

**DUNDAS CITY COUNCIL  
REGULAR MEETING AGENDA  
Monday, May 13, 2019  
7:00 p.m. Dundas City Hall**

**1. Call to Order/Pledge Allegiance**

**2. Roll Call:** Mayor Glenn Switzer; Councilors John Cruz, Larry Fowler, Grant Modory, Chad Pribyl

**3. Public Forum**

**4. Approval of Agenda\***

**Motion \_\_\_\_\_, second \_\_\_\_\_**

**5. Consent Agenda**

- a. Regular Minutes of April 22, 2019\*
- b. Special Minutes of May 1, 2019\*
- c. Resolution 2019-15\* A Resolution Accepting Donations from 2019 Easter Egg Hunt
- d. Special Action Claims:
  - i. Abatement for DeMann Properties, LLC - \$1,526.48
  - ii. MCFOA Annual Dues for Deputy Clerk - \$45.00
- e. Disbursements\* - \$161,943.03

**Motion \_\_\_\_\_, second \_\_\_\_\_**

**6. Old Business**

- a. Consider TSP Contract for City Hall Design and Construction Administration

**Motion \_\_\_\_\_, second \_\_\_\_\_**

**7. Ordinances and Resolutions**

- a. Resolution 2019-16\*A Resolution Approving Appointment of Jenelle Teppen as City Administrator/Clerk/Treasurer

**Motion \_\_\_\_\_, second \_\_\_\_\_**

- b. Resolution 2019-17\* A Resolution to Approve a Phased Retirement Option Agreement

**Motion \_\_\_\_\_, second \_\_\_\_\_**

**8. New Business**

- a. Renewal for Off Sale Intoxicating Liquor License

- i. AJE Enterprises, Inc., d/b/a Firehouse Liquor

**Motion by\_\_\_\_, second by\_\_\_\_**

- ii. Four Browns, LLC d/b/a/ MGM Wine and Spirits

**Motion by\_\_\_\_, second by\_\_\_\_**

- b. Renewal for Wine On-Sale

- i. CABB II, LLC d/b/a/ Cannon Valley Cinema 10

**Motion by\_\_\_\_, second by\_\_\_\_**

- c. Renewal for 3.2 Beer On-Sale

- i. CABB II, LLC d/b/a/ Cannon Valley Cinema 10

**Motion by\_\_\_\_, second by\_\_\_\_**

- d. Renewal for Combination On-Sale/Off -Sale Intoxicating Liquor License and Special Sunday On-Sale Licenses

- i. Dawn's Corner Bar, Inc., d/b/a Dawn's Corner Bar

**Motion by\_\_\_\_, second by\_\_\_\_**

- ii. Lyle and Pauline's, Inc., d/b/a L&M Bar and Grill

**Motion by\_\_\_\_, second by\_\_\_\_**

- e. Renewal for On-Sale 3.2 Malt Liquor License

- i. Dundas Baseball Association, d/b/a Dundas Duke's

**Motion by\_\_\_\_, second by\_\_\_\_**

- f. Renewal of Brewer Taproom License

- i. The Meetinghouse, LLC d/b/a Chapel Brewing

**Motion by\_\_\_\_, second by\_\_\_\_**

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**9. New Business (con't)**

- g. Renewal of Small Brewer Off-Sale Intoxicating Liquor License
    - i. The Meetinghouse, LLC d/b/a Chapel Brewing
- Motion by\_\_\_\_, second by\_\_\_\_**

**10. Reports of Officers, Boards and Committees**

- a. City Attorney\*
- b. City Engineer\*
- c. City Administrator/Clerk/Treasurer\*
- d. Mayor, Councilors and Committees

**11. Announcements**

- a. Park and Recreation Advisory Board – Tuesday, May 14 at 7:00 p.m. City Hall
- b. Planning Commission Meeting – Thursday, May 16 at 7:00 p.m. City Hall
- c. City Council Meeting – Tuesday, May 26 at 7:00 p.m. City Hall

**12. Work Session**

- a. Adjust Unpaid Development Fees

**13. Adjourn**

DUNDAS CITY COUNCIL  
REGULAR MEETING MINUTES

Monday, April 22, 2019  
7:00 p.m. Dundas City Hall

**UNOFFICIAL MINUTES**

Present: Mayor Glenn Switzer; Councilors John Cruz Larry Fowler, Grant Modory, Chad Pribyl

Absent: Councilor Grant Modory

Staff Present: City Attorney Paula Callies, City Engineer John Powell, Administrator/Clerk John McCarthy, Deputy Clerk Linda Ripka

**CALL TO ORDER/PLEDGE ALLEGIANCE**

Mayor Switzer called the Council meeting to order at 7:00 p.m. with the pledge of allegiance. A quorum was present.

PUBLIC FORUM – No one spoke

**APPROVAL OF AGENDA**

**Motion by Pribyl, second by Fowler, to approve the agenda. Motion Carried Unanimously (MCU)**

**CONSENT AGENDA**

**Motion by Fowler second by Cruz to approve the consent agenda as follows with removal of Bridgewater Township Tax Rebate for discussion:**

**Approval of Regular Minutes of April 8, 2019;**

**Special Action Claims:**

**Share of 2019 Mills Town Trails JPB - \$100.00;**

**Disbursements - \$53,314.16. MCU**

Bridgewater Township Tax Rebate

**Motion by Pribyl, second by Cruz, to approve the payment of \$49,965.90 to Bridgewater Township for the 2017 Tax Rebate subject to change upon completion of City's audit.** Administrator McCarthy reported the City records of properties fully developed in 2018 do not appear to match the Township's list of properties coming off the eligibility roll. He indicated the format now being submitted is more difficult to evaluate. Mayor Switzer suggested paying the invoice and noting the amount could be "subject to change as City audit has not been completely conducted". **MCU**

**OLD BUSINESS**

Consider Accepting 2018 Audit Report

**Motion by Pribyl, second by Cruz, to accept the 2018 Financial Statements and Independent Auditor's Report.** City Administrator indicated the report was presented to Council at prior meeting and finds it to be complete. **MCU**

Consider Calling Special Meeting to Select Administrator

**Motion by Switzer, second by Cruz, to call for a Special Council meeting to conduct interviews and to hire a City Administrator for Wednesday, May 1, 11:00 a.m. at Ruth-on-Stafford, 410 Stafford Lane N, Dundas MN.** Administrator McCarthy reported Liza Donabauer of DDA Human Resources has provided the City with a draft schedule for interviewing the finalists for the City Administrator's position. He indicated there will be a tour of the City prior to the meeting. **MCU**

**ORDINANCE AND RESOLUTIONS**

Resolution 2019-14 A Resolution Adopting the Water Supply Plan

**Motion by Fowler, second by Cruz, to approve Resolution 2019-24. MCU**

NEW BUSINESS

Consider Approving Chapel Brewing Event

**Motion by Pribyl, second by Fowler, to approve request from Chapel Brewing, 15 Hester Street East, to temporarily extend the area approved for consumption of alcohol into the parking area lot in order to host a special event on June 15, 2019.** Administrator McCarthy reviewed the letter submitted by Chapel Brewing stating the event will be similar to last year with a 5K run/walk followed by music, He stated upon Council approval an application is submitted to the Alcohol and Gambling Enforcement Division to issue a 1 to 4 day temporary on-sale permit to serve and consume in the designated area. **MCU**

Consider Approval to Hire Financial Assistant

**Motion by Pribyl, second by Cruz, to approve the recommendation from the Human Resource Committee to permit the City Administrator to hire a financial assistant at Grade 4.** **MCU**

REPORTS OF OFFICERS, BOARDAS AND COMMITTEES

City Attorney – Paula Callies

Callies reviewed work on the Kwik Trip Development Agreement and indicated she continues to monitor the Bridgewater Township’s proposed incorporation effects on Dundas.

City Engineer – John Powell

Powell reviewed current projects he is working on.

City Administrator/Clerk/Treasurer

*Financials:* McCarthy reviewed several funds noting they are in good shape.

*Planning Commission:* McCarthy reported staff met with Fenway Land Company to review a proposal to amend the PUD for the remaining platted property in the Bridgewater Heights development. The developer is asking to amend the road plan by deleting the medium and traffic circles on Bridgewater Parkway for better traffic flow. They are also requesting consideration of unpaid development fees. Discussion followed on request on amending development agreement.

*City Hall Project:* McCarthy stated the project team met on April 10 and will meet again on April 24.

*Bridgewater Township:* McCarthy reported on request from Township to have a joint meeting with Council to consider changes in the Annexation Agreement and Incorporation. Attorney Callies provided comments. Discussion followed on method of proceeding.

WORK SESSIONS

Capital Improvement Projects (CIP) and Replacement Budget

Administrator McCarthy presented the Draft 2019 CIP Worksheet. He indicated the biggest project is \$1.6 million for a new City Hall and associated site improvements. He reviewed proposed projects for Parks, Public Safety and Public Works. Discussion followed.

ADJOURN

**Motion by Cruz, second by Pribyl, to adjourn the meeting at 8:07 p.m.** **MCU**

Submitted by:

Attest:

\_\_\_\_\_  
John M. McCarthy, Administrator/Clerk

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

## Administrator/Clerk's Report

City Council Meeting, May 13, 2019

**To:** Mayor and Council  
**From:** John M. McCarthy  
**Date:** May 10, 2019

### Consent Agenda

The Consent Agenda is a housekeeping function of meetings. After staff review, routine matters are placed in the Consent Agenda for approval without discussion. Any councilor can request an item or items be removed from the Consent Agenda for discussion and/or action. Recommend approval of the Consent Agenda.

**DeMann Properties Abatement:** As the budget for the nest is being prepared, a review of the last 2 to three years is performed. As part of the review, it was discovered the tax abatement payment due the DeMann Properties building (Gordon Simonson development) for the first half of 2018 was never paid.

### Old Business

**Consider TSP Contract for City Hall Design and Construction Administration:** Staff has reviewed the *Standard Form Agreement Between Owner and Architect* (AIA Document B101-2017), the *Building Information Modeling and Digital Data Exhibit*, (AIA Document E203 – 2013), the *Project Digital Data Protocol Form* (AIA Document G201 -2013) and *Project building Information Modeling Protocol Form* (AIA Document G202-2013). Recommend approving the contract and authorizing the Mayor and City Administrator to execute the agreement with TSP. (Motion)

### Ordinances and Resolutions

**Consider Resolution 2019 – 16: Employment Contract with Jenelle Teppen:** The City Council met on May 1, 2019 to interview finalists for the position of City Administrator. After conducting interviews, the Council unanimously voted to offer the position to Jenelle Teppen and to authorize Liza Donabauer, DDA Human Resources, in consultation with Mayor Switzer to negotiate the terms of an employment contract between the City and Teppen. According to the proposed contract Teppen will begin employment as an exempt employee with the City on June 3, 2019, at a rate equivalent to Grade 13, Step 6.

**Consider Resolution 2019 – 17 Phased Retirement Option Agreement:** It is requested the City approve a Phased Retirement Option to allow the retiring administrator time to assist with the integration of the new administrator. There are several important projects which are ongoing such as monitoring and advising the proposed township incorporation, the new City Hall project, the continuation of the Bridgewater Heights development, and NAFRS.

### New Business

**Liquor Licenses –** The City reviewed all licenses for renewal and staff has performed all of the required background checks. Recommend approving renewals of business for required liquor licenses. (Motions)

### Administrator's Report.

**Bridgewater Township:** The Bridgewater Township Planning Commission met on May 2 to consider a request to renew a Conditional Use Permit for a Gravel Pit. As part of the request, Township staff, specifically the planner and zoning official, proposed a plan which would include a property split in the Annexation Reserve District. At the public hearing, I explained as part of the Orderly Annexation Agreement, the Township had ceded zoning authority to the Dundas Planning Commission acting as the Planning and Zoning Authority in the Annexation Reserve District (PCARD). I have contacted PCARD zoning official Nate Sparks and he will be communicating with the Township to more clearly explain their planning responsibilities in the ARD.

**Planning Commission:** The Dundas Planning Commission will meet on Thursday, May 16 to consider a request to amend the Bridgewater Heights Planned Unit Development to permit a slight reconfiguration of Bridgewater Parkway from a divided parkway to a regular city street with wide boulevards and to eliminate a proposed traffic circle at the intersection of Tower Ave and Bridgewater Parkway. If approved, the developer intends to install the required infrastructure and begin construction of single-family homes on the 49 platted lots in this phase of the development.

**2020 Capital Improvement Projects:** Consideration of the 2020 CIP is being delayed until the next Council meeting as staff wishes to have a draft review of the budget impact of the CIP and employment costs related to the recently completed Classification and Compensation Study.

**Completion of Training for Police Officers:** Police Chief Eric Kline has reported that part time officers John Van Alstine and Robert Wilkins have completed their training and are able to conduct patrols and all other assigned duties. Both of the officers will complete their probationary period in June.

**City Hall Project:** The project team met with the architect and designer on May 8 to review the schematic design and space requirements. This was the third meeting and the proposed design is developing into what appears to be an impressive representation of the City's requirement to provide a modern, efficient space to conduct city business yet recognize the historic qualities of downtown Dundas.

### **Work Session**

**Review Request to Adjust Unpaid Development Fees:** Staff continues to review options for the City and will review with the Council during this work session. We are waiting from some information from the City's Financial Advisor.

### **Future Meeting Items**

Items listed may be moved.

### **May 28, 2019**

1. Consider Kwik Trip Final PUD
2. Consider Liquor License Applications
3. Work Session
  - a. 2020 P&RAB Budget

### **Continuing Projects**

#### **Administration:**

1. City Hall Project
2. Comprehensive Plan
4. 2020 Budget

#### **Public Works:**

1. 2019 Capital Projects