



**DUNDAS CITY COUNCIL  
REGULAR MEETING AGENDA  
Monday, March 25, 2024  
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 March 11, 2024
  - b. Consider Resolution 2024 – 08 Declaring the Official Intent of the City of Dundas to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City
  - c. Consider Resolution 2024-09 Transferring Funds from the General Fund to the Public Safety Capital Fund
  - d. Disbursements - \$166,454.21
- 6. Regular Agenda**
  - a. Consider Approving Resolution 2024-10 Requiring Write-In Candidates for a City Office to File a Written Request to Have the Candidate's Write-In Votes Individually Recorded
  - b. Consider Approving Resolution 2024 – 11 Approving the Contamination Cleanup Grant Application and Committing Local Match and Authorizing Contract Signature for a Phase II Environmental Site Assessment at 315 Railway Street North
  - c. Consider Bids and Award a Contract for Forest Ave/Depot Street Reconstruction
- 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, April 8 and 22, 2024 at 7 PM City Hall
  - b. Park & Recreation Advisory Board Meeting – Tuesday, April 9, 2024 at 7 PM City Hall
  - c. Planning Commission Meeting – Thursday, April 18, 2024
  - d. Easter Egg Hunt – Saturday, March 30, 2024 10 am Memorial Park
- 9. Adjourn**



**DUNDAS CITY COUNCIL  
REGULAR MEETING MINUTES  
Monday, March 11, 2024  
7:00 p.m. City Hall**

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

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

**CALL TO ORDER**

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

**PUBLIC COMMENT**

Eric Teachout, 412 Archibald Lane and Robin Garlick, 314 Waterwheel Dr. were in attendance to speak to the City Council regarding a November 2023 water leak.

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

- a. Regular Minutes of February 26, 2024
- b. Consider Resolution 2024-06 Accepting Donations
- c. Disbursements - \$131,994.39

**Motion by LaCroix, second by Swartwood, to approve the consent agenda. MCU**

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

City Engineer – Dustin Tipp

Tipp reported that the quote package for the parking lot at the dog park will go out in the next two weeks and the Council will consider awarding the project at the second meeting in April.

Tipp also reported that the proposal for the lead service inventory has been sent to the Department of Health and WSB is waiting for their approval to begin.

Council member Swartwood reported that he had been contacted by an attorney who has also been in contact with staff and other Council members regarding a possible solar farm installation. Council members agreed that if contacted in the future by this individual, they should invite them to a City Council meeting to discuss the topic with the full body.

**ADJOURN**

**Motion by Swartwood, second by LaCroix, to adjourn the meeting at 7:14 PM. MCU**

Minutes prepared by Jenelle Teppen, City Administrator/City Clerk

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

**RESOLUTION NUMBER 2024-08**

*A Resolution Declaring the Official Intent of the  
City of Dundas to Reimburse Certain Expenditures  
from the Proceeds of Bonds to be Issued by the City*

**WHEREAS**, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

**WHEREAS**, the City of Dundas, Minnesota (the “City”) expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

**WHEREAS**, the City has determined to make this declaration of official intent (the “Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNDAS, MINNESOTA AS FOLLOWS:**

1. The City proposes to undertake the reconstruction of Forest Avenue and Depot Street (the “Project”).

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$600,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

**ADOPTED** by the City Council of City of Dundas, Minnesota this 25th day of March 2024.

**CITY OF DUNDAS BY:**

**ATTEST:**

\_\_\_\_\_  
Glenn Switzer, Mayor

\_\_\_\_\_  
Jenelle Teppen, Administrator/Clerk

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

**RESOLUTION NUMBER 2024 - 09**

*A Resolution Transferring Funds from the General Fund to the Public Safety Capital Fund*

**WHEREAS**, the City received \$78,068 through the 2023 Minnesota State Legislative process identified as Public Safety Aid; and

**WHEREAS**, these funds were deposited in the City's General Fund (101) and require transfer to the Public Safety Capital Outlay Fund (425).

**NOW THEREFORE BE IT RESOLVED** that the City of Dundas does hereby approve the transfer of \$78,068 from the General Fund (101) to the Public Safety Capital Outlay Fund (425).

**Adopted by the City Council of the City of Dundas, Rice County, Minnesota, this 25<sup>th</sup> day of March 2024.**

**CITY OF DUNDAS BY:**

**ATTEST:**

\_\_\_\_\_  
Glenn Switzer, Mayor

\_\_\_\_\_  
Jenelle Teppen, Administrator/Clerk

**CITY OF DUNDAS DISBURSEMENT REPORT**  
**Council Meeting March 25, 2024**

<b>DATE</b>	<b>PAYABLE</b>	<b>AMOUNT</b>
3/21/2024	PERA	\$4,809.57
3/21/2024	State of MN Empower Retirement	\$550.00
3/21/2024	MN Dept of Revenue	\$1,493.33
3/21/2024	IRS	\$7,117.79
3/21/2024	Payroll PP# 6 Employees	\$21,904.72
	<b>Subtotal Paid Payroll Liabilities</b>	<b><u>\$35,875.41</u></b>
3/13/2024	MN Dept of Revenue - Sales Tax	\$1,460.00
3/25/2024	2024 Invoices - Payment March 25, 2024	\$129,118.80
	<b>Subtotal Paid Claims and Service Liabilities</b>	<b><u>\$130,578.80</u></b>
<b>TOTAL</b>	<b>Disbursement for March 25, 2024</b>	<b><u><u>\$166,454.21</u></u></b>

CITY OF DUNDAS

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Payments

Current Period: March 2024

Payments Batch 032524AP		\$129,118.80	
Refer	0 AFLAC	-	
Cash Payment	G 101-21710 Other Deductions	Employee Reimbursed HB065	\$257.16
Invoice	275626 3/7/2024		
Transaction Date	3/7/2024	Frandsen Bank 10100	<b>Total</b> \$257.16
Refer	0 ALDRICH TECHNOLOGY CONSULT	-	
Cash Payment	E 101-41000-310 Professional Services	Troubleshooting PW email issues	\$75.00
Invoice	0009728 3/15/2024		
Transaction Date	3/15/2024	Frandsen Bank 10100	<b>Total</b> \$75.00
Refer	0 CAMPBELL KNUTSON	-	
Cash Payment	E 415-43100-500 Capital Outlay	Forest Ave & Depot St - WSB contract review	\$77.50
Invoice	24-Feb 2/29/2024		
Transaction Date	2/29/2024	Frandsen Bank 10100	<b>Total</b> \$77.50
Refer	0 CAR TIME AUTO SERVICE CENTE	-	
Cash Payment	E 101-42100-400 Repairs and Maintenanc	Oil change	\$60.92
Invoice	267123 2/23/2024		
Transaction Date	2/23/2024	Frandsen Bank 10100	<b>Total</b> \$60.92
Refer	0 DODGE OF BURNSVILLE, INC	-	
Cash Payment	E 425-42100-500 Capital Outlay	New PD Durango	\$42,397.00
Invoice	N89197 3/13/2024	Project PSA	
Transaction Date	3/13/2024	Frandsen Bank 10100	<b>Total</b> \$42,397.00
Refer	0 ECKBERG LAMMERS	-	
Cash Payment	E 101-42100-304 Legal Fees	Prosecution February	\$678.08
Invoice	022024 2/29/2024		
Transaction Date	2/29/2024	Frandsen Bank 10100	<b>Total</b> \$678.08
Refer	0 EPIC ENTERPRISES, INC	-	
Cash Payment	E 101-42100-440 Cleaning Service	Cleaning	\$22.61
Invoice	16250 2/29/2024		
Cash Payment	E 101-43100-440 Cleaning Service	Cleaning	\$22.61
Invoice	16250 2/29/2024		
Transaction Date	2/29/2024	Frandsen Bank 10100	<b>Total</b> \$45.22
Refer	0 GALLS, LLC	-	
Cash Payment	E 101-42100-217 Uniforms	Shirts & emblems	\$184.49
Invoice	027294289 3/6/2024		
Cash Payment	E 101-42100-217 Uniforms	Shirts & emblems	\$205.75
Invoice	027294296 3/6/2024		
Transaction Date	3/6/2024	Frandsen Bank 10100	<b>Total</b> \$390.24
Refer	0 GREG MALECHA	-	
Cash Payment	E 101-43100-217 Uniforms	Boots	\$285.00
Invoice	March24 3/19/2024		
Transaction Date	3/19/2024	Frandsen Bank 10100	<b>Total</b> \$285.00
Refer	0 GUTH ELECTRIC, LLC	-	
Cash Payment	E 101-45200-400 Repairs and Maintenanc	M&L - Ice Rink Lights	\$1,632.16
Invoice	3233 2/29/2024		

CITY OF DUNDAS

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Payments

Current Period: March 2024

Transaction Date	2/29/2024	Frandsen Bank	10100	<b>Total</b>	<b>\$1,632.16</b>
Refer	0 HAWKINS INC.	-			
Cash Payment	E 601-49400-200 Supplies	Chemicals			\$10.00
Invoice	6708836	3/14/2024			
Transaction Date	3/14/2024	Frandsen Bank	10100	<b>Total</b>	<b>\$10.00</b>
Refer	0 LITTLE, AARON	-			
Cash Payment	E 601-49400-208 Training and Licensing	Training-related Mileage & Expenses			\$499.25
Invoice	March24	3/6/2024			
Transaction Date	3/6/2024	Frandsen Bank	10100	<b>Total</b>	<b>\$499.25</b>
Refer	0 MENARDS, INC	-			
Cash Payment	E 101-43100-200 Supplies	Supplies			\$26.05
Invoice	62572	2/27/2024			
Cash Payment	E 101-41000-200 Supplies	Ladder			\$299.00
Invoice	62572	2/27/2024			
Transaction Date	2/27/2024	Frandsen Bank	10100	<b>Total</b>	<b>\$325.05</b>
Refer	0 MIDWEST MACHINERY CO	-			
Cash Payment	E 410-43100-500 Capital Outlay	Mowers			\$41,600.00
Invoice	9950734	3/13/2024			
Transaction Date	3/13/2024	Frandsen Bank	10100	<b>Total</b>	<b>\$41,600.00</b>
Refer	0 MINNESOTA VALLEY TESTING LA	-			
Cash Payment	E 601-49400-310 Professional Services	Water Testing			\$57.50
Invoice	1242867	3/7/2024			
Transaction Date	3/7/2024	Frandsen Bank	10100	<b>Total</b>	<b>\$57.50</b>
Refer	0 NCPERS GROUP LIFE INS	-			
Cash Payment	G 101-21712 Life Insurance	Life Insurance Apr 24			\$32.00
Invoice	433600042024	3/1/2024			
Transaction Date	3/1/2024	Frandsen Bank	10100	<b>Total</b>	<b>\$32.00</b>
Refer	0 NELCOM CORPORATION	-			
Cash Payment	E 101-42500-400 Repairs and Maintenanc	Troubleshooting siren issues			\$1,657.00
Invoice	30962	3/1/2024			
Cash Payment	E 101-42500-400 Repairs and Maintenanc	Troubleshooting siren issues			\$787.02
Invoice	30960	3/1/2024			
Transaction Date	3/1/2024	Frandsen Bank	10100	<b>Total</b>	<b>\$2,444.02</b>
Refer	0 NORTHWESTERN POWER EQUIP	-			
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Parts			\$3,946.75
Invoice	240016DJ	3/13/2024			
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Labor & parts			\$8,979.79
Invoice	230374DJ	3/13/2024			
Transaction Date	3/13/2024	Frandsen Bank	10100	<b>Total</b>	<b>\$12,926.54</b>
Refer	0 PORTILLO, NICOLE	-			
Cash Payment	E 101-45200-200 Supplies	Candy for Egg Hunt 2024			\$539.81
Invoice	March24	3/13/2024			
Transaction Date	3/13/2024	Frandsen Bank	10100	<b>Total</b>	<b>\$539.81</b>
Refer	0 RICE CO. PROPERTY TAX & ELEC	-			



CITY OF DUNDAS

Payments

Current Period: March 2024

Cash Payment	E 601-49400-381	Electricity	1189 BRIDGEWATER PKWY		\$10.76
Invoice	868941350	3/14/2024			
Cash Payment	E 101-45200-381	Electricity	215 RAILWAY ST N		\$55.34
Invoice	868941350	3/14/2024			
Cash Payment	E 601-49400-381	Electricity	1185 BRIDGEWATER PKWY UNIT WELLHSE		\$3,142.07
Invoice	868941350	3/14/2024			
Cash Payment	E 101-45200-381	Electricity	1205 BRIDGEWATER PKWY		\$69.42
Invoice	868941350	3/14/2024			
Cash Payment	E 101-42100-381	Electricity	108 DEMANN CT		\$198.88
Invoice	868941350	3/14/2024			
Cash Payment	E 101-43100-381	Electricity	108 DEMANN CT		\$198.88
Invoice	868941350	3/14/2024			
Cash Payment	E 101-43124-381	Electricity	6156110TH ST E UNIT RAB LGHTS		\$93.71
Invoice	868941350	3/14/2024			
Cash Payment	E 101-41000-381	Electricity	100 RAILWAY ST N UNIT CITY HALL		\$376.90
Invoice	868941350	3/14/2024			
Cash Payment	E 101-41000-381	Electricity	100 RAILWAY ST N		\$416.37
Invoice	868941350	3/14/2024			
Transaction Date	3/14/2024		Frandsen Bank	10100	<b>Total</b> \$9,481.00
Refer	0 ALDRICH TECHNOLOGY CONSULT -				
Cash Payment	E 101-41000-309	EDP, Software and Desi	New Computers & Install		\$6,475.20
Invoice	9678				
Cash Payment	E 101-42100-309	EDP, Software and Desi	New Computers & Install		\$1,079.20
Invoice					
Cash Payment	E 225-43150-309	EDP, Software and Desi	New Computers & Install		\$539.60
Invoice					
Cash Payment	E 601-49400-309	EDP, Software and Desi	New Computers & Install		\$1,079.20
Invoice					
Cash Payment	E 602-49450-309	EDP, Software and Desi	New Computers & Install		\$1,079.20
Invoice					
Cash Payment	E 603-49500-309	EDP, Software and Desi	New Computers & Install		\$539.60
Invoice					
Transaction Date	3/20/2024		Frandsen Bank	10100	<b>Total</b> \$10,792.00
Refer	0 FRANDSEN BANK & TRUST -				
Cash Payment	G 101-21708	H.S.A. Withholdings	HSA PP#6 - M Summer		\$70.00
Invoice					
Transaction Date	3/20/2024		Frandsen Bank	10100	<b>Total</b> \$70.00

Payments

Current Period: March 2024

Fund Summary

	10100 Frandsen Bank
101 GENERAL FUND	\$19,789.21
225 STORM SEWER	\$539.60
235 ECONOMIC DEVELOPMENT AUTHORITY	\$3,614.00
410 PUBLIC WORKS CAPITAL OUTLAY	\$41,600.00
415 STREET REPLACEMENT CIP	\$77.50
425 PUBLIC SAFETY CAPITAL OUTLAY	\$42,397.00
601 WATER	\$18,439.21
602 SEWER	\$2,122.68
603 REFUSE	\$539.60
	<hr/>
	\$129,118.80

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$129,118.80
Total	<hr/>
	\$129,118.80



## REQUEST FOR COUNCIL ACTION

TO: City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Resolution 2024-10 Requiring Write-In Candidates for a City Office to File a Written Request to Have the Candidate's Write-In Votes Individually Recorded

DATE: For the City Council Meeting of March 25, 2024

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### PURPOSE/ACTION REQUESTED

Consider Resolution 2024-10 Requiring write-in candidates for a city office to file a written request to have the Candidate's write-in votes individually recorded.

### SUMMARY

The State Legislature passed a new election law regarding write-in vote counting in 2023. Minnesota State Statutes 204B.09, subdivision 3 was amended to allow statutory and home rule charter cities the option of adopting a Resolution that would require write-in candidates for local elective office to file a written request with the chief election official no later than the seventh day before the city election if the candidate wants to have the candidate's write-in votes individually recorded.

This language conforms to existing language in the statute that governs write-in candidates for county, state or federal office.

This is optional for statutory and home rule charter cities, but staff recommends adoption of the Resolution so that the same process is in place for all write-in candidates.

### RECOMMENDATION

Motion to approve Resolution 2024-10 requiring write-in candidates for a city office to file a written request to have the candidate's write-in votes individually recorded.

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

**RESOLUTION NUMBER 2024-10**

*A Resolution Requiring Write-In Candidates for a City Office to File a Written Request to Have the Candidate's Write-In Votes Individually Recorded*

**WHEREAS**, Minnesota Statute 204B.09, subd. 3 was amended by the Minnesota State Legislature in 2023 ; and

**WHEREAS**, the statutory requirement for candidates for county, state, or federal office who want write-in votes for the candidate to be counted must file a written request with the filing office was extended to statutory or home rule charter cities; and

**WHEREAS**, the City Council of a statutory or home rule charter city may adopt a resolution governing the counting of write-in votes for local elective office; and

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Dundas, Minnesota, that Write-In Candidates for City of Dundas local elective office must file a written request with the chief election official no later than the seventh day before the city election if the candidate wants to have the candidate's write-in votes individually recorded.

**ADOPTED** by the City Council of Dundas, Minnesota, on this 25th day of March 2024.

**CITY OF DUNDAS BY:**

**ATTEST:**

\_\_\_\_\_  
Glenn Switzer, Mayor

\_\_\_\_\_  
Jenelle Teppen, Administrator/Clerk

## **STAFF REPORT**

TO: Dundas City Council  
Jenelle Teppen, City Administrator

FROM: Nate Sparks, City Planner

DATE: March 21, 2024

RE: DEED Contamination Grant Application

### **BACKGROUND**

City Staff needs the following resolution passed to attach to the grant application for the DEED Contamination Grant. This grant is intended to be used to pay for 75% of the Phase II Environmental Site Assessment and the associated testing.

### **RECOMMENDATION**

Staff would recommend approval of the resolution which authorizes the Mayor and City Administrator to sign the grant application documents and submit it to DEED.

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

**RESOLUTION 2024-11**

**APPROVING THE CONTAMINATION CLEANUP GRANT APPLICATION  
AND COMMITTING LOCAL MATCH AND AUTHORIZING CONTRACT SIGNATURE FOR A  
PHASE II ENVIRONMENTAL SITE ASSESSMENT AT 315 RAILWAY ST NORTH**

**WHEREAS**, the City of Dundas (the "City") is seeking to gain approval of a grant application for a Phase II Environmental Site Assessment; and

**WHEREAS**, the City shall act as the legal sponsor for a project contained in the Contamination Cleanup Grant Program to be submitted on or before May 1, 2024 and that the City Administrator/Clerk is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City; and

**WHEREAS**, the City has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration; and

**WHEREAS**, the sources and amounts of the local match identified in the application are committed to the project identified; and

**WHEREAS**, the City has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice; and

**WHEREAS**, upon approval of its application by the State, the City may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that the City of Dundas certifies that it will comply with all applicable laws and regulation as stated in all contract agreements; and

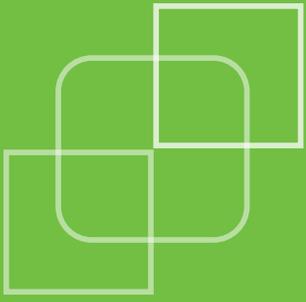
**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Dundas that the City has approved the Contamination Cleanup grant application to be submitted to the Department of Employment and Economic Development (DEED) on March 25, 2024, for a Phase II Environmental Site Assessment at 315 Railway Street North.

**ADOPTED by the Dundas City Council this 25th day of March 2024.**

**City of Dundas**

By: \_\_\_\_\_  
Glenn Switzer, Mayor

Attest: \_\_\_\_\_  
Jenelle Teppen, City Administrator/Clerk



# CONTAMINATION CLEANUP AND INVESTIGATION

## GRANTS PROGRAM

### 2023 ANNUAL REPORT

Minn. Stat. §§ 116J.551 – 116J.559

*Estimated cost of producing report: \$803.75*



| Sons of Norway Project - Minneapolis, MN



# CONTAMINATION CLEANUP AND INVESTIGATION

## GRANTS PROGRAM



### *Cleanup Mankato Bridge Plaza*

*The city of Mankato was awarded \$324,250.33 in cleanup funds for this 1.94-acre site that was contaminated with petroleum and other contaminants. Historically used as a hotel, junk yard, gas station, warehouse, and restaurant; the site was redeveloped into a five-story, 68,172 square foot mixed-use building. To-date the project has created 35 jobs, retained 52 jobs, and increased the property tax base by \$134,060. The required match was paid by the developer and tax increment financing.*

## BACKGROUND

The Contamination Cleanup and Investigation Grants Program is administered by the Department of Employment and Economic Development (DEED) through its Brownfields and Redevelopment Unit.

This program helps communities pay for the additional costs of investigation and cleanup on sites with soil and/or groundwater contamination. Grants are awarded to sites when there is a planned redevelopment.

The program was created in 1993, with the first grant round held in 1995.

## ELIGIBILITY

- Grants are awarded to local units of government – cities, counties, HRAs, EDAs, and Port Authorities
- Sites can be publicly or privately owned
- Developer cannot be responsible for the contamination
- Project must have a Response Action Plan (RAP) that has been approved by the MPCA
- Expectation that the site will be redeveloped and create economic benefits of job creation or retention, tax base increase, and other benefits to the community

## GRANT PROCESS

- Grants are awarded semiannually through a competitive grant process
- Priorities include:
  - Reduction or elimination of threat to public health and the environment
  - Increase in property tax base
  - Social value of the development including job creation
  - Probability of cleanup without government funds
  - Cleanup costs
  - Commitment of local authorities to pay match
- **25% local match is required, 12% of which** must come from an unrestricted source of funds

## GRANT OUTCOMES\*

- **630 grants totaling almost over \$208 million** have been awarded statewide
- **Over 4,044 acres** have been investigated or cleaned up
- **Over 52,000 jobs** have been created or retained
- **Over \$150 million** in increased tax base has been realized
- **Over 26,000 housing units** have been built, with over 7,600 being considered affordable
- **Over \$10 billion in private investment dollars** have been leveraged (for every grant dollar, more than \$46 in private investment has been leveraged)



## GRANT STATUS\*

- **Of the 630 grants, 42 are currently in awarded status.** Awarded status signifies a grant that has been awarded and the project has started or is ready to begin.
- **438 grants are currently in closed status.** Closed status means all grant funds have been spent, the development has been completed, and the final benefits have been reported.
- **19 grants are currently in closed, pending monitoring status.** Closed, pending monitoring status indicates a grant that has drawn all of its grant funds, but final review is required by DEED staff.
- **2 grant is in closed, pending RAP approval status.** Closed, pending RAP approval means that investigation of the site is complete. However, RAP preparation and/or RAP approval still need to be completed.
- **21 grants are in closed, pending cleanup or RAP implementation status.** Grants in closed, pending cleanup or RAP implementation status have spent all grant funds and have been monitored by DEED. However, a Certificate of Completion or letter from the MPCA is needed to demonstrate that the cleanup was adequate and appropriate.
- **6 grants are in closed, pending final report status.** Closed, pending final report indicates all grant funds have been spent, DEED has monitored the grant, and the development is underway. However, final benefits achieved still need to be reported to DEED.
- **8 grants are currently in closed, pending development status.** Grants in closed, pending development status have completed the cleanup of the site, but the planned development has yet to be completed.
- **31 grants are in closed, no development status.** These grants have completed cleanup of the site, but did not move forward with development.
- **60 grants are in terminated status.** Terminated grants did not move forward with the cleanup and grant funds were returned to DEED.
- **3 grants are in closed, partial development status.**



## INVESTIGATION GRANTS AND CONTAMINATION CLEANUP GRANTS\*

- 147 investigation grants totaling over \$4.55 million have been awarded statewide
- 483 cleanup grants totaling over \$198.43 million have been awarded statewide

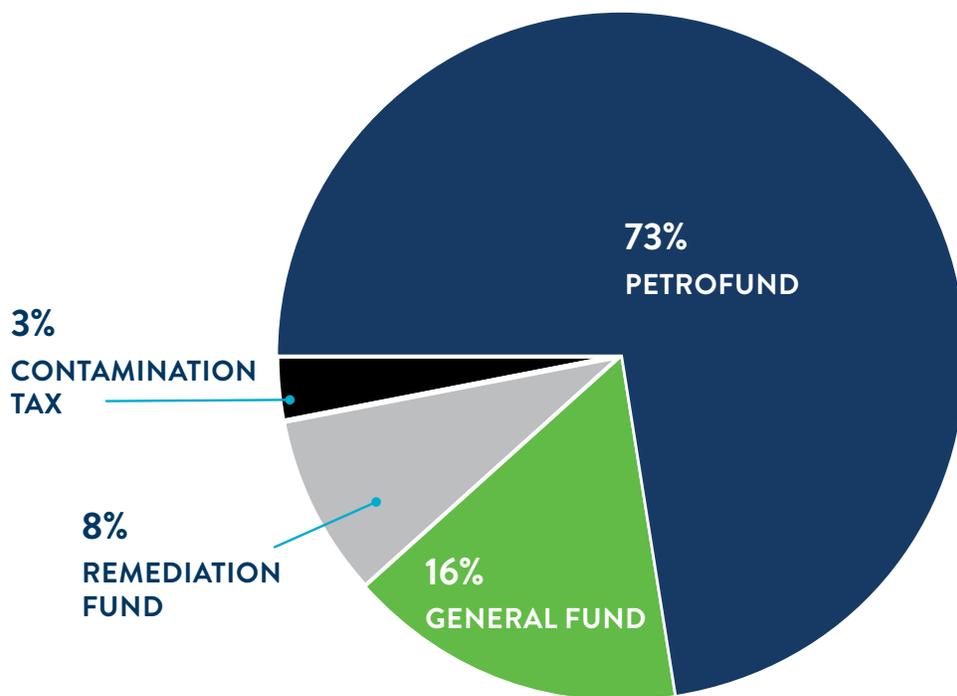
## GRANTS TO GREATER MINNESOTA\*

Unless sufficient applications are not received for qualifying sites outside of the metropolitan area, at least 35% of the money provided as grants must be made for sites located outside of the metropolitan area. Due to the nature of the program and land availability, more contaminated sites are investigated and cleaned up in the metropolitan area.

- 192 grants totaling over \$37 million have been awarded to local units of government in Greater Minnesota
- 438 grants totaling over \$166 million have been awarded to the local units of government in the metropolitan area

## CONTAMINATION CLEANUP AND INVESTIGATION GRANTS PROGRAM FUNDING SOURCES

Total funding for the program is approximately \$8 million per year.



\*Data as of September 2023

# CONTAMINATION CLEANUP GRANT PROGRAM

## Grants Awarded – 2023

Grantee	Project Name	Award Amount
Albert Lea, city of	Blazing Star Phases 2 and 3	\$456,345
Minneapolis, city of	200 Central	\$308,135
Excelsior, city of	339 Third Street	\$654,000
Fridley HRA	Northern Stacks IX	\$50,000
Maplewood, city of	Caretta Senior Living	\$727,916
Minneapolis, city of	2301 California	\$508,359
Minneapolis, city of	3030 Nicollet	\$274,434
Minneapolis, city of	Northrup King Residential (see May 2020 Inv)	\$377,573
Minneapolis, city of	Seven Points	\$241,050
North St. Paul	Lillie Redevelopment	\$179,020
Saint Paul, city of	CEZ Prior Works	\$174,981
Sartell, city of	Riverfront Redevelopment	\$50,000
South St. Paul EDA	Wakota Logistics	\$1,392,363
St. Louis County	Voyageurs National Park Visitor Center	\$87,240
St. Paul Port Authority	United Village Phase I	\$600,074
Waseca, city of	Warehouse Storage	\$102,297
<b>Total Award Amount</b>		<b>\$5,875,652</b>

*Bridge Plaza Project - Mankato, MN* |





March 19, 2024

Honorable Mayor and City Council  
City of Dundas  
100 Railway Street N  
PO Box 70  
Dundas, MN 55019

Re: Forest Avenue and Depot Street Reconstruction  
City of Dundas  
WSB Project No. 023909-000

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Tuesday, March 19, 2024, and were opened and read aloud. Four bids were received. The bids were checked for mathematical accuracy. Please find enclosed the bid summary indicating the low bid as submitted by BCM Construction, Inc., Fairbault, Minnesota in the amount of \$451,906.20. The Engineer's Estimate was \$505,007.00.

We recommend that the City Council consider these bids and award a contract in the amount of \$451,906.20 to BCM Construction, Inc. based on the results of the bids received.

Sincerely,

WSB



Dustin Tipp, PE  
Sr. Project Manager

Attachments

kkp

## BID TABULATION SUMMARY

**PROJECT:**

Forest Avenue and Depot Street Reconstruction

**OWNER:**

City of Dundas

**WSB PROJECT NO.:**

023909-000

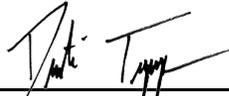
Bids Opened: Tuesday, March 19, 2024, at 11:00 am

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	<b>Contractor</b>	<b>Bid Security (5%)</b>	<b>Total Bid</b>
1	BCM Construction, Inc	X	\$451,906.20
2	McNamara Contracting	X	\$467,109.00
3	ICON, LLC	X	\$474,985.20
4	Bituminous Materials, Inc.	X	\$479,119.20
Engineer's Opinion of Cost			\$505,007.50

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I hereby certify that this is a true and correct tabulation of the bids as received on March 19, 2024.



Dustin Tipp, PE, Sr. Project Manager

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 Denotes corrected figure

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**City of Dundas**  
**Public Works Staff Meeting / City Engineer Update 3/20/24**  
**March 21, 2024**  
**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. 2024 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 have received a revised quote for the work to be done in 2024 and are currently working to receive an additional quote.***
  
2. 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 The County has received proposals from consultants for the study. The study kickoff meeting was held 1-25-24 with Rice County to kick off the corridor study.
  
3. 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 was held on 11-15-23 with MnDOT and Rice County representatives to discuss the project. The funds will be administered through State Aid,

which means Rice County will be the fiscal agent for the project. The grant funding will cover consultant costs and construction costs for the project. Staff has revised the scope of work to include the concrete walk along Schilling Drive and are looking at costs to extend the concrete walk from the Dundas Dome to the City limits on Cannon Road.

- ***Staff will review the project scope and costs with the Public Works Committee on 4-17-24. The project details will be brought to Council on 4-22-24.***

#### 4. 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.

#### 5. 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.
- A neighborhood meeting was held on 1-25-24 to discuss the improvements with the residents on the project.
- ***Bids were received on 3-19-24 and will be brought to Council on 3-25-24 for consideration to award the contract.***

#### 6. 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.

#### 7. Public Works Tasks

- The storm water code and fees are under review, including sump pump connection requirements.

#### 8. 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. The project will include the pond slope grading in the Menard Pond south of Hester.

#### 9. 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.

#### 10. 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, 2024.

#### 11. 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.

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

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

#### 13. Transportation Comprehensive Plan

- 1-22-24 Council approved the Comprehensive Plan's Transportation Plan.

#### 14. 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.

#### 15. 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.

#### 15. Lead Service Inventory

- The Minnesota Department of Health is requiring all Cities to create an inventory of water services in their efforts to address lead services. Staff are working to create an inventory of the City's water services to submit to the Minnesota Department of Health by July 15, 2024. Dundas does not have any lead services but are still required to report.
- Proposal for consultant services to inventory the City's water services was submitted to the State.