

Administrator/Clerk's Report

City Council Meeting, March 12, 2018

To: Mayor and Council
From: John M. McCarthy
Date: March 16, 2018

Consent Agenda

Resolution 2018 – 08 Accepting a Donation from Guth Electric, Inc. This is one of several donations of time, material and expertise the City received to assist in the construction, installation and display of the "Between Earth and Sky" sculpture.

Resolution 2018 – 09 Accepting Lawful Gambling Donations: The Northfield Fire Relief Association has submitted their 2017 10% Lawful Gambling Contribution of \$5,938.07. This is \$643.87 more than last year. The Waterford Warriors Snowmobile Club has submitted their Lawful Gambling Contribution of \$2,007.07. The amount is \$1,051.09 more than received in 2017 for 2016. According to state statutes, the funds need to be used for specific purposes such as primarily parks and public safety.

Not to Waive LMCIT Liability Coverage: Cities with liability insurance from the League of Minnesota Cities must decide whether or not to waive the statutory tort liability limits on an annual basis. If the limits are not waived, an individual claimant is limited to \$500,000 and the occurrence limit is \$1,500,000. The City has chosen to not waive the limits in past years. If the City waived the limits, there would be an additional cost for liability insurance. It is recommended council not waive the limits.

Special Action:

Approve Payment Compact Skid Steer Loader: The City has received the Bobcat T595 Compact Track Loader. Purchase of this equipment was approved at the November 13, 2017 City Council Meeting.

Public Hearings

Stafford Road North Improvement Project: A public hearing regarding the proposed improvements to Stafford Road North and Gleason Road was ordered by the Dundas City Council on February 20, 2018. This hearing is held in accordance with Minnesota Statute §429. The statute provides the process local governments need to follow in order to assess benefiting properties for street improvements.

Cannon Road Improvement Project: A public hearing regarding the proposed improvements to Cannon Road was ordered by the Dundas City Council on February 20, 2018. This hearing is held in accordance with Minnesota Statute §429.

Ordinances and Resolutions

Resolution 2018 – 10 Ordering Stafford Road Street Improvements and Authorizing the Preparation of Plans and Specifications. Unless information received at the public hearing indicates the proposed improvements are unnecessary or not in the best interest of the public, it is recommended Council approve the resolution to proceed with the project. (Motion)

Resolution 2018 – 11 Ordering Cannon Road Street Improvements and Authorizing the Preparation of Plans and Specifications. Unless information received at the public hearing indicates the proposed improvements are unnecessary or not in the best interest of the public, it is recommended Council approve the resolution to proceed with the project. (Motion)

Resolution 2018 - 12 Consider Recommended Amendment to NAFRS Joint Powers Agreement: The Northfield Area Fire and Rescue Joint Powers Board (NAFRS) leases the fire station building and property from the City of Northfield. The terms of the lease are clearly described in the joint powers agreement. In order to remodel the existing fire station and construct additional space, the City of Northfield (lessor) will issue capital improvement bonds which are intended to be paid for by lease revenue from NAFRS. In order for this to occur, the JPA must be amended. Northfield Rural Fire Association has already approved the amendment and the City of Northfield will consider approval at their meeting of March 13. It is recommended Council approve Resolution 2018 – 12. (Motion)

New Business

Approve Wage and Salary adjustment. I am recommending a 3.0 percent wage and salary increase for all employees not covered by a labor agreement. The recommendation is based on a continuing review of performance, the approved budget and compliance with pay equity. The recommendation does not include the City Administrator Clerk. (Motion)

LMCIT Safety and Loss Control Workshop: The insurance trust is holding their annual workshops. The closest to Dundas is Rochester on April 19, 2018. Request approval of normal and customary expenses to attend. (Motion)

MCMA Annual Conference: The Minnesota City County Managers Association will be holding their annual educational conference on May 2nd through 4th. The Conference is at Grandview Lodge in Nisswa. Request approval of normal and customary expenses to attend. (Motion)

Administrator's Report

NAFRS: A copy of the 2017 Financial Report (Audit) and the accompanying Management Letter has been sent to the City. The City of Northfield only received bids on 11 of the 23 bid packages that had been prepared for managed construction of the fire facility. The Facility Committee met on March 9 and received a report from the Construction Manager and the architect. After reviewing the options, the Committee voted to recommend the NAFRS Board request the City of Northfield reject all bids, terminate the Construction Manager Agreement, and amend the process to a general construction contract with bidding to be scheduled as soon as possible. Discussion with Northfield staff, the architect and construction manager indicated the completion date should not change with the amended process. The full NAFRS Board will hold a special meeting on Monday, March 12, with a recommendation to the City of Northfield to be considered at their meeting of Tuesday, March 13.

Elections: With the bi-annual general elections coming up, here are some important dates

1. Primary elections, Federal, State, County and Cities with primary elections. August 14, 2018
2. General elections, Federal, State, County and Cities. November 6, 2018.
 - a. Filing for City Council begins on July 31 and ends on August 14.

Dundas Police: Part-time officer, Tyler Johnson, has completed training. The City has received a check for \$1,299.41 for the sale of another forfeited vehicle, a 2005 Dodge Stratus. Costs associated with the impounding and forfeiture will need to be paid from the proceeds.

Work Session

Codification: Staff has been reviewing the draft of the codification and working with the codifier.

Closed Meeting for Labor Negotiations

Future Meeting Items

Items listed may be moved.

March 26, 2018

1. Approve response to Codifier

April 9, 2018

1. Approve plans, specifications and advertise for bids for 2018 Street Project

2. Consider Amendment to NAFRS JPA Section 17.a.
3. Closed Meeting for Employee Evaluation

Continuing Projects

Administration:

1. Codification
2. City Hall Project
3. 2019 Budget

Public Safety:

1. Electronic Speed Signs

Public Works:

1. PUD Compliance for Dundas Dome
2. CSAH #1 Rebuild
3. 2018 Capital Projects.
4. 2019 Capital Improvement Plan

**CITY OF DUNDAS
COUNTY OF RICE
STATE OF MINNESOTA
RESOLUTION NUMBER 2018-08**

A Resolution Accepting a Donation from Guth Electric, Inc.

WHEREAS, the City of Dundas (the “City”), Minnesota, is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and

WHEREAS, Guth Electric, Inc. of Dundas, Minnesota, has proposed donating the cost of providing and installing three LED lights on “Between Earth and Sky” sculpture (the “sculpture”) belonging to the City; and

WHEREAS, such donation has a value of \$970.00; and

WHEREAS, such donation has been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the Dundas City Council finds it appropriate to accept the cost of providing and install lights on the sculpture as a donation with value of \$970.00;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Dundas hereby acknowledges and agrees to accept the donation as valued for providing and installing lighting of the sculpture on behalf of the citizens of Dundas as allowed by law; and

BE IT FURTHER RESOLVED THAT the City Administrator/Clerk/Treasurer is hereby directed to issue a receipt to the donors acknowledging the City’s receipt of the value of the donation of lighting of the sculpture.

ADOPTED BY the City Council of Dundas, Minnesota, on this 12th day of March 2018.

CITY OF DUNDAS BY:

ATTEST:

Glenn Switzer, Mayor

John M. McCarthy, Administrator/Clerk

Resolution 2018-08

_____Switzer _____Cruz _____Fowler _____Modory _____Pribyl

**CITY OF DUNDAS
COUNTY OF RICE
STATE OF MINNESOTA
RESOLUTION NUMBER 2018-09**

*A Resolution Accepting Donations from the
Northfield Fire Relief Association and from the
Waterford Warriors Snowmobile Club, Inc.*

WHEREAS, The City of Dundas (the “City”) is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the Northfield Fire Relief Association of Northfield, Minnesota, have proposed contributing \$5,938.07 (five thousand, nine hundred thirty-eight dollars and seven cents to the City; and

WHEREAS, the Waterford Warriors Snowmobile Club, Inc., of Northfield, Minnesota, have proposed contributing \$2,007.27 (two thousand, seven dollars and twenty-seven cents) to the City of Dundas; and

WHEREAS, the City Council of the City of Dundas agrees that said contribution would be of benefit to the citizens of Dundas;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Dundas hereby acknowledges and agrees to accept said donations of \$5,938.07 from Northfield Fire Relief Association and \$2,007.27 from the Waterford Warriors Snowmobile Club, Inc. on behalf of the citizens of Dundas; and

BE IT FURTHER RESOLVED THAT the Council designates said donation be used to establish and operate recreational facilities and programs either alone or in cooperation with others, as allowed by law.

ADOPTED BY the City Council of Dundas, Minnesota, on this 12th day of March 2018.

CITY OF DUNDAS BY:

ATTEST:

Glenn Switzer, Mayor

John M. McCarthy, Administrator/Clerk

Resolution 2018-09

_____Switzer _____Cruz _____Fowler _____Modory _____Pribyl

CITY OF DUNDAS
Expenditure 3.12.18

DATE	PAYABLE	AMOUNT	
2.20.18	Jaguar	353.32	
2.21.18	IRS for PP # 4	3774.13	
2.21.18	MN Dept of Revenue for PP # 4	839.18	
2.21.18	PERA for PP # 4	3151.92	
2.28.18	Paper Statement Fee	\$5.00	
3.1.18	Payroll expense for PP # 5	\$13,522.35	
3.1.18	Direct Deposit Fee for BW PP # 5	\$7.70	
3.2.18	Empower for PP # 5	\$125.00	
3.7.18	IRS for PP # 5	\$3,540.37	
3.7.18	MN Dept of Revenue for PP # 5	\$845.55	
3.7.18	PERA for PP # 5	\$3,318.44	
	Total Paid by Blanket Authority	\$29,482.96	
		+	
	BILLS TO BE PAID (Claims)	\$87,712.28	
	TOTAL EXPENDITURES 3.12.2018		\$117,195.24

City of Dundas

03/09/18 1:49 PM

Page 1

*Claim Register©

031218Pay

March 2018

Claim Type	Modify					
Claim#	11214	AXON ENTERPRISE, INC				
Cash Payment	E 101-42100-208	Training and Licensing	PD			\$324.00
	Invoice	SI1523385				
Transaction Date	3/1/2018	Frandsen Bank	10100	Total		\$324.00
Claim#	11215	SPRINT				
Cash Payment	E 101-42100-321	Telephone & Communicat	Police			\$79.98
	Invoice	456674714-125				
Transaction Date	3/1/2018	Frandsen Bank	10100	Total		\$79.98
Claim#	11216	NORTHFIELD, CITY OF				
Cash Payment	E 602-49450-385	Sewer Utilities	Wastewater Treatment			\$13,590.66
	Invoice	02.21.2018				
Transaction Date	3/1/2018	Frandsen Bank	10100	Total		\$13,590.66
Claim#	11217	NEXTEL				
Cash Payment	E 101-42100-321	Telephone & Communicat	PD			\$54.53
	Invoice	292583318-195				
Cash Payment	E 101-42400-321	Telephone & Communicat	Building Dept			\$42.97
	Invoice	292583318-195				
Cash Payment	E 601-49400-321	Telephone & Communicat	Water			\$38.22
	Invoice	292583318-195				
Cash Payment	E 602-49450-321	Telephone & Communicat	Sewer			\$38.21
	Invoice	292583318-195				
Cash Payment	E 101-43100-321	Telephone & Communicat	Streets			\$20.09
	Invoice	292583318-195				
Transaction Date	3/1/2018	Frandsen Bank	10100	Total		\$194.02
Claim#	11218	MVTL LABORATORIES, INC				
Cash Payment	E 601-49400-310	Professional Services	Water tests & reports			\$41.00
	Invoice	905822				
Transaction Date	3/1/2018	Frandsen Bank	10100	Total		\$41.00
Claim#	11219	CHARTER COMMUNICATIONS				
Cash Payment	E 101-41000-321	Telephone & Communicat	City Hall			\$116.99
	Invoice	02.22.2018				
Transaction Date	3/1/2018	Frandsen Bank	10100	Total		\$116.99
Claim#	11220	SIREKS HYDRAULIC SERVICES INC				
Cash Payment	E 101-43100-400	Repairs and Maintenance	(2) Blade edges & (1) Snow defector kit			\$931.00
	Invoice	200556462				
Transaction Date	3/1/2018	Frandsen Bank	10100	Total		\$931.00
Claim#	11223	NIEBUR TRACTOR & EQUIPMENT				
Cash Payment	E 101-43100-400	Repairs and Maintenance	Streets			\$473.55
	Invoice	01-108811				
Transaction Date	3/1/2018	Frandsen Bank	10100	Total		\$473.55
Claim#	11224	MN DEPT OF HEALTH				
Cash Payment	G 601-20810	MN Connection Fee	Water			\$990.00
	Invoice	02.20.2018				
Transaction Date	3/1/2018	Frandsen Bank	10100	Total		\$990.00
Claim#	11225	BETTER AIR, INC				
Cash Payment	E 101-41000-401	R & M Buildings	General			\$1,154.80
	Invoice	5969483				

City of Dundas
***Claim Register©**

03/09/18 1:49 PM
Page 2

031218Pay

March 2018

Transaction Date	3/1/2018	Frandsen Bank	10100	Total	\$1,154.80
Claim#	11226 LAROCHEs, INC.				
Cash Payment	E 601-49400-400 Repairs and Maintenance	Water			\$355.00
	Invoice 25514				
Transaction Date	3/1/2018	Frandsen Bank	10100	Total	\$355.00
Claim#	11227 GUTH ELECTRIC, INC				
Cash Payment	E 101-43100-400 Repairs and Maintenance	Street			\$996.00
	Invoice 15588				
Cash Payment	E 101-41000-401 R & M Buildings	General			\$102.00
	Invoice 15588				
Transaction Date	3/1/2018	Frandsen Bank	10100	Total	\$1,098.00
Claim#	11228 GOPHER STATE ONE CALL				
Cash Payment	E 601-49400-310 Professional Services	Water locate fees			\$25.00
	Invoice 800331				
Cash Payment	E 602-49450-310 Professional Services	Sewer locate fees			\$25.00
	Invoice 800331				
Transaction Date	3/2/2018	Frandsen Bank	10100	Total	\$50.00
Claim#	11229 NOVAK COMPANIES				
Cash Payment	E 101-43100-400 Repairs and Maintenance	Streets			\$355.81
	Invoice 23698				
Transaction Date	3/2/2018	Frandsen Bank	10100	Total	\$355.81
Claim#	11230 NAPA				
Cash Payment	E 101-43100-400 Repairs and Maintenance	Street			\$45.35
	Invoice 5121-514157 Project U 1301				
Transaction Date	3/2/2018	Frandsen Bank	10100	Total	\$45.35
Claim#	11231 MELIZA, DUANE				
Cash Payment	E 101-42400-311 Bldg Permit Expense	D2018-04, 2984, 2985, 2986, 2987, 2988, 2989, 2990, 2993, 2997, 6447, 6648, 6649, 7156, 7157, 7158			\$8,497.12
	Invoice 02.28.2018				
Cash Payment	E 101-42400-314 Mechanical Permit Expens	6447-02, 6648-02, 6649-02, 7156-02, 7157-02 & 7158-02			\$460.85
	Invoice 02.28.2018				
Cash Payment	E 101-42400-315 Plumbing Permit Expense	6447-01, 6648-01, 6649-01, 7156-01, 7157-01 & 7158-01			\$472.55
	Invoice 02.28.2018				
Cash Payment	E 601-49400-310 Professional Services	6447-03, 6648-03, 6649-03, 7156-03, 1111 Bluff St. & 7158-03			\$150.00
	Invoice 03.01.2018				
Cash Payment	E 602-49450-310 Professional Services	6447-03, 6648-03, 6649-03, 7156-03, 7157-03, 7158-03			\$150.00
	Invoice 03.01.2018				
Cash Payment	E 601-49400-330 Travel	Water			\$118.00
	Invoice 02.28.2018				
Cash Payment	E 602-49450-330 Travel	Sewer			\$80.30
	Invoice 02.28.2018				
Cash Payment	E 225-43150-330 Travel	Storm Sewer			\$1.47
	Invoice 02.28.2018				
Cash Payment	E 101-43100-330 Travel	Streets			\$36.51
	Invoice 02.28.2018				

City of Dundas

03/09/18 1:49 PM

Page 3

*Claim Register©

031218Pay

March 2018

Cash Payment	E 101-41000-330 Travel	General			\$55.59
	Invoice 02.28.2018				
Transaction Date	3/2/2018	Frandsen Bank	10100	Total	\$10,022.39
Claim#	11232 FARIBAULT DAILY NEWS				
Cash Payment	E 101-41000-352 General Notices and Pub I	Publication charge for publishing Ordinance			\$175.00
	Invoice 11130-0118	2018-01 & 2018-02			
Transaction Date	3/2/2018	Frandsen Bank	10100	Total	\$175.00
Claim#	11235 CALLIES LAW, PLLC				
Cash Payment	E 101-41000-304 Legal Fees	2/21 Codification Meeting /John			\$450.00
	Invoice 2185				
Cash Payment	E 101-41000-304 Legal Fees	City Code			\$742.00
	Invoice 2185				
Cash Payment	E 101-41000-304 Legal Fees	First Half March 2018 Retainer Fee			\$450.00
	Invoice 2185				
Transaction Date	3/7/2018	Frandsen Bank	10100	Total	\$1,642.00
Claim#	11236 NEXTEL				
Cash Payment	E 101-42100-321 Telephone & Communicat PD				\$54.53
	Invoice 292583318-195				
Cash Payment	E 101-42400-321 Telephone & Communicat Building Dept				\$42.97
	Invoice 292583318-195				
Cash Payment	E 601-49400-321 Telephone & Communicat Water				\$38.22
	Invoice 292583318-195				
Cash Payment	E 602-49450-321 Telephone & Communicat Sewer				\$38.21
	Invoice 292583318-195				
Cash Payment	E 101-43100-321 Telephone & Communicat Streets				\$20.09
	Invoice 292583318-195				
Transaction Date	3/7/2018	Frandsen Bank	10100	Total	\$194.02
Claim#	11237 NAC, INC.				
Cash Payment	E 101-41910-313 Planning Fee s	Planning Commision			\$919.25
	Invoice 23453				
Transaction Date	3/7/2018	Frandsen Bank	10100	Total	\$919.25
Claim#	11238 RIPKA,, APRIL				
Cash Payment	E 101-41000-309 EDP, Software and Design	General			\$123.75
	Invoice 02282018				
Transaction Date	3/7/2018	Frandsen Bank	10100	Total	\$123.75
Claim#	11239 OFFICE DEPOT				
Cash Payment	E 101-42400-200 Supplies	Bldg Inspct			\$10.39
	Invoice 991821486001				
Transaction Date	3/7/2018	Frandsen Bank	10100	Total	\$10.39
Claim#	11240 MENARD, INC				
Cash Payment	E 101-41000-200 Supplies	Admin			\$21.94
	Invoice 39118				
Cash Payment	E 101-43100-200 Supplies	Streets			\$5.59
	Invoice 39118				
Cash Payment	E 101-43100-200 Supplies	Streets			-\$5.59
	Invoice 39165				
Cash Payment	E 101-43100-200 Supplies	Streets			\$21.32
	Invoice 39118				

City of Dundas

03/09/18 1:49 PM

Page 4

*Claim Register©

031218Pay

March 2018

Cash Payment	E 101-43100-200 Supplies	Streets			\$71.41
	Invoice 39118				
Transaction Date	3/7/2018	Frandsen Bank	10100	Total	\$114.67
Claim#	11241 SVIEN, BENNY H.				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit 3012; 100 Schilling Dr S			\$45.28
	Invoice 02.13.2018				
Cash Payment	E 101-42400-312 Plan Review Expense	Building Permit 3012; 100 Schilling Dr S			\$1,275.42
	Invoice 02.13.2018				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Permit 3013; 572 Summit Ave			\$1.55
	Invoice 02.19.2018				
Cash Payment	E 101-42400-312 Plan Review Expense	Building Permit 3013; 572 Summit Ave			\$33.56
	Invoice 02.19.2018				
Cash Payment	E 101-42400-314 Mechanical Permit Expens	Building Plan Inspection Fee			\$0.45
	Invoice 02.13.2018				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Plan Inspection Fee			\$23.05
	Invoice 02.19.2018				
Cash Payment	E 101-42400-312 Plan Review Expense	Building Plan Inspection Fee			\$499.45
	Invoice 02.19.2018				
Cash Payment	E 101-42400-314 Mechanical Permit Expens	Building Plan Inspection Fee			\$1.73
	Invoice 02.19.2018				
Cash Payment	E 101-42400-315 Plumbing Permit Expense	Building Plan Inspection Fee			\$1.55
	Invoice 02.19.2018				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Plan Inspection Fee			\$30.43
	Invoice 02.21.2018				
Cash Payment	E 101-42400-312 Plan Review Expense	Building Plan Inspection Fee			\$659.35
	Invoice 02.21.2018				
Cash Payment	E 101-42400-314 Mechanical Permit Expens	Building Plan Inspection Fee			\$1.80
	Invoice 02.21.2018				
Cash Payment	E 101-42400-315 Plumbing Permit Expense	Building Plan Inspection Fee			\$1.73
	Invoice 02.21.2018				
Cash Payment	E 101-42400-311 Bldg Permit Expense	Building Plan Inspection Fee			\$29.80
	Invoice 02.13.2018				
Cash Payment	E 101-42400-312 Plan Review Expense	Building Plan Inspection Fee			\$645.70
	Invoice 02.13.2018				
Cash Payment	E 101-42400-314 Mechanical Permit Expens	Building Plan Inspection Fee			\$1.50
	Invoice 02.13.2018				
Cash Payment	E 101-42400-315 Plumbing Permit Expense	Building Plan Inspection Fee			\$1.64
	Invoice 02.13.2018				
Transaction Date	3/7/2018	Frandsen Bank	10100	Total	\$3,253.99
Claim#	11244 SPRINGSTED INCORPORATED				
Cash Payment	E 601-47000-310 Professional Services	GO Bonds, Series 2013A			\$400.00
	Invoice 02.12.2018				
Cash Payment	E 602-47000-310 Professional Services	GO W& S Revenue Refunding Bonds, Series 2014A			\$400.00
	Invoice 02.12.2018				
Cash Payment	E 602-47000-310 Professional Services	GO Sewer Revenue Bonds, Series 2016A			\$400.00
	Invoice 02.12.2018				
Transaction Date	3/8/2018	Frandsen Bank	10100	Total	\$1,200.00
Claim#	11245 MATEJCEK IMPLEMENT CO				
Cash Payment	E 410-43100-580 Equipment	Bobcat T595 Track Loader			\$49,778.20
	Invoice 03.08.2018	Project U 1801			

City of Dundas

03/09/18 1:54 PM

Page 5

*Claim Register©

031218Pay

March 2018

Transaction Date	3/9/2018	Frandsen Bank	10100	Total	\$49,778.20
Claim#	11247 <i>FINANCE AND COMMERCE</i>				
Cash Payment	E 404-43100-351 Legal Notices Publishing	Advertising for 9/18/17 2:00 Sidewalk bidding deadline			\$253.46
	Invoice 743432063	Project 17SIDE			
Transaction Date	3/9/2018	Frandsen Bank	10100	Total	\$253.46
Claim#	11248 <i>RUTH-S ON STAFFORD</i>				
Cash Payment	E 402-43100-200 Supplies	Streets			\$225.00
	Invoice 02.08.2018	Project 18Staf			
Transaction Date	3/9/2018	Frandsen Bank	10100	Total	\$225.00
	Claim Type	Modify		Tota	\$87,712.28

Pre-Written Check	\$0.00
Checks to be Generated by the Compute	\$87,712.28
Total	\$87,712.28



CITY OF DUNDAS
NOTICE OF HEARING
CANNON ROAD IMPROVEMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Dundas will meet in the Council Chambers of Dundas City Hall at 7:00 p.m. on Monday, March 12, 2018, to consider the making of an improvement on Stafford Road North between CSAH #1 and a point about 200 feet south of Hester Street East and on Gleason Road from Stafford Road North to the East end of the City's Gleason Road parcel, and to assess the abutting properties. Said improvement to include milling the existing pavement, concrete curb and gutter, bituminous pavement, sidewalk, and other appurtenant facilities, pursuant to Minn. Stat. §§ 429.011 to 429.111. The estimated cost of the improvement is \$597,000. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.

John M. McCarthy
City Administrator/Clerk

Published in *Faribault Daily News* on February 27 and March 6, 2018



MEMORANDUM

To: *Honorable Mayor and City Council
Dundas, Minnesota*

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

Date: *March 12, 2018*

Re: *Order the Improvement and Authorize Preparation of Plans and Specifications
Stafford Road North Improvement*

Introduction

On February 20, 2018, the City Council received the feasibility report and ordered the public hearing for the Stafford Road North Improvement Project. The improvement hearing will be held on March 12, 2018. Once the improvement hearing has been held, if the City desires to move forward with the project, State Statute 429 requires that the City Council adopt a resolution ordering the improvement within six months after the date of the improvement hearing.

Background

The City performs maintenance on various segments of the City’s road system to maximize the useful life of the pavement. The maintenance treatment can vary from crack sealing, seal coating, or patching; to more intensive work such as a mill & overlay, a full depth mill & overlay, or reconstruction; depending on the condition of the roadway.

The Stafford Road North Improvement project is a mill & overlay and includes two roadways:

- Stafford Road North from CSAH 1 to about 200 feet south of Hester Street East
- Gleason Road from Stafford Road North to the east terminus.

The feasibility report contains a detailed description of the proposed work. A summary of the Opinion of Probable Costs is as follows:

Estimated Construction	\$ 452,165	
Construction Contingencies (10%)	<u>\$ 45,216</u>	
Total Estimated Construction Cost	\$ 497,381	
Indirect Costs (20%)	<u>\$ 99,476</u>	
Total Estimated Project Cost	\$ 596,857	\$ 597,000 (rounded)

A summary of the expected funding sources is as follows:

GO Debt (Special Assessments)	\$ 27,000
GO Debt (Debt Service Levy)	<u>\$ 570,000</u>
	\$ 597,000

If the project is ordered, additional input from the City Council and public will be taken into consideration during the detailed design process. If the project is ordered this evening, staff anticipates the following schedule:

Approve Plans and Specification	April 9, 2018
Authorize the Advertisement for Bids	April 9, 2018
Receive Bids	May 8, 2018
Award Contract	May 14, 2018
Begin Construction	June 2018
Construction Substantially Complete	October 2018

Alternatives

1. Adopt the attached resolution to Order the Improvement and Authorizing Preparation of Plans and Specifications for the Stafford Road North Improvement project.
2. Deny the request.
3. Table action pending further information from staff.

Staff Recommendation

Alternative No. 1: Adopt the attached resolution to Order the Improvement and Authorizing Preparation of Plans and Specifications for the Stafford Road North Improvement project.



CITY OF DUNDAS
NOTICE OF HEARING
CANNON ROAD IMPROVEMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Dundas will meet in the Council Chambers of Dundas City Hall at 7:00 p.m. on Monday, March 12, 2018, to consider the making of an improvement on Cannon Road between CSAH #1 and the north City limits, and to assess the abutting properties. Said improvement to include reclamation of the roadway pavement, bituminous pavement, sidewalk, and other appurtenant facilities, pursuant to Minn. Stat. §§ 429.011 to 429.111. The estimated cost of the improvement is \$326,000. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.

John M. McCarthy
City Administrator/Clerk

Published in *Faribault Daily News* on February 27 and March 6, 2018



MEMORANDUM

To: *Honorable Mayor and City Council
Dundas, Minnesota*

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

Date: *March 12, 2018*

Re: *Order the Improvement and Authorize Preparation of Plans and Specifications
Cannon Road Improvement*

Introduction

On February 20, 2018, the City Council received the feasibility report and ordered the public hearing for the Cannon Road Improvement Project. The improvement hearing will be held on March 12, 2018. Once the improvement hearing has been held, if the City desires to move forward with the project, State Statute 429 requires that the City Council adopt a resolution ordering the improvement within six months after the date of the improvement hearing.

Background

The City performs maintenance on various segments of the City’s road system to maximize the useful life of the pavement. The maintenance treatment can vary from crack sealing, seal coating, or patching; to more intensive work such as a mill & overlay, a full depth mill & overlay, or reconstruction; depending on the condition of the roadway.

The Cannon Road Improvement project involves reclamation of the existing pavement, regrading and compaction; and a new bituminous pavement section from CSAH 1 the north City limit.

The feasibility report contains a detailed description of the proposed work. A summary of the Opinion of Probable Costs is as follows:

Estimated Construction	\$ 247,429	
Construction Contingencies (10%)	<u>\$ 24,743</u>	
Total Estimated Construction Cost	\$ 272,172	
Indirect Costs (20%)	<u>\$ 54,434</u>	
 Total Estimated Project Cost	 \$ 326,606	 \$ 326,600 (rounded)

A summary of the expected funding sources is as follows:

GO Debt (Special Assessments)	\$ 4,500
GO Debt (Debt Service Levy)	<u>\$ 322,100</u>
	\$ 326,600

If the project is ordered, additional input from the City Council and public will be taken into consideration during the detailed design process. If the project is ordered this evening, staff anticipates the following schedule:

Approve Plans and Specification	April 9, 2018
Authorize the Advertisement for Bids	April 9, 2018
Receive Bids	May 8, 2018
Award Contract	May 14, 2018
Begin Construction	June 2018
Construction Substantially Complete	October 2018

Alternatives

1. Adopt the attached resolution to Order the Improvement and Authorizing Preparation of Plans and Specifications for the Cannon Road Improvement project.
2. Deny the request.
3. Table action pending further information from staff.

Staff Recommendation

Alternative No. 1: Adopt the attached resolution to Order the Improvement and Authorizing Preparation of Plans and Specifications for the Cannon Road Improvement project.

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

RESOLUTION NUMBER 2018-10

A Resolution Ordering the Improvement and Authorizing Preparation of Plans and Specifications for the Stafford Road North Improvement

WHEREAS, a resolution of the City Council, adopted the 20th day of February 2018, fixed a date for a Council public hearing on the Stafford Road North Improvement project; and

WHEREAS, ten days mailed notice and two weeks published notice of the hearing was given, and the hearing was held thereon on the 12th day of March 2018 at which all persons desiring to be heard were given an opportunity to be heard; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Dundas, Minnesota:

1. The recitals set forth above are incorporated herein.
2. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
3. Such improvement is hereby ordered as proposed in the Council resolution adopted the 20th day of February 2016.
4. City Engineer, John M. Powell, is hereby designated as the engineer for this improvement. The Engineer shall prepare plans and specifications for the making of such improvements.

ADOPTED BY the City Council of Dundas, Minnesota on this 12th day of March 2018.

CITY OF DUNDAS BY:

ATTEST:

Glenn Switzer, Mayor

John M. McCarthy, Administrator/Clerk

Resolution 2018-10

_____Switzer _____Cruz _____Fowler _____Modory _____Pribyl

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

RESOLUTION NUMBER 2018-11

A Resolution Ordering the Improvement and Authorizing Preparation of Plans and Specifications for the Cannon Road Improvement

WHEREAS, a resolution of the City Council, adopted the 20th day of February 2018, fixed a date for a Council public hearing on the Cannon Road Improvement project; and

WHEREAS, ten days mailed notice and two weeks published notice of the hearing was given, and the hearing was held thereon on the 12th day of March 2018 at which all persons desiring to be heard were given an opportunity to be heard; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Dundas, Minnesota:

1. The recitals set forth above are incorporated herein.
2. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
3. Such improvement is hereby ordered as proposed in the Council resolution adopted the 20th day of February 2016.
4. City Engineer, John M. Powell, is hereby designated as the engineer for this improvement. The Engineer shall prepare plans and specifications for the making of such improvements.

ADOPTED BY the City Council of Dundas, Minnesota on this 12th day of March 2018.

CITY OF DUNDAS BY:

ATTESTED:

Glenn Switzer, Mayor

John M. McCarthy, Administrator/Clerk

Resolution 2018-11

_____Switzer _____Cruz _____Fowler _____Modory _____Pribyl

MEMO

TO: City Council
CC: John McCarthy; Linda Ripka
FROM: Paula Callies, City Attorney
RE: Codification
DATE: February 23, 2018

On February 20, 2018, I met with John and Linda to discuss changes to the City Code and the “Legal and Editorial Research and Report” (Editorial Report) from American Legal Publishing (“ALP”). Based on our meeting, we noted the following actions and changes should be made:

1. Linda will be the person who will mark the changes to the blue draft manuscript, or on a separate sheet of paper to be returned to ALP to prepare the final product, per page 2, Par. 8 of the Editorial Report.
2. ALP mistakenly combined provisions for the Annexation Reserve District with the rest of the zoning code, based on what they perceived as unnecessary duplication. Paula has communicated with the staff attorney at ALP and they will redo the Land Usage section of the new code to include separate sections for the regular city zoning code and the ARD. Staff will review Land Usage sections again after ALP makes the requested changes.
3. We reviewed sections of the code referencing out-of-date monetary amounts for fees and penalties and will make the changes. For example, increasing the stipend amount for park board and planning commission per city policy rather than \$10.
4. Changes to titles of city officials. Clarified that references should be to City Clerk-Treasurer if there is official statutory duties and otherwise to Administrator.
5. Paula reviewed and updated citations and references to old statutes and Minnesota rules that have since been repealed or replaced.
6. Reviewed the penalty provisions of the Code to be consistent with current law.
7. Paula reviewed the recommended changes to general regulations and model ordinances for consistency with constitutional requirements and other state law. For example, it is illegal under state law for persons under 18 to get tattoos even with parental permission, but Ok to get piercings with permission. We recommend other changes to some license provisions (ex. No transfer of license for mechanical amusement devices). Staff will further review bingo license regulations.

MEMO

TO: ALP

DATE:

FROM: John McCarthy, City Administrator/Clerk

RE: Legal and Editorial Research and Report

General Comments:

- 8) Requiring the following items from the City:
- b) Attached are copies of new ordinances passed since Ordinance 2017-02:
 - Ordinance 2017-03 passed September 24, 2017
 - Ordinance 2017-04 with Exhibit A passed November 27, 2017
 - Ordinance 2017-05 passed November 27, 2017
 - Ordinance 2018-01 passed January 8, 2018
 - Ordinance 2018-02 passed January 8, 2018

GENERAL COMMENTS

- 9) NO - the City will not add a page acknowledging the current officials.
- 11) Removal of the Annexation Reserve District (ARD 154.115 to 154.127) as was mistakenly combined with rest of zoning code having been perceived as unnecessary duplication. The ARD is to be a separate section (per City Attorney Paula Callies communication with ALP.) Staff will review Land Usage sections after ALP makes request changes. **THIS WILL INCREASE THE NUMBER OF PAGES.**
- 14) ALP indicted suggestions - OK to leave them in
- 15) Fees adopted by Ordinance
- 16) Review of following sections:
- 32.02
 - 32.51(C) Regular Park and Recreation Advisory Board members shall be paid a per diem according to city policy, as amended from time to time by the City Council
 - 32.52 (C) - same language as 32.51 C, but for Planning Commission
 - 51.999
 - 52.06
 - 52.50 – Delete
 - 52.46 – Delete entirely
 - 52.99 (B)(1) Change to read, “Violation of 52.32 of this chapter is a petty misdemeanor.
 - 71.99 (B)(1) Change to, “Violation of 71.10(A) of this chapter shall constitute a petty misdemeanor.”

- 71.99 (B)(2) Change to “Violation of 71.10(B) of this chapter shall constitute a petty misdemeanor.”
- 72.99
- 111.04 (E), Change to read, “The license may not be transferred to another location.”
- 117.99, Change to read, “Any person who violates...is guilty of a misdemeanor. Each day shall constitute a separate offense.”
- 112.99
- 113.03
- 115.99
- 116.06
- 117.06
- 117.99
- 150.18
- 150.62
- 150.99 (C)(2). Change to read, “In addition to any fees... guilty of a misdemeanor. In addition thereto, the city shall also have the authority to seek injunctive relief to prohibit unauthorized or illegal moving as described herein..
- 150.99 (D) and (E). Period after “misdemeanor”, deleting the rest of sentence.
- 151.99, Change to read, “Any person who violates this chapter shall be guilty of a misdemeanor.”
- 152.99(C) Change to read, “Failure to abide by the requirements of 152.7 of this chapter constitutes a petty misdemeanor.”
- 154.125 amd 154.168 (part of ARD)
- 154.217 ??OK by Paula but may need to do study??

18) Not applicable to Dundas

19) Not applicable to Dundas

20) Lack of consistency. Should be a dash between the letter and number (B-1) but not between two letters (LI, LDSF, etc).

21) (A) – YES acceptable

(B) re 54.03, p. 65, The title should refer to “Administrator”, not “Administrator/Clerk-Treasurer”

(C) Retain the references to “Administrator”

22) MN Rules per table revisions acceptable with following EXCEPTIONS:

- Code Sect. 51.003, p. 17. Delete the suggested revision and change the first sentence of Code section 51.003 to read, “Building sewer construction shall meet the pertinent requirements of the Minnesota State Building Code, as they may be amended from time to time.”

- Code section 154.100 (A)(3). The replacement in Minn. Rules should be 6105.1550-6105.1700.
- Code Section 154.100 (F)(2)(g). Replace with only 6120.3300 (eliminate the subp.3B3D)

23) Acceptable with following REVISIONS:

MN Statutes

- Code Sections 34.16, and 34.21, current citations to 475.66 and 471.56 should all be changed to 118A.04.
- Code Section 34.21 should be changed to read, “Any municipal funds of the city, not needed for other purposes or restricted for other purposes, may be invested ~~pursuant to M.S. §471.56, as it may be amended from time to time, in any obligations in which sinking funds are authorized to be invested pursuant to M.S. §475.66, as it may be amended from time to time~~ in the manner and subject to the restrictions of MS. §118A.04 as it may be amended from time to time.
- Code section 152.23, current citation to 300.06, change to 333.02
- Code Section 154.008, citation to 290.09, change to M.S. Chapter 515B.
- Code Section 154.008, citation to 290.13, delete current citation and suggested change.
- Code Section 154.100 (A) and (F) – don’t know.

TITLE 1: GENERAL PROVISIONS

24) Chapter 10: Rules of Construction: General Penalty

- The references in Section 10.20 (A) thru (E) should all be to the City “Administrator” and not to City Clerk-Treasurer. This was probably adopted prior to an administrator. These are not statutory functions. Otherwise, Chapter 10 is OK.

25) § 10.98 Administrative penalties – NO revisions

26) § 10.99 General penalty and enforcement. OK, except for the changes indicated in par.16 above. This is because the City still want to indicate when something is a petty misdemeanor.

27) § 33.07 Emergency management; a government function. YES

28) § 34.01 Fee schedule

(A) – YES delete the first column

(B) – YES remove the ordinances references **NOTE: seems to be missing the complete current Liquor Regulations**

29) § 34.22 Public works reserve fund. YES on the suggested revision

TITLE V: PUBLIC WORKS

30) Chapter 53: Utility Franchises – **YES** adoption by reference is acceptable.

TITLE VII: TRAFFIC CODE

31) Chapter 91 Animal Control - Review model - Comments and suggested changes are below as shown by underline and strikeout:

- City code 91.02 (B) requires ID on pets. Model has a licensing process. Does City want to require licensing, or just leave as is?
- Section 91.03, Add the underlined language to the beginning of the first sentence:

“Except as provided in M.S. §346.155, as it may be amended from time to time, it shall be illegal for any person to own...”

- Section 91.05 IMPOUNDING

(D) Unclaimed Animals. At the expiration of the times established in division (C) of this section, if the animal has not been reclaimed in accordance with the provisions of this section, the officer appointed to enforce this section may ~~let any person claim the animal by complying with all provisions of this section, or the officer may sell the animal to the University of Minnesota, or cause the animal to be destroyed in a proper and humane manner~~ dispose of the unclaimed animal in a manner permitted by law.

- Section 91.08 (E)

~~The seizure will not involve forced entry into a private residence. The Animal Control Officer or police officer shall not enter the property of the owner of an animal described in this section unless the officer has obtained the permission of the owner, or has obtained a warrant issued by a court of competent jurisdiction to search for and seize the animal. If the officer has the permission of the owner, Use of a pass key obtained from a property manager, landlord, innkeeper, or other authorized person to enter the property, or has obtained a pass key from such authorized person to have the key, this shall not be considered unauthorized entry and a warrant need not be obtained;~~ and

- Section 91.11 DANGEROUS ANIMALS; REQUIREMENTS

(A)(3) Definitions

- Dangerous Animal. An animal, including dangerous dogs as defined by M.S. §347.50, as amended, which has: ...
- Potentially Dangerous Animal. An animal, including potentially dangerous dogs as defined by M.S. §347.50, as amended, which has ...

(A)(5) ~~Evidence justifying designation.~~ Designation as Dangerous Animal.

- Replacing the remainder of 91.11, (A) (6) through (B)(4) with the Model Code 91.11 (D) through (M), except using/replacing the term “dog” with the generic “animal”

33) §§ 92.15 through 92.21 Nuisances Subchapter. Reviewed the Model Nuisance sections and don't see anything that must be changed at this time. You might review the Noise ordinance section at Model Code at 92.18 (V)

34) §92.40 Notice of violations. Delete the bracketed text

TITAL XI: BUSINESS REGUALTIONS

- 35) Chapter 113: Solicitors
A) DO NOT INCLUDE MODEL. Use current City Code.
B) ??
- 36) §114.04 Inspections of facilities. OK to add suggested language
- 37) §114.06 Consent for performingunder 18. Change Section 114.06 as follows to match state law re tattoos. Also, state law does not require both custodial and non-custodial parental consent. Dundas can require this, but seems not practical and more of an issue for family court, not the city.

§114 .06 CONSENT FOR PERFORMING PROCEUDRES ON PERSONS UNDER 18

- (A) No person shall perform a ~~tattooing procedure~~, body piercing procedure or ear piercing procedure with an ear piercing gun on an individual who is under 18 years of age unless consent has been given by the individual's parent, guardian, or custodian in accordance with subdivision (B) below. Tattooing a person under the age of 18 is a gross misdemeanor regardless of parental or guardian consent. The consent must include both the custodial and non-custodial parents, where applicable.
- (B) A parent, guardian or custodian of an individual under age 18 who desires to give consent to a business to perform on the individual under 18 a ~~tattooing procedure~~, a body piercing procedure or ear piercing procedure performed with an ear piercing gun shall do both of the following:
- (1) Appear in person at the business at the time the procedure is performed; and
 - (2) Sign a document... of the procedure.
- 38) §116.09 Requirement to make specific expenditures. REMOVE section 116.09

TITLE XV: LAND USAGE

Land Usage Sections – **review subsequently** when ALP revises to correct ARD section.

- 44) §154.100 Cannon recreational river district overly. SHOULD be N 1/2 and S 1/2 NOT N+ and S+
- 45) §154.118 Administration – This is referencing MN Statutes 114.44 not City Code section
- 47) §154.123
- 48) §154.189 Administration and enforcement. NO change