEWATER, MINNESOTA, Resolution No. 21-\_\_\_\_\_**

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WHEREAS, Page 5, Paragraph 11, lines 27-29 of the Annexation Agreement provides that the City and Town will develop a joint policy for cost-sharing with respect to road maintenance and other improvements **which are adjacent to annexed areas which are** -serviced by Town roads;

WHEREAS, Minnesota Statutes, section 164.14 provides the procedures a Town and City must take to establish, alter, or vacate a road along the line between the town and adjoining city, they may proceed under section 164.14 by equitable agreement and joint resolution adopting such agreement; and

WHEREAS, a joint road policy is in the interests of the Parties, their taxpayers and constituents.

NOW, THEREFOR, the City Council for the City of Dundas and the Board of Supervisors for the Township of Bridgewater jointly resolve, agree, and adopt the following road maintenance and improvement policy for line roads:

**1. Line Roads.** "Line Roads" shall mean roads on or along the line between the Town and the City, including those roads where the portion of the road bordering the Town and the City is only as wide as the right of way, but in no case shall the portion of a road considered a Line Road extend more than ½ mile solely into the boundaries of either Party. This policy shall apply to the establishment, alteration, and vacation of any road on or along the line between the Town and City, as may be changed from time (e.g. annexation, detachment), pursuant to Minnesota Statutes, section 164.14, as well as to roads solely within the Town which are adjacent to annexed areas and are affected by development activity within the City.

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**2. Establishment, Alteration, Vacation,** ~~of a line road~~. If a Party is interested in a) initiating any activity which requires cost-sharing between the Parties, or which involves connecting to a road maintained by the other Party, to a line road or b) modifying any connection to a ~~line~~ road controlled wholly or in part by the other Party, including but not limited to establishment, alteration, or vacation of any ~~line~~ road, or c) intends to undertake any activity with regard to its own roads and streets with the expectation of present or future sharing of costs with the other Party, such Party shall notify the other Party and discuss the same with the other Party before undertaking any such activity. If the Parties do not agree on the need, scope, or other aspects of the proposed activity, the matter may be submitted as a dispute for resolution by either to Rice County Board. Neither Party may unilaterally add any connection to any ~~Line Road~~ or road, or street controlled by the other Party, without the approval of that other Party.

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**Costs for Line Roads.** Costs for Line ~~Roads~~ shall be shared on a pro-rata basis for maintenance and improvements of Line ~~Roads~~. Each Party's pro-rata share shall be recalculated any time a Line ~~Road~~ is established, altered, or vacated, ~~or when additional development or other changes take place in usage patterns which, in the view of either Party, materially impact traffic flows on the Line Road.~~ The Parties shall have a mutually agreed upon neutral third party to perform a traffic study prior to the establishment, alternation, or vacation of a Line ~~Road~~ to understand ~~and calculate~~ the proportionate ~~pro-rata~~ burden imposed on any Line ~~Road~~ by traffic from one or the other Party's geographic area. ~~Any cost sharing shall be fair and equitable.~~ At any time any road or portion of a road is annexed, or becomes a city street, wholly or in part, due to annexation, the City shall reimburse the Town for any the depreciated value of capital improvements -performed and improvements made by the Town~~ship~~ during the preceding 12 years, as determined by negotiation, or if no agreement can be reached, by a neutral third-party valuator.

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~~4. Assessments. Each Party may assess its own residents in accordance with law. Neither party may assess the residents of the other party's jurisdiction.~~

~~5.3 General Maintenance.~~ Each Party shall be responsible for conducting routine maintenance and inspections of their respective rights-of-way on any Line ~~Road~~. Routine maintenance shall include, at a minimum, the following:

- a. shouldering per plates 1 through 13 shown in Minnesota Rules 7819.9900 to 7819.9950;
- b. brush removal, noxious weed removal, and mowing;
- c. inspections,
- d. garbage removal,
- e. sign installation, and
- f. driveway/other connection installation, etc.

~~6.4 Specific Maintenance.~~ The Town and City shall agree on a case-by-case basis the details of provision of maintenance or improvement services for any Line ~~Road~~ who the responsible party shall be for each road (the "Responsible Party"). Specific maintenance relates to drainage structures, tree removal, road improvements, and bituminous maintenance. The Responsible Party shall be responsible for providing maintenance and/or improvements for a road. The other party shall reimburse the Responsible Party for costs based on its pro-rata or otherwise equitable share. |

~~7.5 Dispute Resolution.~~ In the event a dispute arises which cannot be resolved after good-faith negotiations, the Parties shall engage a mediator to aide in resolving any dispute. If mediation is unsuccessful, either Party may seek judicial relief in Rice County District Court, ~~or administrative relief in the Office of Administrative Hearings~~ or through Rice County Board, as the case may be.

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~~8.6 Billing/Reimbursement.~~ The Responsible Party shall invoice work to the other party for reimbursement on a semi-annual basis, at least 30 days prior and no more than 60 days prior to such invoices becoming due.

9-7. **Audit.** The Parties agree that the State Auditor and each Party may have access to and right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. of the other during normal business hours, for anything book, document, paper, record, etc. related to expenditures/reimbursements for maintenance and improvements of any ~~H~~Line ~~R~~Road.

~~10-8.~~ **Amendments.** Any amendment to this Policy shall be by joint resolution of the Parties.

~~11-9.~~ **Exclusive Road Policy for Joint Roads.** It is understood and agreed that this is the exclusive policy related to ~~H~~line ~~R~~Road maintenance and improvements of any Line Road ~~line road~~ as defined herein #1 above ~~both parties both the Town and ...~~. This Policy supersedes that certain Memorandum of Understanding by and between the Parties dated \_\_\_\_\_, 2021. This Agreement shall be effective on the date of the last signature of either Party, and shall run for 25 years from such date.

ADOPTED BY THE BRIDGWATER TOWNSHIP BOARD OF SUPERVISORS ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

Attest:

By: \_\_\_\_\_  
Name: Kathleen Kopseng  
Its: Chairwoman of the Board of Supervisors

By: \_\_\_\_\_  
Name: ~~Frances Boehning~~Lori Noreen  
Its: Town Clerk

ADOPTED BY THE DUNDAS CITY COUNCIL ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

Attest:

By: \_\_\_\_\_  
Name: Glenn Switzer  
Its: Mayor

By: \_\_\_\_\_  
Name: Janelle Teppen  
Its: City Administrator/Clerk

115<sup>th</sup> STREET MAINTENANCE AGREEMENT  
BETWEEN THE CITY OF DUNDAS AND BRIDGEWATER TOWNSHIP

This Agreement ("Agreement") is entered into by and between the City of Dundas ("Dundas"), and Bridgewater Township ("the Town").

WHEREAS, the majority of 115<sup>th</sup> Street is located within the jurisdiction of Bridgewater Township and a section is within the jurisdiction of the City of Dundas; and

WHEREAS Dundas and the Town have an on-going orderly annexation agreement through 2034, nothing in this agreement shall be understood as superseding any clause in that agreement;

WHEREAS, the section of 115<sup>th</sup> Street under Dundas' jurisdiction is a gravel road with a steep grade; and.

WHEREAS, Dundas and Bridgewater Township each have limited resources to allocate for road maintenance purposes among various priorities.

NOW, THEREFORE, in consideration of the promises and agreements contained herein, Dundas and Bridgewater Township agree as follows:

A. Agreement

1. Bridgewater Township will blade the Dundas section of 115<sup>th</sup> Street according to its normal schedule, but not less than twice per year.
2. Bridgewater Township will be responsible for and perform snow plowing and removal on the Dundas section of 115<sup>th</sup> Street in accordance with the Town's policy and normal practice.
3. Any road maintenance, ditch maintenance, material (gravel, material stabilization/dust control), or repairs for the Dundas section of 115<sup>th</sup> Street in addition to normal blading and snow removal must be pre-approved by both Dundas and Bridgewater Township before any work is undertaken.
4. In the case of emergency, Dundas reserves the right to close the portion of the road within the City of Dundas to through traffic until the necessary repairs can be completed.

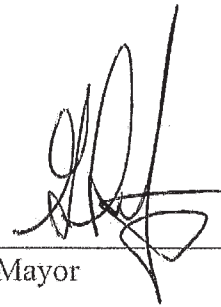
B. Indemnity. The City of Dundas will indemnify and hold Bridgewater Township harmless from any claims, damages, costs, judgments and expenses, including attorney fees, in connection with the Town's actions, or inactions under this agreement for maintenance of the section of 115<sup>th</sup> Street within the City of Dundas.

- C. Workers' Compensation. Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee.
- D. Damage to Equipment. Each party shall be responsible for damages to or loss of its own equipment.
- E. Termination: Either party may terminate this Agreement upon thirty (30) days written notice to the other, or if either party fails to fulfill its obligations in a proper and timely manner, or otherwise violates the terms of this Agreement.

IN WITNESS WHEREOF, the parties executed this Agreement as of the day and year first above written.

CITY OF DUNDAS

Dated: 12/22/14

By:   
Mayor

Dated: 22 DEC 2014

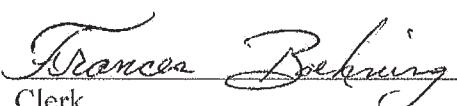
By:   
Administrator/Clerk

BRIDGEWATER TOWNSHIP

Dated: Nov. 22, 2014

By:   
Chair

Dated: Nov. 22, 2014

By:   
Clerk

**City of Dundas**  
**Public Works Staff Meeting / City Engineer Update 11/08/23**  
**November 9, 2023**  
**Agenda**

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

1. 2023 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. 9-12-22 Easement documents were approved by Council. Staff is working with Menard to get the documents executed.
  - Modification work to the catch basin near the Dundas Dome driveway. Structure cannot be lowered. Lower grade around casting and structure and rip rap area. Regrade from road and Dundas Dome swale to improve drainage with the possible addition of a concrete flume from street to catch basin. Staff is developing a concept plan for this work. Staff is preparing a plan to send out for quotes.
2. 2023 Street Lighting
  - On Railway Street down to West Avenue; and including lights at each end of the pedestrian bridge over the Cannon River.
  - The poles and fixtures have been delivered.
  - Council approved the removal of the concrete walk just north of Bridge Street to Hester Street. The street light installation will be completed within the next 2-3 weeks. The concrete walk will be removed at the light pole locations. The remaining walk will be removed after the light installation.
  - ***Staff are soliciting additional quotes, with the work being done in the spring of 2024.***
3. Comprehensive Transportation Planning
  - 4-13-22 Staff prepared a Joint Road Policy, and the policy was reviewed with Bridgewater Township officials. Staff is waiting on comments from BWT officials with regards to the JRP. Staff met with BWT representatives on 6-21-2023 and 7-26-23 to discuss the Joint Road Policy. A follow-up meeting was held 9-13-23.
  - Staff prepared a preliminary road design and estimate of project costs for street improvements for a portion of 115th Street between CSAH 20 and CSAH 22. Staff have begun internal discussions on the future alignment between Highland Parkway and Cannon City Boulevard.
  - 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. 8-3-23 Staff met with County officials to begin discussions on the schedule for the Decker Avenue planning study. Project information and timelines will be sent over from the County.



- The County is reaching out to consulting firms to obtain proposals to perform the study.
4. CSAH 1/TH 3 Pedestrian Crossing
    - The scope of work includes installing a trail along CSAH 1, connecting to the existing sidewalks on Schilling Drive, Cannon Road, and North Stafford Road. A trail connection would also be made to the existing trail along TH 3. Pedestrian crossing improvements would be made to the intersection of TH 3 and CSAH 1. Ditch grading and storm sewer improvements would be made to accommodate the trails.
    - Funding in the amount of \$370,000 has been allocated to the project in the State's 2023 Capital Budget under Grants to Political Subdivisions.
    - ***A kick-off meeting is scheduled for 11-15-23 with MnDOT and Rice County representatives to discuss the project and the processes to be followed with regards to the grant funding.***
  5. ECRT Parking Lot and Dog Park Relocation
    - The concept plan was approved by Council March 13<sup>th</sup> Council Meeting.
    - The dog park relocation is in the CIP for 2023 and the parking lot improvements in 2024.
    - Staff met with Canines at Play to discuss participation in the project.
    - Council awarded the Contract for the dog park fence to Caron fence on 5-22-23.
    - ***The entrance has been closed off to restrict access until the gates have been completed.***
  6. Forest Avenue and Depot Street
    - Based on the soil borings for Forest Avenue and Depot Street, extensive pavement repair is necessary. Future construction will likely include pavement reclamation and a bituminous overlay.
    - Staff will begin plan preparation in October and bid the project in Spring of 2024. City will bond for the project.
    - 10-9-23 Council authorized staff to proceed with project. Survey was completed on 10-18-23.
  7. Northfield Wastewater Treatment
    - Northfield received written approval from the PCA for the permit amendment. The City of Northfield will approve future sanitary sewer extension permits and the surcharge will be discontinued while the City's flows remain within the revised limits.
  8. Public Works Tasks
    - The storm water code and fees are under review, including sump pump connection requirements.
  9. Regional Storm Water and Wetland
    - The work in the pond south of County Road 1, within Schilling Park, will be completed in 2025 to allow time for the dog park to be moved and the existing fence to be removed.
  10. Stoneridge Hills 2nd
    - 6-13-22 Preliminary Plat, Final Plat and Developer's Agreement were approved by Council.
    - Because the plat was not recorded within the required 100 days of approval, the Developer will need to reapply for final plat approval.

- The City will require a signed Developer's Agreement with securities, signed mylars and the final revised construction and landscape plans to move forward with the development.

#### 11. West Avenue Apartments

- Grading and excavation began on the site on 5/2/22.
- Council approved an amendment to the Developer's agreement to extend the completion date to May 30, 2023.

#### 12. Pavement Management Plan and Franchise Fees

- Council approved Ordinances 2023-09 and 2023-11 to implement electric and gas franchise fees at the 9-25-23 Council meeting.

#### 13. Public Works Cold Storage

- The preliminary site plan and building details were presented to Council on 2-27-23.
- Project information and proposed quote package for building and site grading were brought to Council for review at the May 22<sup>nd</sup> Council meeting.
- Council awarded the contract to Raw Construction, LLC for the site grading on 7-10-23. The contractor completed the site grading. Contractor needs to complete restoration to complete the project.
- Quotes were due 8-4-23 for the cold storage building. A total of 3 contractors submitted quotes for the work. Information was reviewed by Council on 9-11-23. Estimated project costs and available funding were reviewed by the Public Works Committee on 10-4-23.
- ***10-27-23 Staff met to review and discuss the project scope to work towards finalizing building details.***

#### 14. Preliminary Effluent Review

- 7-25-22 Council approved a proposal to complete the preliminary effluent review.
- 1-5-23 Staff has started work on the review.
- 6-22-23 Preliminary Effluent Review Request was sent to the MPCA.
- Staff have received the response from the MPCA. ***The information will be presented to Council at the 11-13-23 Council Meeting.***

#### 15. Sanitary Sewer and Water Comprehensive Plan

- ***Staff are working to schedule an internal review of the draft comp plans.***

#### 16. Transportation Comprehensive Plan

- 1-5-23 Staff has started work on the comprehensive plan. The work is budgeted for 2023 in the general fund budget. The draft plan has been completed and is currently under review by Staff.

#### 17. Tractor Supply

- 8-28-23 Council approved the Developer's Agreement with Conditions.
- A new submittal to address the engineering comments has been received from the Developer's Engineer. Remaining comments to be addressed have been sent back to the Developer.
- The Developer signed the Development Agreement and has submitted securities.
- Site grading began on 9-25-23.

18. 2024 Schilling Drive Sanitary Sewer Repairs

- 10-9-23 Council authorized staff to proceed with project.
- *The scope of work includes a sanitary sewer connection between two manholes at the intersection of Hester Street and Schilling Drive. The project will redirect sanitary sewer flows from the north and east to bypass the sanitary sewer line on Schilling Drive that has settlement issues.*
- *The project will be bid and constructed in 2024.*



## MEMORANDUM

To: Honorable Mayor and City Council  
Dundas, Minnesota

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

Date: November 13, 2023

Re: MPCA Permit Effluent Limits Response to City of Dundas

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### Introduction

Council authorized staff to complete a Preliminary Effluent Review Study to determine the feasibility of constructing a new Wastewater Treatment Facility (WWTF) for the City of Dundas.

### Background

The wastewater from the City of Dundas is currently treated by the City of Northfield's Wastewater Treatment Plant per the terms set forth in the Revised Wastewater Treatment Agreement, dated April 30<sup>th</sup>, 2001.

In order to construct a WWTF, a National Pollutant Discharge Elimination System (NPDES) permit is required by the Minnesota Pollution Control Agency (MPCA). Significant resources and costs are incurred to prepare the NPDES permit and at any time throughout the permit process, the MPCA may decide that the project is not feasible. Instead, it is recommended to conduct a Preliminary Effluent Review Study to determine the preliminary effluent, or discharge, limits set by the MPCA. Based on the results of the study, the City can decide if it is feasible to move forward with the NPDES permit

Council authorized staff to conduct the Preliminary Effluent Review Study to determine if a WWTF in the City of Dundas was feasible.

As part of the study, it was established that the City of Dundas could discharge wastewater to three (3) different receiving waters:

- Cannon River
- Little Cannon River
- Zumbro River, North Fork

Staff submitted a preliminary effluent limitations request to the MPCA for these three locations.

## **MPCA Response**

The response letter received from the MPCA addresses regulations and limitations imposed on discharges at the three locations mentioned above. The regulations and limitations are summarized below:

- 5-Day Carbonaceous Biochemical Oxygen Demand (CBOD<sub>5</sub>)
- Environmental Review Requirements
- Limitations of Pollutants
- Total Maximum Daily Load Requirements
- Wetlands

Several of these regulations and limitations could be key factors in concluding if a new WWTF serving the City of Dundas is feasible. Some of these regulations or limitations are in the process of being established or are currently under review for potential changes and may further impact the feasibility of a WWTF in the future. However, two pollutants, phosphorous and ammonia, have long standing regulations that are unlikely to change. Because of this, the feasibility of constructing a WWTF is evaluated based on the phosphorus and ammonia regulations.

### Option 1 – Cannon River

This option involves discharging wastewater into the Cannon River, which eventually flows to Lake Byllesby. Lake Byllesby has a set phosphorus load that was established to protect the lake and each discharger with an existing connection was assigned a specific allocation. The City of Dundas would be establishing a new connection and would be held to a phosphorous discharge limit that does not contribute to exceeding the current limit set. Based on this information and current wastewater treatment technologies, it is not economically feasible to treat wastewater to this low level of phosphorus. The City could trade for additional phosphorous loading with existing facilities that have phosphorus allocations but a review of these facilities and current limits revealed that this option is also not feasible.

### Option 2 – Little Cannon River

This option involves discharging wastewater into the Cannon River via the Little Cannon River, bypassing Lake Byllesby. With this option, as the drainage continues downstream, it ultimately reaches the Mississippi River and Lake Pepin. Like Lake Byllesby, Lake Pepin also has a set phosphorus load that was established to protect the lake and given the limit provided by the MPCA for a new connection, it is not economically feasible to treat wastewater to this low level of phosphorus.

### Option 3 – Zumbro River, North Fork

This option involves discharging wastewater into the Zumbro River, where it eventually joins the Mississippi River below Lake Pepin. Importantly, this option avoids any impairments, and the phosphorus limit would be much higher than Options 1 and 2, making it possible to treat.

The primary concern for option 3 would be the limited flows of the receiving body of water at the discharge point. The flows generated from the City of Dundas would surpass the flows of the river. This would require treating the wastewater to a very high degree to protect aquatic life, with a very strict ammonia limit set by the MPCA. Constructing and operating a WWTF with current wastewater treatment technologies, capable of achieving the ammonia limits, would economically not be feasible.

**Conclusion**

In review of the letter from the MPCA dated September 4, 2023, concerning Preliminary Effluent Limitations Applicable to the Proposed Wastewater Treatment Facility at the City of Dundas, it is determined that none of the proposed WWTF discharge options are feasible.