

Administrator/Clerk's Report

City Council Meeting, November 27, 2017

To: Mayor and Council
From: John M. McCarthy
Date: November 22, 2017

Consent Agenda

Transfer \$14,000 from Unrestricted General Fund 101 to Assigned Public Works Capital Asset Fund 410: This transfer sets aside funds for the purchase of a compact track loader in 2018.

Transfer \$30,000 from Refuse Fund 603 to Assigned Public Works Capital Asset Fund 410: This is for the purchase of a compact loader in 2018.

Transfer \$1,526.47 from Unrestricted General Fund 101 to Tax Abatement Fund 406: This is the second half tax abatement payment for the Paper Inc building.

U.S. Bank: This is the annual payment of principal and interest for the 2014A Series GO Water and Sewer Revenue Bonds. The bonds refunded water and sewer bonds issued originally issued in 2006.

Ordinances and Resolutions

Ordinance 2017 – 04 Amending Section 101.02 Fees and Charges: This sets the fees for 2018. At the previous meeting, the Council moved to amend water and refuse fees. A review of the refuse fees indicates there was a typo in the recommended fees to the 65-gallon container. The fees charged by the hauler for the mid-sized container was not updated to reflect DSI's charges. The corrected amount indicates the 65-gallon container will be \$14.67 / month, a reduction of \$0.69 from the one presented.

The background check fees #26 and #48 were also amended to reflect an approved amount. These fees are described in Exhibit A of the ordinance. (Motion)

Administrator's Report

Financial (and investment report): As of the end of October, the City's General Fund operating revenue is \$765,600 or \$55,152 more than last year. For the same period, operating expenditures are \$819,295 or \$86,694 more than the same period last year.

Water Fund revenue is \$251,283,626 or \$35,450 more than last year. Payment of water access charges related to new construction is a large portion of the increase in revenue. Year-to-date Water Fund expenditures are \$170,198 or \$8,485 more than 2016.

Year-to-date Sanitary Sewer Fund revenue is \$338,236 or \$31,999 more less than 2016. Expenditures for the period ending in October are \$240,042 or \$55,216 more than last year.

The City had \$3,303,675 in certificates of deposit, money market and checking accounts as of the end of October. Of that amount \$2,416,138 is held in either dedicated or designated funds.

Between Earth and Sky: Mac Gimse's sculpture was installed in a permanent location adjoining the Mill Towns State Trail Trailhead on Monday, November 20, 2017. The base and actual installation was made possible by generous contributions of time and materials by local businesses, concrete base and statue erection by Joel Pumper and his crew from Mechanical Systems, excavation and finish grading by American Excavating and electrical by Guth Electric. There is a great article in the Wednesday, November 22, edition of the Northfield News.

State of the City: Mayor Switzer and Councilor Fowler attended the State of the City luncheon at Ruth's of Stafford.

Work Session

Discussion of NAFRS Facility and Cost Allocation Formula: The Northfield Area Fire and Rescue JPA Board met on November 16. The Board unanimously voted to recommend approval of financing the upgraded facility and a new lease agreement with the City of Northfield. Based on almost complete plans, the current estimate for construction, soft costs, contingency and financing costs are just under \$4.0 million. A new lease agreement and corresponding amendment to the JPA is required to insure a method of reimbursing the City of Northfield who will bond for the improvements to the City owned building.

The Board will consider a change in the formula used to calculate the Parties annual allocation at the December meeting. It is being proposed that fire calls be added to the formula. The proposed formula is based on a recommendation by the LMC and Association of Townships as a fair method of setting costs for a fire protection area. In addition to the inclusion of fire calls, the base for calculating property values will change from Estimated Market Value to Estimated Market Value of Improvements. This change appears to result in very little change in the amount the City of Dundas pays, but could increase the cost to Northfield by about 5% and reduce the cost to the townships by about 15% if calls by the Rescue Service are not included in the formula. One of the Parties, Northfield Rural Fire Protection Association, has expressed significant concern, even to the level of setting a maximum amount they are will to contribute for fire protection services. They also provided financial information which appears to be very favorable to the townships as documentation for their inability to afford more.

On a 5 to 2 vote with township representatives voting against, the Board agreed to engage a consultant to review options for administration as presented in the McGrath Report.

Review Proposed Text Amendment to Dundas City Code Section 301: Working with staff, City Attorney Callieshas prepared a text amendment to the City Code Chapter 301, Planning Commission. Changes proposed are:

1. Deleting 301.02 (A) 5 which makes the City Attorney and City Engineer ex-officio members
2. Amending 301.03 (A) clarifying officers and terms.
3. Amending 301.03 (B) permitting the commission to set regular meetings
4. Amending 301.03 (C) clarifying minute keeping requirements.
5. Amending 301.04 (A) Simplifying powers to comply with state statutes and codifying responsibility when acting as the planning and zoning authority for the ARD.
6. Deleting 301.04 (B) through (F) to comply with state statutes.

Closed Meeting for Labor Negotiations

The union representing LELSI Local #327 has requested a meeting to negotiated a new contract. City and local representatives are scheduled to meet on December 6, 2017. A closed meeting for strategy will be conducted in accordance with Minnesota Statutes §13D.03. Another closed meeting is proposed for the first meeting in December.

Future Meeting Items

Items listed may be moved.

December 11,

1. Public Comment for 2018 Levy (TNT)
2. NAFRS Facility Presentation
3. Presentation Regarding Proposed Development
4. Approve Final 2018 Levy
5. Adopt 2018 General Fund Budget
6. Adopt 2018 Enterprise Fund Budgets
7. Closed Meeting for Labor Negotiations

December 18, (Final Meeting of 2017)

1. Appoint Representative to NAFRS Board (Three Year Term)
2. Designate Polling Place for 2018 Elections (§ 204B.16)
3. Consider Resolution of Support to Proceed with NAFRS Facility Project

January 11, 2018

1. Organizational Meeting

Continuing Projects

Administration:

1. Codification
2. Final levy and budget
3. City Hall Project
4. Close TIF District #3
5. LUCA

Public Safety:

1. Hire part-time officer
2. Electronic Speed Signs

Public Works:

1. PUD Compliance for Dundas Dome
2. Final C.O. for Chapel Brewery and Taphouse
3. CSAH #1 Rebuild
4. 2017 Capital Projects.

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

RESOLUTION NUMBER 2017-34

A Resolution Certifying Unpaid Utility 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:

1. Such proposed assessments for unpaid utility charges, as listed in Exhibit A and made a part hereof, is hereby accepted and shall constitute the assessments again the land and named herein.
2. Such liens shall be payable over a period of one year on or before the first Monday in January 2019.
3. The owner of the property so charged may, at any time prior to certification of the assessment to the Rice County Auditor, pay the whole of the assessment on such property to the Dundas City Clerk/Treasurer.
4. The City Clerk shall forthwith transmit a certified listing of the assessments to the Rice County Auditor to be extended on the proper tax lists of the County and such assessments shall be collected and paid over in the same manner as property taxes.

ADOPTED BY the City Council of Dundas, Minnesota, on this 27th day of November 2017.

CITY OF DUNDAS BY:

ATTESTED:

Glenn Switzer, Mayor

John M. McCarthy, Administrator/Clerk

Resolution 2017-34

_____Switzer _____Cruz _____Fowler _____Modory _____Pribyl

ASSESSMENT LIST (OWNER)	PARCEL ID#	AMOUNT	Certify Fees	TOTAL AMOUNT
Wilhelmina Hoedeman	17.10.4.26.016	416.21	55.70	471.91
Muhammad Murtaza	17.15.1.01.050	324.62	77.59	402.21
Dale Brayton	17.15.2.75.002	370.38	50.89	421.27
Clarence Allison	17.15.1.01.041	225.03	35.68	260.71
Blake./Jennifer Quinnell	17.15.1.1.026	327.04	46.34	373.38
Cory/Chris Miller	17.13.2.26.135	449.28	59.17	508.45
Paul/Heather Heick	17.13.2.26.122	309.32	44.48	353.80
Kathryn Landon	17.13.2.26.111	351.51	48.91	400.42
CB Properties LLC	17.10.4.51.007	228.11	29.95	258.06
CB Properties LLC	17.10.4.51.008	730.27	82.68	812.95
TOTAL (10 properties)		3,731.77	531.39	4,263.16

CITY OF DUNDAS
Expenditures Report
11.27.17

DATE	PAYABLE	AMOUNT	
11/15/17	PERA for PP # 24	\$2,970.19	
11/15/17	IRS for # 24	\$3,972.74	
11/20/17	MN Dept of Revenue for PP # 24	\$817.57	
11/20/17	Bridgewater Township	\$52,600.60	
11/20/17	October Sales & Usage	\$1,019.00	
11/22/17	Payroll expense for BW PP # 24	\$12,078.53	
11.22.17	Direct Deposit Fee BW PP # 24	\$7.63	
	Total Paid by Blanket Authority	\$73,466.26	
		+	
	BILLS TO BE PAID (Claims)	\$57,810.64	
	Bond Payment:	\$86,633.75	
	TOTAL EXPENDITURES November 27, 2017		\$217,910.65

City of Dundas

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November 2017

Claim Type	Direct				
Claim# 10873 WSB & ASSOC INC					
Cash Payment	E 101-41000-303 Engineering Fees	September Retainer Fee			\$800.00
	Invoice 6				
Cash Payment	E 246-41910-303 Engineering Fees	Sidewalk Expense			\$3,863.00
	Invoice 4	Project 17SIDE			
Cash Payment	G 602-16500 Fixed Asset-Const in Progress	2016 lift Station & Force Main			\$656.25
	Invoice 5	Project 16SEPR			
Cash Payment	E 101-43100-303 Engineering Fees	CSAH 1 Reconstruction			\$468.75
	Invoice 5	Project 18CSAH			
Cash Payment	E 101-45200-303 Engineering Fees	East Cannon River Trail			\$31.25
	Invoice 5	Project 17ECRT			
Cash Payment	E 101-45200-303 Engineering Fees	Sculpture Assistance			\$588.50
	Invoice 3				
Cash Payment	E 101-41000-303 Engineering Fees	Bridgewater Heights			\$62.50
	Invoice 4	Project BWHTS			
Cash Payment	E 101-41000-303 Engineering Fees	Cannon River Valley Estates			\$531.25
	Invoice 6	Project 17ESTA			
Cash Payment	E 101-41000-303 Engineering Fees	Dundas Dome			\$468.75
	Invoice 4	Project DUNDOM			
Cash Payment	E 101-41000-303 Engineering Fees	Ruth's on Stafford			\$312.50
	Invoice 4				
Cash Payment	E 101-41000-303 Engineering Fees	Mechanical Systems			\$433.00
	Invoice 4				
Cash Payment	E 101-41000-303 Engineering Fees	Chapel Brewing			\$62.50
	Invoice 6				
Transaction Date	10/31/2017	Frandsen Bank	10100	Total	\$8,278.25
Claim# 10901 KWIK TRIP INC					
Cash Payment	E 101-42100-418 Vehicle Fuels	PD			\$310.71
	Invoice 10.31.2017	Project U 1401			
Cash Payment	E 101-42100-419 Vehicle Operations	PD			\$10.80
	Invoice 10.31.2017	Project U 1401			
Cash Payment	E 101-42100-418 Vehicle Fuels	PD			\$104.45
	Invoice 10.31.2017	Project U 1701			
Cash Payment	E 101-42100-419 Vehicle Operations	PD			\$6.30
	Invoice 10.31.2017	Project U 1701			
Transaction Date	11/9/2017	Frandsen Bank	10100	Total	\$432.26
Claim# 10902 MVTL LABORATORIES, INC					
Cash Payment	E 601-49400-310 Professional Services	Water tests & reports			\$41.00
	Invoice 891459				
Transaction Date	11/9/2017	Frandsen Bank	10100	Total	\$41.00
Claim# 10907 NORTHFIELD HOSPITAL					
Cash Payment	E 101-42100-306 Recruitment	Testing - Police Dept Recruits			\$26.30
	Invoice 11052017				
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$26.30
Claim# 10908 JOHN MCCARTHY					
Cash Payment	E 101-41000-321 Telephone & Communicat	Monthly Cell Phone Allowance			\$35.00
	Invoice 11.27.2017				
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$35.00
Claim# 10909 GLENN SWITZER					

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Cash Payment	E 101-41110-321 Telephone & Communicat	Monthly Cell Phone Allowance			\$35.00
Invoice 11.27.2017					
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$35.00
Claim#	10910 MINCKE, GORDON				
Cash Payment	E 101-42100-321 Telephone & Communicat	Monthly Cell Phone Allowance			\$35.00
Invoice 11.27.2017					
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$35.00
Claim#	10911 GREG MALECHA				
Cash Payment	E 101-43100-321 Telephone & Communicat	Monthly Cell Phone Allowance			\$35.00
Invoice 11.27.2017					
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$35.00
Claim#	10912 MELIZA, DUANE				
Cash Payment	E 601-49400-330 Travel	Water			\$159.17
Invoice 11.13.2017					
Cash Payment	E 602-49450-330 Travel	Sewer			\$75.54
Invoice 11.13.2017					
Cash Payment	E 225-43150-330 Travel	Storm Sewer			\$3.90
Invoice 11.13.2017					
Cash Payment	E 101-45200-330 Travel	Parks			\$26.22
Invoice 11.13.2017					
Cash Payment	E 101-43100-330 Travel	Street			\$31.03
Invoice 11.13.2017					
Cash Payment	E 101-41000-330 Travel	General			\$55.64
Invoice 11.13.2017					
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$351.50
Claim#	10913 MENARD, INC				
Cash Payment	E 101-45200-200 Supplies	Parks			\$241.87
Invoice 32919					
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$241.87
Claim#	10914 SVIEN, BENNY H.				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit 6655; 129 Bluff Lane			\$28.45
Invoice 6655					
Cash Payment	E 101-42400-312 Plan Review Expense	Building Permit 6655; 129 Bluff Lane			\$616.45
Invoice 6655					
Cash Payment	E 101-42400-314 Mechanical Permit Expens	Building Permit 6655; 129 Bluff Lane			\$1.50
Invoice 6655					
Cash Payment	E 101-42400-315 Plumbing Permit Expense	Building Permit 6655; 129 Bluff Lane			\$1.64
Invoice 6655					
Cash Payment	E 101-42400-311 Bidg Permit Expense	Building Permit 6656; 133 Bluff Lane			\$29.35
Invoice 6656					
Cash Payment	E 101-42400-312 Plan Review Expense	Building Permit 6656; 133 Bluff Lane			\$635.95
Invoice 6656					
Cash Payment	E 101-42400-314 Mechanical Permit Expens	Building Permit 6656; 133 Bluff Lane			\$1.50
Invoice 6656					
Cash Payment	E 101-42400-315 Plumbing Permit Expense	Building Permit 6656; 133 Bluff Lane			\$2.15
Invoice 6656					
Transaction Date	11/14/2017	Frandsen Bank	10100	Total	\$1,316.99
Claim#	10916 B & H PHOTO				
Cash Payment	E 101-42100-200 Supplies	PD			\$119.90
Invoice 133150594					

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Transaction Date	11/14/2017	Frandsen Bank	10100	Total	\$119.90
Claim#	10917 EPIC ENTERPRISES, INC				
Cash Payment	E 101-41000-440 Cleaning Service	General			\$33.00
	Invoice 10312017				
Cash Payment	E 101-42100-440 Cleaning Service	PD			\$22.50
	Invoice 10312017				
Cash Payment	E 101-43100-440 Cleaning Service	Streets			\$22.50
	Invoice 10312017				
Transaction Date	11/14/2017	Frandsen Bank	10100	Total	\$78.00
Claim#	10919 SEYKORA STRIPING				
Cash Payment	E 101-43100-411 Road Maintenance	Streets			\$3,722.26
	Invoice 11/7/2017				
Cash Payment	E 101-45200-400 Repairs and Maintenance	Parks			\$423.38
	Invoice 11072017				
Transaction Date	11/15/2017	Frandsen Bank	10100	Total	\$4,145.64
Claim#	10920 KOLB STEEL WORKS				
Cash Payment	E 101-41000-401 R & M Buildings	Build, paint & install (2) Hand Rails for City Hall Entrance			\$790.00
	Invoice 156422				
Transaction Date	11/15/2017	Frandsen Bank	10100	Total	\$790.00
Claim#	10921 AUTOMATIC SYSTEMS CO				
Cash Payment	E 601-49400-400 Repairs and Maintenance	Water			\$15,960.00
	Invoice 32213				
Transaction Date	11/15/2017	Frandsen Bank	10100	Total	\$15,960.00
Claim#	10922 KEITH PUMPER PLUMBING & HEATI				
Cash Payment	E 601-49400-400 Repairs and Maintenance	Water			\$134.00
	Invoice 36227				
Transaction Date	11/15/2017	Frandsen Bank	10100	Total	\$134.00
Claim#	10923 XCEL ENERGY				
Cash Payment	E 101-42100-381 Electricity	PD			\$47.25
	Invoice 11/07/2017				
Cash Payment	E 101-42100-214 Building Heat	PD			\$11.43
	Invoice 11/07/2017				
Cash Payment	E 101-41000-381 Electricity	City Hall			\$76.56
	Invoice 11/07/2017				
Cash Payment	E 101-41000-214 Building Heat	City Hall			\$30.76
	Invoice 11/07/2017				
Cash Payment	E 101-42500-381 Electricity	Civil Defense Siren			\$7.45
	Invoice 11/07/2017				
Cash Payment	E 101-43124-381 Electricity	Street Lights			\$1,282.48
	Invoice 11/07/2017				
Cash Payment	E 601-49400-381 Electricity	Water			\$1,538.95
	Invoice 11/07/2017				
Cash Payment	E 601-49400-214 Building Heat	Water			\$33.21
	Invoice 11/07/2017				
Cash Payment	E 602-49450-381 Electricity	Sewer			\$464.74
	Invoice 11/07/2017				
Cash Payment	E 602-49450-214 Building Heat	Sewer			\$33.66
	Invoice 11/07/2017				

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Cash Payment	E 101-45200-381 Electricity	Park			\$173.25
	Invoice 11/07/2017				
Cash Payment	E 101-43100-214 Building Heat	Street			\$13.45
	Invoice 11/07/2017				
Cash Payment	E 101-43100-381 Electricity	Streets			\$55.59
	Invoice 11/07/2017				
Cash Payment	E 101-43124-381 Electricity	Streets			\$720.51
	Invoice 11/06/2017				
Cash Payment	E 101-43124-381 Electricity				-\$244.36
	Invoice 11/07/2017				
Transaction Date	11/15/2017	Frandsen Bank	10100	Total	\$4,244.93
Claim#	10925 EARL F. ANDERSEN, INC				
Cash Payment	E 101-43100-226 Signs	Streets			\$303.20
	Invoice 0116209-IN				
Transaction Date	11/20/2017	Frandsen Bank	10100	Total	\$303.20
Claim#	10926 SANFORD SERVICES				
Cash Payment	E 225-43150-409 St. Sweeping	Street Contract			\$2,199.50
	Invoice 2356				
Cash Payment	E 225-43150-409 St. Sweeping	Street Sweeping extra			\$150.00
	Invoice 2356				
Transaction Date	11/20/2017	Frandsen Bank	10100	Total	\$2,349.50
Claim#	10928 CALLIES LAW, PLLC				
Cash Payment	E 101-41000-304 Legal Fees	2nd Half November 2017			\$450.00
	Invoice 2150				
Cash Payment	E 101-41000-304 Legal Fees	Refuse Admin Fees			\$336.00
	Invoice 2151				
Cash Payment	E 101-42100-304 Legal Fees	Police Admin Fees			\$280.00
	Invoice 2152				
Cash Payment	E 101-41000-304 Legal Fees	City Code			\$378.00
	Invoice 2153				
Cash Payment	E 101-41910-304 Legal Fees	DeMann PUD			\$1,540.00
	Invoice 2154	Project 17Dema			
Cash Payment	E 101-41910-304 Legal Fees	Dundas Dome			\$87.50
	Invoice 2155	Project DUNDOM			
Cash Payment	E 101-41910-304 Legal Fees	Solar Panels			\$70.00
	Invoice 2150				
Transaction Date	11/20/2017	Frandsen Bank	10100	Total	\$3,141.50
Claim#	10929 JAGUAR COMMUNICATION				
Cash Payment	E 101-41000-321 Telephone & Communicat	General - City Hall			\$154.06
	Invoice 11162017				
Cash Payment	E 101-42100-321 Telephone & Communicat	Police Dept			\$67.61
	Invoice 11162017				
Cash Payment	E 601-49400-321 Telephone & Communicat	Water			\$136.20
	Invoice 11162017				
Transaction Date	11/20/2017	Frandsen Bank	10100	Total	\$357.87
Claim#	10931 YOUNGFIELD HOMES				
Cash Payment	G 101-22001 Erosion Control Deposit	Building Permit 7157; 1111 Bluff St			\$1,500.00
	Invoice 11.3.2017				
Transaction Date	11/20/2017	Frandsen Bank	10100	Total	\$1,500.00
Claim#	10932 GARY MORRISON				

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November 2017

Cash Payment	G 101-22001 Erosion Control Deposit	Building Permit 7155; 1234 Bluff St		\$1,500.00
	Invoice 11.03.2017			
Transaction Date	11/20/2017	Frandsen Bank	10100	Total \$1,500.00
Claim#	10933 COLLEGE CITY HOMES			
Cash Payment	G 101-22001 Erosion Control Deposit	Building Permit 6647; 511 Grindstone Lane		\$1,500.00
	Invoice 11.03.2017			
Transaction Date	11/20/2017	Frandsen Bank	10100	Total \$1,500.00
Claim#	10934 JASON ENFIELD			
Cash Payment	G 101-22001 Erosion Control Deposit	Building Permit 7156; 1158 Bluff St		\$1,500.00
	Invoice 11032017			
Transaction Date	11/20/2017	Frandsen Bank	10100	Total \$1,500.00
Claim#	10935 J-L METAL FINISHING			
Cash Payment	E 101-41000-303 Engineering Fees	Preperation on Sculpture before placed on the cement pillars		\$6,811.00
	Invoice 2384			
Transaction Date	11/20/2017	Frandsen Bank	10100	Total \$6,811.00
Claim#	10936 CARTRIDGE WORLD			
Cash Payment	E 101-41000-200 Supplies	General		\$339.96
	Invoice 20109			
Cash Payment	E 101-41000-200 Supplies	General		\$146.97
	Invoice 20106			
Transaction Date	11/21/2017	Frandsen Bank	10100	Total \$486.93
Claim#	10937 RIPKA, APRIL			
Cash Payment	E 101-41000-309 EDP, Software and Design	Web Site Maintenance		\$110.00
	Invoice 10312017			
Transaction Date	11/21/2017	Frandsen Bank	10100	Total \$110.00
Claim#	10938 JOHNS SNOW AND MOW LLC			
Cash Payment	E 101-41000-406 Grounds Maintenance	General		\$70.00
	Invoice 11.17.2017			
Cash Payment	E 101-42100-406 Grounds Maintenance	PD		\$26.00
	Invoice 11.17.2017			
Cash Payment	E 101-43100-406 Grounds Maintenance	Streets		\$87.10
	Invoice 11.17.2017			
Cash Payment	E 101-45200-406 Grounds Maintenance	Parks		\$640.00
	Invoice 11.17.2017			
Cash Payment	E 601-49400-406 Grounds Maintenance	Water		\$133.45
	Invoice 11.17.2017			
Cash Payment	E 602-49450-406 Grounds Maintenance	Sewer		\$43.45
	Invoice 11.17.2017			
Transaction Date	11/21/2017	Frandsen Bank	10100	Total \$1,000.00
Claim#	10939 JOHNS SNOW AND MOW LLC			
Cash Payment	E 101-43100-406 Grounds Maintenance	Streets		\$150.00
	Invoice 11.17.2017			
Cash Payment	E 101-45200-406 Grounds Maintenance	Parks		\$300.00
	Invoice 11.17.2017			
Cash Payment	E 601-49400-406 Grounds Maintenance	Water		\$50.00
	Invoice 11.17.2017			
Cash Payment	E 225-43150-406 Grounds Maintenance	Storm Sewer		\$450.00
	Invoice 11.17.2017			

City of Dundas

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November 2017

Transaction Date	11/21/2017	Frandsen Bank	10100	Total	\$950.00
Claim Type	Direct			Tota	\$57,810.64

Pre-Written Check	\$0.00
Checks to be Generated by the Compute	\$57,810.64
Total	\$57,810.64

ORDINANCE 2017 - 04

CITY OF DUNDAS
RICE COUNTY
STATE OF MINNESOTA

*An Ordinance Amending Section 101.02 of the
Dundas City Code Adopting Fees and Charges*

WHEREAS, the City Council of the City of Dundas (the Council) has determined it is in the best interest of the City to amend certain fees charged for services; and

WHEREAS, after considering all information received, the Council determined fees appropriate to the welfare of the City;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUNDAS, that Chapter 101.02 of the Dundas City Code is hereby amended as Exhibit A; and

BE IT FURTHER ORDAINED, that the attached fee schedule, Exhibit A, will become effective on January 1, 2018; and

BE IT FURTHER ORDAINED, that the attached Summary of Ordinance 2017-04 is hereby approved for publication purposes.

APPROVED by the City Council of Dundas, Minnesota, on this 27th day of November 2017.

CITY OF DUNDAS BY:

ATTESTED:

Glenn Switzer, Mayor

John McCarthy, City Administrator/Clerk

Ordinance 2017-04

_____Switzer _____Cruz _____Fowler _____Modory _____Pribyl

Publication of Summary in *Faribault News* on: December 2, 2017

EXHIBIT A

Ordinance 2017-04

(See separate Attachment for Exhibit A)

**SUMMARY OF
ORDINANCE 2017-04**

CITY OF DUNDAS
STATE OF MINNESOTA

*An Ordinance Amending Section 101.02 of the
Dundas City Code Adopting Fees and Charges*

The following is the official summary of Ordinance 2017-04, which was approved and adopted by the Dundas City Council on November 27, 2017:

Section 101.02 of the Dundas City Code has been amended to make changes to the fees and charges of the City.

A copy of the entire Ordinance 2017-04 is available for inspection by any person during regular office hours at the Dundas City Hall, 216 Railway Street North, Dundas, MN 55019; and is posted at the Dundas City website: www.cityofdundas.org.

Published by order:
John McCarthy, City Administrator/Clerk
in the *Faribault Daily News* on December 2, 2017

Exhibit A § 101.02 Fee Schedule

Resolution 2017-04

Fees and charges by the City are set forth in other sections of the City Code referenced below and as set forth in this section 101.02.

#	DESCRIPTION	\$ AMOUNT
UTILITY SERVICES		
1	GARBAGE: Monthly charge plus garbage tax for the collection, removal and disposal of garbage and trash within the corporate limits of the City.	35 gal: \$11.61 + 1.13 tax 65 gal: \$14.67 + 1.43 tax 95 gal: \$17.87 + 1.74 tax
2	SEWER BASE CHARGE: Minimum monthly charge for developed properties with sewer service; includes 1,000 gallons.	\$25.59
3	SEWER USE RATES: Charge billed monthly for use per 1,000 gallons based on water metered over 1,000 gallons. (Does not include outside meter use)	\$8.34
4	WATER BASE CHARGE: Minimum monthly charge for developed properties with water service; includes 1,000 gallons use.	\$22.83
5	WATER USE RATES: Charge billed monthly for use per 1,000 gallons based on water metered over 1,000 gallons.	\$3.83
6	OUTSIDE METER WATER USE RATES (Conservation): Charge billed monthly for use per 1,000 gallons of water metered through an outside meter.	\$5.83
7	DUPLICATE UTILITY BILLING	\$2.00/billing
8	DISCONNECTION from existing water service leads at the curb stop box	\$100.00
9	LATE PAYMENT FEE - monthly on current unpaid utility charges	10% of unpaid balance
10	CERTIFY FEE for Unpaid Utility Charges	10.50 % + Rice Co Charge
11	LICENSE FEE FOR CONTRACTORS making service connections.	No Fee
12	VIOLATION of Non Essential Water Use Regulation	\$50.00 per occurrence
13	TURN ON WATER FEE -Reinstating utility services	\$75.00
14	STORM WATER - Discharging storm water into sanitary sewer	\$700.00

HYDRANT

15	Rental Charge for use of a fire hydrant	\$25.00 per day Water \$10.00/1,000 gal Deposit \$100.00
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RADIO READ METER

16	Radio Read Water Meter Charge	actual cost + 3%
17	Yoke (if required)	actual cost + 3%
18	Administrative Setup Fee	\$30.00/meter
19	System Charge (one time)	\$73.35/household
20	Testing a Water Meter	\$150.00
21	Unscheduled Meter Read	\$30.00

PERMITS and FEES

22	Parade Permit	No Fee
23	Open Burning Permit - Issued by Northfield Area Fire Dept Services (NAFRS)	Set by Fire Chief
24	ATV Permit (New and thereafter Annually July 1 - June 30)	\$30.00
25	Golf Cart Permit (New and thereafter Annually July 1 - June 30)	\$30.00
26	Peddler or Transient Merchant	Annually \$125.00

#	DESCRIPTION	\$ AMOUNT
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PERMITS and FEES (con't)

27	Change of Occupany Permit - Building Official and/or Building Inspector	\$50.00/hr
28	Grading/Fill Permit Grading Fill	\$100.00 5-15 cu. Yds \$25.00 over 15 yds \$.05/cu. Yd
29	Excavation Permit	Minimum \$100.00
30	Obstruction Permit	\$100.00
31	Degradation Permit	\$250.00
32	Moving Permit	\$250.00
33	Accident/Incident Reports (Police Department)	\$5.00 per report
34	Dangerous Dog Registration Fee (MN Stat §347.51 Subd. 3)	Annually \$100.00
35	Animal 'release fee'	1st Impound \$50.00 2nd Impound \$100.00 Subsequent \$200.00 Plus All Boarding Cost
36	Photo Copies - Black/White	\$.25/page per side
37	Photo Copies - Color 8x11 only	\$.50/page per side
8	Research Time for Public Information	per MN Statute §13.03
39	Copy Electronic Medium	\$10/DVD and \$20/USB
40	Duplicate License or Permit	\$10.00
41	Election Filing Fee	\$2.00
42	Fax: Sending Domestic Only Receiving Domestic/International	\$1.00/page \$.25/page
43	Inspection Fee not covered by Building Fee	Minimum \$50.00/hr
44	Lost Key	\$50.00
45	Notary Fee	No Charge
46	Memorial Park Rental Fees plus MN sales tax and Rice County tax (Half Days Monday-Friday only: 7am-2pm or 3pm-10pm)	Half Day (Mon-Fri) \$55.00 Full Day \$95.00 Damage Deposit \$150.00
47	Special Assessment and Utility Bill Search Fee per parcel	\$30.00

GAMBLING INVESTIGATION FEE

48	Gambling Permit Investigation Fee (January 1 through December 31)	Annually \$125.00
49	Gambling Special Permit Investigation Fee (per event)	\$50.00

FENCE PERMIT

50	Fence Permit	\$50.00
51	Escrow may be required	\$100.00

SIGN PERMIT

52	Sign Permit	Minimum \$40.00 or \$.80 per sq. ft.
53	Temporary Portable Sign Permit	\$25.00
54	"Intentially Blank"	

PENALTY

55	Right-of-way Delay	\$500.00/day
56	Return/Insufficient Funds Check	\$30.00 or legal maximum
57	Water Ban Violation	\$50.00

#	DESCRIPTION	\$ AMOUNT
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GENERAL LICENSES

58	Adult Entertainment: Business License	\$1,500.00
	Manager License	\$100.00
	Preliminary Background	\$200.00
	Comprehensive Background Investigation	\$1,000.00
	Outstate Comprehensive Background	\$10,000.00
59	Amusement: Coin Operated Games License (January 1 thru December 31)	Annually \$15.00/device
	Billard/Pool Table (January 1 thru December 31)	Annually \$15.00/table
60	Dance Licenses	
	Temporary Public Dance License	\$25.00
	Dance Hall License	Annually \$500.00
61	Cabaret License	Annually \$500.00
	Tattooing or Body Piercing Services	Annual \$500.00

LIQUOR LICENSES

62	Liquor Sale Licenses (July 1 thru June 30)	
	Investigation/Background Check Fee	Initial and Annual Renewal \$125.00
63	Comprehensive/Out-of-State Liquor License Investigation	Actual but not to Exceed \$10,000.00
64	"On-Sale" Intoxicating Liquor License Ord. §1102.07(A)(1)	Annually \$2,335.00
65	"On-Sale" Wine License Ord. §1102.07(A)(2)	Annually \$585.00
66	Special Sunday "On-Sale" License Ord. §1102.07(A)(3)	Annually \$200.00
67	"Off-Sale" Intoxicating Liquor License Ord. §1102.07(A)(4)	Annually \$200.00
68	"On-Sale" Brew Pub License Ord. §1102.07(A)(5)	Annually \$100.00
69	"Off-Sale" Brewer Intoxicating Liquor License Ord. §1102.07(A)(6)	Annually \$200.00
70	Temporary "On-Sale" Brewer Intoxicating Liquor License Ord. §1102.07(A)(7)	Per Event \$50.00
71	Temporary "On-Sale" Intoxicating Liquor License Ord. §1102.07(A)(8)	Per Event \$50.00
72	Combination "On-Sale/Off-Sale" Intoxicating Liquor License Ord. §1102.07(A)(9)	Annually \$2435.00
73	"On-Sale" Culinary Class Limited Liquor License Ord. §1102.07(A)(10)	Annually \$100.00
74	Temporary "Off-Sale" Wine License Ord. §1102.07(A)(11)	Per Event \$50.00
75	Brewer Taproom License Ord. §1102.07(A)(12)	Annually \$200.00
76	Temporary Small Brewer or Microdistillery "On-Sale" Ord. §1102.07(A)(13)	Per Event \$50.00
77	Microdistillery Cocktail Room License Ord. §1102.07(A)(14)	Annually \$400.00
78	"On-Sale" 3.2 Malt Liquor License Ord. §1102.08(1)	Annually \$100.00
79	"Off-Sale" 3.2 Malt Liquor License Ord. §1102.08(2)	Annually \$100.00
80	Temporary "Off-Sale" MaltLiquor License Ord. §1102.08(3)	Per Event \$50.00
81	Penalty for Late Application	\$100.00
82	Certificaiton from County on Property Taxes	\$10.00

TOBACCO LICENSE

83	Tobacco/Cigarette Sales (January 1 through December 31) (Includes background check)	Initially \$150.00
		Annual Renewal \$110.00

CONSULTLING FEES

84	Clerk/Zoning Administrator	Loaded Cost
85	City Attorney	Actual Cost
86	City Engineer	Actual Cost
87	City Planning	Actual Cost

#	DESCRIPTION	\$ AMOUNT
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DEVELOPMENT/ZONING/BUILDING REVIEW FEES Fees charges are for cost of administrative and technical review. Unused escrow funds will be returned to applicant. If the escrow is insufficient to cover the costs of the review, additional escrow as determined by the Zoning Administrator will be required.

88	Administrative Permit	Minimum Fee \$50.00 Escrow \$100.00
89	Amending Conditional Use Permit	Minimum Fee \$500.00 Escrow \$1,000.00
90	Annexation Request	\$1,000.00
91	Appeals	Minimum Fee \$250.00 Escrow \$500.00
92	Application Conference	Fee \$150.00
93	Comprehensive Plan Amendment	Minimum Fee \$300.00
94	Conditional/Interim Use Permit (CUP)	Minimum Fee \$500.00 Escrow \$1,000.00
95	Environmental Review	Minimal Fee \$300.00 Escrow \$750.00
96	Final Plat/Planned Unit Development (PUD)/Building Plan Review	Minimal Fee \$300.00 Escrow \$75.00/acre Initial Maximum \$3,000
97	Ordinance Amendment - map rezoning or text	\$500.00
98	Other Public Hearing	Minimal Fee \$250.00 Escrow \$500.00
99	Preliminary Plat/Planned Unit Development (PUD)/Building Plan Review	Minimal Fee \$300.00 Escrow \$500.00/acre Initial Maximum \$10,000
100	Simple Land Division/Consolidation	Minimal Fee \$300.00 Escrow \$500.00
101	Site/Concept/Sketch Plan/Planned Unit Development (PUD)/Building Plan Review	Minimal Fee \$300.00 Escrow \$50.00/acre Initial Maximum \$2,000
102	Vacation (right of way)	Minimum \$500.00
103	Variance	Residential \$100.00 Non Residential \$300.00 Escrow \$1,000.00
104	Wetland Mitigation Permit	Minimum \$300.00 Escrow \$2,000.00
105	Zoning Letter (requesting more than zoning classification/flood plain)	\$50.00/letter

PAID with PLAT APPROVAL

106	Sewer Trunk Charge:	Residential/Commerical/Industrial	\$2,700 per acre
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		Minimum	\$500.00
107	Water Trunk Charge:	Residential/Commercial/Industrial	\$2,700 per acre
		Minimum	\$500.00
108	Storm Sewer Utility/Trunk Charge:	Residential/Commercial/Industrial	\$1,000 per acre
		Minimum	\$500.00
109	Record Drawing/GIS Fee (per lot):	Residential	\$90.00 per lot
		Commerical/Industrial	\$250.00 per acre

PAID with BUILDING PERMIT

110	Erosion Fee Deposit	Per Lot	\$1,500.00
111	Sanitary Sewer System Connection (SAC)	Single Family Unit	\$2,000
	<i>(formula based on 80% SFD)</i>	Multi-Family Unit	\$1,400
		Commerical/Industrial	(See Formula for Charge)
	Ratio of SFU SAC Charge to SFU WAC Charge: Multiple by WAC Charge as determined by Water System Connection Charge Calculation		
	Example for 3 inch water connection:		
	SFU SAC Charge (\$4,000)/ SFU WAC Charge (\$2,000) = Ratio (2)		
	WAC Charge (\$18,120) X Ratio (2) = C/I SAC (3 inch water) (\$36,240)		
112	Water System Connection (WAC)	Single Family Unit	1 inch \$1,500
	<i>(formula based on 80% SFD)</i>	Multi-Family Unit	1 inch \$1,200
		Commerical/Industrial	1 inch and larger
	For Service Larger than One (1") inch: Ratio of Area of Service Size to be Installed to the Area of a One Inch (1") Service Multiplied by the SFU WAC Charge		
	Example for 3 inch water connection		
	Area of 3 inch (7.07sq in)/Area of 1 inch (0.78 sq in) = Ratio (9.06)		
	Ratio (9.06) X SFU WAC (\$2,000) = C/I WAC for 3 inch (\$18,120)		

HISTORY: Amended by Ord. 2003-01, Ordinance 2008-01, Ordinance 2008-04, Ordinance 2009-01; Ordinance 2010-10; Ordinance 2012-02; Ordinance 2013-04; Ordinance 2014-06; Ordinance 2015-02



MEMORANDUM

To: *Honorable Mayor and City Council*

From: *John M. Powell, P.E.
City Engineer*

Date: *November 27, 2017*

Re: *City Engineer Update*

Following is an update on activities and tasks of the City Engineer. Please note, this update is being prepared earlier than normal as I will be out of the office the week of Thanksgiving.

Park Parcel Consolidation

We are assisting as needed with the City's consolidation of the Memorial Park parcels. Staff is also reviewing Mill Park and Millstone Park to determine if other park parcels could be consolidated.

2016 Lift Station and Forcemain

Change Order No. 3 was approved by the City Council on 10/9/17. There appears to be only minor clean-up items remaining. We have contacted the contractor and designer about the final submittals needed in order to process the final payment.

2017 Sidewalk Improvements

The City is working with Paul Whiteman to obtain permission to grade onto his property, allowing us to eliminate the short retaining wall in this area. The proposed sidewalk location and MnDOT right of way limits have been staked to facilitate this discussion. The contractor will not be completing the sidewalk work near TH 3 this year as the retaining wall discussion also affects the MnDOT permitting. Minor adjustments are being made to the sidewalk alignment (vertical and horizontal) to reduce the impact on adjoining properties, trees, and existing utilities.

Cannon Road

A resolution to initiate this project by ordering a feasibility report was approved by the City Council on 10/9/17. Topographic surveys will be completed yet this fall.

City Code and Policy Review

Working with city staff to review and identify updates to the City Code sections pertaining to sanitary sewer, water, storm sewer, special assessments, and sidewalk maintenance. The City has received a rough draft of the codified manuscript from American Legal and has developed a schedule to review the various sections at City Council work sessions between now and year end.

Comprehensive Plan Update

The City last finished a complete update of the Comprehensive Land Use Plan about ten years ago. We are working with city staff as needed to identify the city's needs, process, and timeline.

CSAH 1 Reconstruction

90% plans have now been received, will be reviewed, and a comment memo prepared. Storm water design information has not yet been received.

East Cannon River Trail

Northfield has instructed the contractor to erect barricades at all entry points of the trail until the work is completed and ready for traffic.

GIS Database

WSB will be setting up a GIS database of existing infrastructure. Once the framework has been established, we will begin linking record drawing (as-built) information for more convenient accessibility. Our surveyors are in the process of completing the field data collection.

Hester Street/Highway 3 Traffic Signal

On 11/14/17, MnDOT staff indicated that they have no update at this time; they do not have the signal scheduled for replacement.

Millstone 2nd Addition

Review of the final plat computations revealed a minor error in the final plat preparation. However, adequate existing field monuments are in place to accurately re-set the requested property and easement corners. Project is completed.

Northfield Wastewater Treatment

Long term, a framework for discussions with the City of Northfield about the Wastewater Treatment agreement will be developed. More immediately, Northfield has notified Dundas of increased Suspended Solids (SS) and Biochemical Oxygen Demand (BOD) attributable to Dundas. Staff is completing additional sampling, testing, and monitoring of wastewater flows in order to identify the potential source(s)

PRV Relocation

The likely location for an above grade structure is in MnDOT right-of-way at the NE corner of TH 3/CSAH 1; we have initiated preliminary design in order to provide MnDOT information on which to base a permitting decision.

School/City Hall Site

Another staff meeting was held on 11/15/17, including the City Planner. Background information is being assembled for discussion at a future City Council Work Session.

Stafford Road North

A resolution to initiate this project by ordering a feasibility report was approved by the City Council on 9/25/17. Topographic surveys will be completed this fall.

Water Supply Plan

The Minnesota Department of Natural Resources (MnDNR) has contacted the City about an update to the City's Water Supply Plan. Staff will be contacting MnDNR staff to obtain more detail on the required submittals and deadlines.

Wellhead Protection Plan (WHP)

The City of Dundas is required to complete a Wellhead Protection Plan by 8/27/19. The Minnesota Department of Health will be developing the Part 1 plan over the next few months or so. The City will need to send out a notice to other local units of government of Dundas' intent to develop the Wellhead Protection Plan.

Development related

Aldi's

Construction is essentially complete at this site. On 10/5/17 we forwarded a memo to City staff regarding construction related concerns at Firehouse Liquor, Midwest Water Specialty, Inc. and Better Air, Inc.

Bridgewater Heights

Once all punch list work, and paving clean-up has been completed, the site will be re-inspected.

Cannon River Valley Estates

The final plat was approved by the City Council on 11/13/17. Recent activity includes review of the developer's agreement, easements, and coordination of construction testing. Much of the utility main work on site has been completed.

Chapel Brewing

A field inspection was completed on 10/3/17 to determine the current level of compliance with the City-approved plans.

CJB Building

It is our understanding the owner may also request minor alterations of the exterior, this would likely be reviewed via a site plan review by staff.

Dundas Dome Site

The owner forwarded a response letter to the City on 10/24/17; and the City received an amended site plan on 10/27/17. Another field inspection will be completed in the near future to determine what corrective actions have been completed.

Mechanical Systems (500 County Road 1)

The drainage plan has been reviewed and appears to comply with City requirements. Foundation work on the new structure appears complete.

Ruth's on Stafford

A field inspection was completed on 9/22/17 to determine the current level of compliance with the City-approved plans; the findings have been forwarded to City staff.

CITY OF DUNDAS
Expenditures Report
11.27.17

DATE	PAYABLE	AMOUNT	
11/15/17	PERA for PP # 24	\$2,970.19	
11/15/17	IRS for # 24	\$3,972.74	
11/20/17	MN Dept of Revenue for PP # 24	\$817.57	
11/20/17	Bridgewater Township	\$52,600.60	
11/20/17	October Sales & Usage	\$1,019.00	
11/22/17	Payroll expense for BW PP # 24	\$12,078.53	
11.22.17	Direct Deposit Fee BW PP # 24	\$7.63	
	Total Paid by Blanket Authority	\$73,466.26	
		+	
	BILLS TO BE PAID (Claims)	\$57,810.64	
	Bond Payment:	\$86,633.75	
	TOTAL EXPENDITURES November 27, 2017		\$217,910.65

City of Dundas

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*Claim Register©

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November 2017

Claim Type	Direct				
Claim# 10873 WSB & ASSOC INC					
Cash Payment	E 101-41000-303 Engineering Fees	September Retainer Fee			\$800.00
	Invoice 6				
Cash Payment	E 246-41910-303 Engineering Fees	Sidewalk Expense			\$3,863.00
	Invoice 4	Project 17SIDE			
Cash Payment	G 602-16500 Fixed Asset-Const in Progress	2016 lift Station & Force Main			\$656.25
	Invoice 5	Project 16SEPR			
Cash Payment	E 101-43100-303 Engineering Fees	CSAH 1 Reconstruction			\$468.75
	Invoice 5	Project 18CSAH			
Cash Payment	E 101-45200-303 Engineering Fees	East Cannon River Trail			\$31.25
	Invoice 5	Project 17ECRT			
Cash Payment	E 101-45200-303 Engineering Fees	Sculpture Assistance			\$588.50
	Invoice 3				
Cash Payment	E 101-41000-303 Engineering Fees	Bridgewater Heights			\$62.50
	Invoice 4	Project BWHTS			
Cash Payment	E 101-41000-303 Engineering Fees	Cannon River Valley Estates			\$531.25
	Invoice 6	Project 17ESTA			
Cash Payment	E 101-41000-303 Engineering Fees	Dundas Dome			\$468.75
	Invoice 4	Project DUNDOM			
Cash Payment	E 101-41000-303 Engineering Fees	Ruth's on Stafford			\$312.50
	Invoice 4				
Cash Payment	E 101-41000-303 Engineering Fees	Mechanical Systems			\$433.00
	Invoice 4				
Cash Payment	E 101-41000-303 Engineering Fees	Chapel Brewing			\$62.50
	Invoice 6				
Transaction Date	10/31/2017	Frandsen Bank	10100	Total	\$8,278.25
Claim# 10901 KWIK TRIP INC					
Cash Payment	E 101-42100-418 Vehicle Fuels	PD			\$310.71
	Invoice 10.31.2017	Project U 1401			
Cash Payment	E 101-42100-419 Vehicle Operations	PD			\$10.80
	Invoice 10.31.2017	Project U 1401			
Cash Payment	E 101-42100-418 Vehicle Fuels	PD			\$104.45
	Invoice 10.31.2017	Project U 1701			
Cash Payment	E 101-42100-419 Vehicle Operations	PD			\$6.30
	Invoice 10.31.2017	Project U 1701			
Transaction Date	11/9/2017	Frandsen Bank	10100	Total	\$432.26
Claim# 10902 MVTL LABORATORIES, INC					
Cash Payment	E 601-49400-310 Professional Services	Water tests & reports			\$41.00
	Invoice 891459				
Transaction Date	11/9/2017	Frandsen Bank	10100	Total	\$41.00
Claim# 10907 NORTHFIELD HOSPITAL					
Cash Payment	E 101-42100-306 Recruitment	Testing - Police Dept Recruits			\$26.30
	Invoice 11052017				
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$26.30
Claim# 10908 JOHN MCCARTHY					
Cash Payment	E 101-41000-321 Telephone & Communicat	Monthly Cell Phone Allowance			\$35.00
	Invoice 11.27.2017				
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$35.00
Claim# 10909 GLENN SWITZER					

City of Dundas

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November 2017

Cash Payment	E 101-41110-321 Telephone & Communicat	Monthly Cell Phone Allowance			\$35.00
Invoice 11.27.2017					
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$35.00
Claim#	10910 MINCKE, GORDON				
Cash Payment	E 101-42100-321 Telephone & Communicat	Monthly Cell Phone Allowance			\$35.00
Invoice 11.27.2017					
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$35.00
Claim#	10911 GREG MALECHA				
Cash Payment	E 101-43100-321 Telephone & Communicat	Monthly Cell Phone Allowance			\$35.00
Invoice 11.27.2017					
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$35.00
Claim#	10912 MELIZA, DUANE				
Cash Payment	E 601-49400-330 Travel	Water			\$159.17
Invoice 11.13.2017					
Cash Payment	E 602-49450-330 Travel	Sewer			\$75.54
Invoice 11.13.2017					
Cash Payment	E 225-43150-330 Travel	Storm Sewer			\$3.90
Invoice 11.13.2017					
Cash Payment	E 101-45200-330 Travel	Parks			\$26.22
Invoice 11.13.2017					
Cash Payment	E 101-43100-330 Travel	Street			\$31.03
Invoice 11.13.2017					
Cash Payment	E 101-41000-330 Travel	General			\$55.64
Invoice 11.13.2017					
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$351.50
Claim#	10913 MENARD, INC				
Cash Payment	E 101-45200-200 Supplies	Parks			\$241.87
Invoice 32919					
Transaction Date	11/13/2017	Frandsen Bank	10100	Total	\$241.87
Claim#	10914 SVIEN, BENNY H.				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit 6655; 129 Bluff Lane			\$28.45
Invoice 6655					
Cash Payment	E 101-42400-312 Plan Review Expense	Building Permit 6655; 129 Bluff Lane			\$616.45
Invoice 6655					
Cash Payment	E 101-42400-314 Mechanical Permit Expens	Building Permit 6655; 129 Bluff Lane			\$1.50
Invoice 6655					
Cash Payment	E 101-42400-315 Plumbing Permit Expense	Building Permit 6655; 129 Bluff Lane			\$1.64
Invoice 6655					
Cash Payment	E 101-42400-311 Bidg Permit Expense	Building Permit 6656; 133 Bluff Lane			\$29.35
Invoice 6656					
Cash Payment	E 101-42400-312 Plan Review Expense	Building Permit 6656; 133 Bluff Lane			\$635.95
Invoice 6656					
Cash Payment	E 101-42400-314 Mechanical Permit Expens	Building Permit 6656; 133 Bluff Lane			\$1.50
Invoice 6656					
Cash Payment	E 101-42400-315 Plumbing Permit Expense	Building Permit 6656; 133 Bluff Lane			\$2.15
Invoice 6656					
Transaction Date	11/14/2017	Frandsen Bank	10100	Total	\$1,316.99
Claim#	10916 B & H PHOTO				
Cash Payment	E 101-42100-200 Supplies	PD			\$119.90
Invoice 133150594					

City of Dundas

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*Claim Register©

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November 2017

Transaction Date	11/14/2017	Frandsen Bank	10100	Total	\$119.90
Claim#	10917 EPIC ENTERPRISES, INC				
Cash Payment	E 101-41000-440 Cleaning Service	General			\$33.00
	Invoice 10312017				
Cash Payment	E 101-42100-440 Cleaning Service	PD			\$22.50
	Invoice 10312017				
Cash Payment	E 101-43100-440 Cleaning Service	Streets			\$22.50
	Invoice 10312017				
Transaction Date	11/14/2017	Frandsen Bank	10100	Total	\$78.00
Claim#	10919 SEYKORA STRIPING				
Cash Payment	E 101-43100-411 Road Maintenance	Streets			\$3,722.26
	Invoice 11/7/2017				
Cash Payment	E 101-45200-400 Repairs and Maintenance	Parks			\$423.38
	Invoice 11/07/2017				
Transaction Date	11/15/2017	Frandsen Bank	10100	Total	\$4,145.64
Claim#	10920 KOLB STEEL WORKS				
Cash Payment	E 101-41000-401 R & M Buildings	Build, paint & install (2) Hand Rails for City Hall Entrance			\$790.00
	Invoice 156422				
Transaction Date	11/15/2017	Frandsen Bank	10100	Total	\$790.00
Claim#	10921 AUTOMATIC SYSTEMS CO				
Cash Payment	E 601-49400-400 Repairs and Maintenance	Water			\$15,960.00
	Invoice 32213				
Transaction Date	11/15/2017	Frandsen Bank	10100	Total	\$15,960.00
Claim#	10922 KEITH PUMPER PLUMBING & HEAT				
Cash Payment	E 601-49400-400 Repairs and Maintenance	Water			\$134.00
	Invoice 36227				
Transaction Date	11/15/2017	Frandsen Bank	10100	Total	\$134.00
Claim#	10923 XCEL ENERGY				
Cash Payment	E 101-42100-381 Electricity	PD			\$47.25
	Invoice 11/07/2017				
Cash Payment	E 101-42100-214 Building Heat	PD			\$11.43
	Invoice 11/07/2017				
Cash Payment	E 101-41000-381 Electricity	City Hall			\$76.56
	Invoice 11/07/2017				
Cash Payment	E 101-41000-214 Building Heat	City Hall			\$30.76
	Invoice 11/07/2017				
Cash Payment	E 101-42500-381 Electricity	Civil Defense Siren			\$7.45
	Invoice 11/07/2017				
Cash Payment	E 101-43124-381 Electricity	Street Lights			\$1,282.48
	Invoice 11/07/2017				
Cash Payment	E 601-49400-381 Electricity	Water			\$1,538.95
	Invoice 11/07/2017				
Cash Payment	E 601-49400-214 Building Heat	Water			\$33.21
	Invoice 11/07/2017				
Cash Payment	E 602-49450-381 Electricity	Sewer			\$464.74
	Invoice 11/07/2017				
Cash Payment	E 602-49450-214 Building Heat	Sewer			\$33.66
	Invoice 11/07/2017				

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November 2017

Cash Payment	E 101-45200-381 Electricity	Park			\$173.25
	Invoice 11/07/2017				
Cash Payment	E 101-43100-214 Building Heat	Street			\$13.45
	Invoice 11/07/2017				
Cash Payment	E 101-43100-381 Electricity	Streets			\$55.59
	Invoice 11/07/2017				
Cash Payment	E 101-43124-381 Electricity	Streets			\$720.51
	Invoice 11/06/2017				
Cash Payment	E 101-43124-381 Electricity				-\$244.36
	Invoice 11/07/2017				
Transaction Date	11/15/2017	Frandsen Bank	10100	Total	\$4,244.93
Claim#	10925 EARL F. ANDERSEN, INC				
Cash Payment	E 101-43100-226 Signs	Streets			\$303.20
	Invoice 0116209-IN				
Transaction Date	11/20/2017	Frandsen Bank	10100	Total	\$303.20
Claim#	10926 SANFORD SERVICES				
Cash Payment	E 225-43150-409 St. Sweeping	Street Contract			\$2,199.50
	Invoice 2356				
Cash Payment	E 225-43150-409 St. Sweeping	Street Sweeping extra			\$150.00
	Invoice 2356				
Transaction Date	11/20/2017	Frandsen Bank	10100	Total	\$2,349.50
Claim#	10928 CALLIES LAW, PLLC				
Cash Payment	E 101-41000-304 Legal Fees	2nd Half November 2017			\$450.00
	Invoice 2150				
Cash Payment	E 101-41000-304 Legal Fees	Refuse Admin Fees			\$336.00
	Invoice 2151				
Cash Payment	E 101-42100-304 Legal Fees	Police Admin Fees			\$280.00
	Invoice 2152				
Cash Payment	E 101-41000-304 Legal Fees	City Code			\$378.00
	Invoice 2153				
Cash Payment	E 101-41910-304 Legal Fees	DeMann PUD			\$1,540.00
	Invoice 2154	Project 17Dema			
Cash Payment	E 101-41910-304 Legal Fees	Dundas Dome			\$87.50
	Invoice 2155	Project DUNDOM			
Cash Payment	E 101-41910-304 Legal Fees	Solar Panels			\$70.00
	Invoice 2150				
Transaction Date	11/20/2017	Frandsen Bank	10100	Total	\$3,141.50
Claim#	10929 JAGUAR COMMUNICATION				
Cash Payment	E 101-41000-321 Telephone & Communicat	General - City Hall			\$154.06
	Invoice 11162017				
Cash Payment	E 101-42100-321 Telephone & Communicat	Police Dept			\$67.61
	Invoice 11162017				
Cash Payment	E 601-49400-321 Telephone & Communicat	Water			\$136.20
	Invoice 11162017				
Transaction Date	11/20/2017	Frandsen Bank	10100	Total	\$357.87
Claim#	10931 YOUNGFIELD HOMES				
Cash Payment	G 101-22001 Erosion Control Deposit	Building Permit 7157; 1111 Bluff St			\$1,500.00
	Invoice 11.3.2017				
Transaction Date	11/20/2017	Frandsen Bank	10100	Total	\$1,500.00
Claim#	10932 GARY MORRISON				

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November 2017

Cash Payment	G 101-22001 Erosion Control Deposit	Building Permit 7155; 1234 Bluff St		\$1,500.00
	Invoice 11.03.2017			
Transaction Date	11/20/2017	Frandsen Bank	10100	Total \$1,500.00
Claim#	10933 COLLEGE CITY HOMES			
Cash Payment	G 101-22001 Erosion Control Deposit	Building Permit 6647; 511 Grindstone Lane		\$1,500.00
	Invoice 11.03.2017			
Transaction Date	11/20/2017	Frandsen Bank	10100	Total \$1,500.00
Claim#	10934 JASON ENFIELD			
Cash Payment	G 101-22001 Erosion Control Deposit	Building Permit 7156; 1158 Bluff St		\$1,500.00
	Invoice 11032017			
Transaction Date	11/20/2017	Frandsen Bank	10100	Total \$1,500.00
Claim#	10935 J-L METAL FINISHING			
Cash Payment	E 101-41000-303 Engineering Fees	Preperation on Sculpture before placed on the cement pillars		\$6,811.00
	Invoice 2384			
Transaction Date	11/20/2017	Frandsen Bank	10100	Total \$6,811.00
Claim#	10936 CARTRIDGE WORLD			
Cash Payment	E 101-41000-200 Supplies	General		\$339.96
	Invoice 20109			
Cash Payment	E 101-41000-200 Supplies	General		\$146.97
	Invoice 20106			
Transaction Date	11/21/2017	Frandsen Bank	10100	Total \$486.93
Claim#	10937 RIPKA, APRIL			
Cash Payment	E 101-41000-309 EDP, Software and Design	Web Site Maintenance		\$110.00
	Invoice 10312017			
Transaction Date	11/21/2017	Frandsen Bank	10100	Total \$110.00
Claim#	10938 JOHNS SNOW AND MOW LLC			
Cash Payment	E 101-41000-406 Grounds Maintenance	General		\$70.00
	Invoice 11.17.2017			
Cash Payment	E 101-42100-406 Grounds Maintenance	PD		\$26.00
	Invoice 11.17.2017			
Cash Payment	E 101-43100-406 Grounds Maintenance	Streets		\$87.10
	Invoice 11.17.2017			
Cash Payment	E 101-45200-406 Grounds Maintenance	Parks		\$640.00
	Invoice 11.17.2017			
Cash Payment	E 601-49400-406 Grounds Maintenance	Water		\$133.45
	Invoice 11.17.2017			
Cash Payment	E 602-49450-406 Grounds Maintenance	Sewer		\$43.45
	Invoice 11.17.2017			
Transaction Date	11/21/2017	Frandsen Bank	10100	Total \$1,000.00
Claim#	10939 JOHNS SNOW AND MOW LLC			
Cash Payment	E 101-43100-406 Grounds Maintenance	Streets		\$150.00
	Invoice 11.17.2017			
Cash Payment	E 101-45200-406 Grounds Maintenance	Parks		\$300.00
	Invoice 11.17.2017			
Cash Payment	E 601-49400-406 Grounds Maintenance	Water		\$50.00
	Invoice 11.17.2017			
Cash Payment	E 225-43150-406 Grounds Maintenance	Storm Sewer		\$450.00
	Invoice 11.17.2017			

City of Dundas

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November 2017

Transaction Date	11/21/2017	Frandsen Bank	10100	Total	\$950.00
Claim Type	Direct			Tota	\$57,810.64

Pre-Written Check	\$0.00
Checks to be Generated by the Compute	\$57,810.64
Total	\$57,810.64

Where we have been:

2016

Private

Five Commercial Projects with a permit value of over \$7.0 million

- College City Beverage warehouse expansion

- Ruth's on Stafford interior remodel

- Dundas Dome

- Mechanical Systems new warehouse

- Meetinghall (Chapel) Brewery interior remodel

Twelve New Single Family Homes with a permit value of over \$3.0 million

- 9 Attached single level living townhomes

- 2 homes in the Bridgewater Heights Addition

- 1 home in the Stoneridge Addition

Where we are at:

2017

Private

Four Commercial Projects with a permit value of over \$3.0 million

- Frandsen Bank Interior Remodel

- Aldi Food Market

- CJB II, remodel former K-Mart / Fashion Bug building

- Mechanical Systems: Manufacturing facility expansion and new office building.

Nineteen New Single Family Homes with a permit value of \$4.4 million

- 3 homes in Dundas corporate limits prior to annexation

- 10 homes in the Stoneridge addition

- 6 homes in the Bridgewater Heights addition

DeMann Housing Development and Subdivision

Public

- Complete Lift Station replacement and new Force Main

- Substantial completion of ECRT (joint project with the City of Northfield)

- Side walk extension Project

Where we are going

2018

Public

- City Hall

- Stafford Road Rebuild

- Cannon Road Rebuild

- CSAH #1 Project

 - PRV relocation

 - Non-motorized Underpass

Northfield Fire Hall Study Conceptual Estimate Summary	Combined Total Conceptual Estimate 7/28/2016	Combined Total Northfield Fire Hall Updated 11/13/2017
General Conditions	\$ 158,500.00	\$ 121,500.00
Demolition	\$ 153,500.00	\$ 145,800.00
Concrete & Masonry	\$ 234,100.00	\$ 407,700.00
Steel	\$ 122,450.00	\$ 142,000.00
Carpentry	\$ 3,000.00	\$ 4,750.00
Thermal & Moisture Protection	\$ 210,900.00	\$ 236,400.00
Doors & Windows	\$ 102,500.00	\$ 182,500.00
Finishes	\$ 115,250.00	\$ 177,350.00
Specialties	\$ 3,300.00	\$ 10,650.00
Equipment	\$ 12,000.00	\$ 23,500.00
Conveying Systems	\$ 135,000.00	\$ 170,000.00
Fire Suppression	\$ 65,000.00	\$ 70,000.00
Plumbing	\$ 94,000.00	\$ 112,000.00
HVAC	\$ 164,000.00	\$ 171,600.00
Electrical	\$ 363,000.00	\$ 371,700.00
Site improvements	\$ 574,500.00	\$ 763,025.00
Contingency	\$ 301,320.00	\$ 311,047.50
Soft Costs	\$ 418,100.00	\$ 531,930.00
GRAND TOTAL	\$ 3,230,420.00	\$ 3,953,452.50

Change to JPA Allocation Formula

The Finance Committee recommends board approval

November 9, 2017

The following changes to be made to the JPA formula for allocating costs among Parties (Exhibit D of the JPA).

1. **Replace EMV (Estimated Market Value) with EMVI (Estimated Market Value of Improvements).** EMVI is based the improvements on property, primarily structures whereas EMV includes the value of the land itself along with the improvements. EMVI is more representative of the service provided by the fire department which is to protect people and structures and is one of the three measures recommended by the League of Minnesota Cities for allocating cost of fire service.
2. **Include a three year average of fire calls in the formula.** Fire calls is one of the three measures recommended by the League of Minnesota Cities for allocating cost of fire service.
3. If NAFRS incurs significant capital equipment costs or labor costs for the Rescue Squad then rescue calls will be added to fire calls.
4. **The three factors in the formula be weighted as follows:**
 - a. EMVI 33%
 - b. Fire Calls 33%
 - c. Population 34%
5. **The changes are to be implemented in 2018 for the 2019 budget.** The data in the formula will be updated every two years starting in 2021.

Projected effect on cost allocation percentages:

	Northfield	Dundas	RFD
Current (for 2018)	71.57%	5.55%	22.88%
With recommended changes	74.95	5.53%	19.52%

Projected effect on cost allocation if rescue calls are included:

	Northfield	Dundas	RFD
Current (for 2018)	71.57%	5.55%	22.88%
With recommended changes	71.10%	5.53%	23.38%

Note: The above estimates are based on 2017 fire and rescue calls, not a three year average. NAFRS will have a three year history at the end of 2017.

ORDINANCE 2017-

**CITY OF DUNDAS
COUNTY OF RICE, MINNESOTA**

An Ordinance Amending Chapter 301 Planning Commission

THE CITY COUNCIL FOR THE CITY OF DUNDAS DOES HEREBY ORDAIN:

SECTION 1: Dundas City Code Chapter 301 “PLANNING COMMISSION”, Section 301.02 “COMPOSITION” is amended by deleting subsection 301.02 (A) 5 entirely, shown below in strikeout:

§ 301.02 COMPOSITION.

(A) The Planning Commission shall consist of seven (7) voting members.

1. Three (3) members shall be appointed by the Mayor and approved by the City Council who are either residents, owners of property or owners of a business within the City of Dundas.

2. Three (3) members shall be appointed by the Mayor and approved by the City Council who are residents or owners of property within Bridgewater Township.

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

4. All appointees shall be appointed to serve staggered terms of four (4) years except as noted below, commencing on the 1st day of January in the year of appointment. Upon expiration of a term, the appointee shall continue until reappointed or until a successor is appointed. Absences from any three (3) meetings in a year, unless excused by the Chair, constitute a vacancy. In the event of any vacancy, the Mayor shall appoint and the City Council shall approve a person to complete the unexpired term.

The members of the Planning Commission to be appointed from Bridgewater Township shall be nominated by the Bridgewater Town Board. Two (2) individuals shall be nominated for each open position.

~~5. The City Attorney and City Engineer shall serve as ex officio members of the Planning Commission.~~

SECTION 2: Dundas City Code Chapter 301 “PLANNING COMMISSION”, Section 301.03, “ORGANIZATION, MEETINGS, MINUTES AND EXPENDITURES”, is amended by deleting the words shown in strikeout and adding the underlined words as follows:

- (A) ~~At the its first regular meeting in January of each year,~~ the Planning Commission shall elect a Chairperson and a Vice -Chairperson ~~and a Secretary~~ from among its appointed members, each for a term of one year, to expire on December 31 of each year. The Planning Commission may create and fill other offices as it may determine.
- (B) The Planning Commission shall ~~hold at least one meeting each month~~ establish regular meeting dates at the time and place as it may fix by resolution. Special meetings may be called at any time by the Chairperson, or in the Chairperson's absence, by the Vice-Chairperson, in accordance with the Minnesota Open Meeting Law.
- (C) Written minutes of meetings shall be kept and filed with the City Clerk-Treasurer. ~~prior to the next regularly scheduled City Council meeting, but shall be subject to approval at the next Planning Commission meeting.~~
- (D) No expenditures by the Planning Commission shall be made unless and until authorized for the purpose by the City Council.

SECTION 3. Dundas City Code Chapter 301 "PLANNING COMMISSION", Section 301.04 "POWERS AND DUTIES; COMPREHENSIVE PLAN", is amended by deleting the words shown in strikeout and adding the underlined words as follows:

§ 301.04 POWERS AND DUTIES; ~~COMPREHENSIVE PLAN.~~

(A) *GENERALLY.* The Planning Commission shall have the powers and duties given to it by statute or ordinance. ~~given to city planning agencies generally by law.~~ The Planning Commission shall also exercise the duties conferred upon it by the 2004 Orderly Annexation Agreement between the City of Dundas and Bridgewater Township this code. ~~It shall be the purpose of the Planning Commission to prepare and adopt a comprehensive plan for the physical development of the city, including proposed public buildings, street arrangements and improvements, efficient design of major thoroughfares for moving of traffic, parking facilities, public utilities services, parks and playgrounds, a general land use plan and other matters relating to the physical development of the city. This plan may be prepared in sections, each of which shall relate to a comprehensive plan program. After the Planning Commission has prepared and adopted the comprehensive plan, it shall periodically, but at least every three years, review the comprehensive plan and any ordinances or programs implementing the plan. All of the planning commission's actions shall be advisory to the city council, except with regard to the Annexation Reserve District, for which the Planning Commission is the planning and zoning authority pursuant to Minn. Stat. §414.0325, subd. 5.~~

~~(B) *MEANS OF EXECUTING PLAN.* Upon the adoption of a comprehensive plan or any section thereof, it shall be the concern of the Planning Commission to recommend to the City Council reasonable and practical means for putting into effect the plan or section thereof in order that it will serve as a pattern and guide for the orderly physical development of the city and as a basis for judging the timely disbursements of funds to implement the objective. Means of effectuating the plan shall, among other things, consist of a zoning ordinance, subdivision regulations, capital improvement programming and technical review, and recommendations of matters referred to the Planning Commission by the City Council.~~

~~(C) ZONING ORDINANCE. Pursuant to M.S. § 462.357(3), as it may be amended from time to time, the Planning Commission shall review all proposed amendments to the zoning ordinance, take part in public hearings, and make recommendations to the City Council as may be prescribed by the zoning ordinance.~~

~~(D) SPECIAL PERMITS. The Planning Commission may make recommendations on all requests for a conditional use permit under the terms of the zoning ordinance. The Planning Commission shall report its recommendations to the City Council for action.~~

~~(E) SUBDIVISION REGULATIONS. The Planning Commission may make recommendations in relation to the subdividing of land as prescribed by the ordinance. The Planning Commission shall report its recommendations to the City Council for action.~~

~~(F) VARIANCES. Applications for variances may be referred to the Planning Commission by the City Council for public hearing, as provided for in M.S. § 462.357, Subd. 6, as it may be amended from time to time. After public hearing, the Planning Commission shall forward the application, with or without recommendation directly to the City Council, which shall act as the Board of Appeals and Adjustments, for its decision. Variances may be granted from the literal provisions of the Dundas Zoning Ordinance only where strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration as authorized by M.S. § 462.357, Subd. 6 (2), as it may be amended from time to time. HISTORY: Adopted Ord. 19.01 (1985); Amended Ord. 2003-12~~

SECTION 4. This ordinance becomes effective from and after its passage and publication in accordance with law.

BE IT FURTHER ORDAINED BY THE CITY COUNCIL FOR THE CITY OF DUNDAS:

The Attached Summary of Ordinance 2017-__ is hereby approved for publication.

ADOPTED by the Dundas City Council, of Dundas, Minnesota, on this __ day of _____, 2017.

CITY OF DUNDAS BY:

ATTEST:

Glenn Switzer, Mayor

John McCarthy, Administrator/Clerk

Ordinance 2017-

____ Switzer _____ Cruz _____ Fowler _____ Modory _____ Pribyl

Published in *Faribault Daily News*:

ORDINANCE 2017-

**CITY OF DUNDAS
STATE OF MINNESOTA**

An Ordinance Amending Chapter 301 Planning Commission

The following is the official summary of Ordinance 2017-____, which was approved and adopted by the Dundas City Council on _____:

The City amended Chapter 301 Planning Commission to eliminate the city attorney and city engineer as ex officio members, changing the language regarding meeting dates and organization, clarifying the powers and duties of the Planning Commission and eliminating unnecessary and redundant language.

A copy of the entire Ordinance 2017-____ is available for inspection by any person during regular office hours at the Dundas City Hall, 216 Railway Street North, Dundas, MN 55019; and is posted at the Dundas city website: www.cityofdundas.org.

ADOPTED BY THE DUNDAS CITY COUNCIL on the ____ day of _____, 2017.

Published by order:

John McCarthy, City Administrator/Clerk

in the Northfield News on ____, 2017

SUMMARY OF ORDINANCE 2017-