

**DUNDAS CITY COUNCIL  
REGULAR MEETING MINUTES  
Monday, September 10, 2018  
7:00 p.m. Dundas City Hall**

Present: Mayor Glenn Switzer; Councilors John Cruz, Larry Fowler, Grant Modory, Chad Pribyl  
Staff Present: City Attorney Paula Callies, City Engineer John Powell, Administrator John McCarthy,  
Deputy Clerk Linda Ripka

**CALL TO ORDER/PLEDGE ALLEGIANCE**

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

**PUBLIC FORUM/PRESENTATION** - No public comment or presentation.

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

**Motion by Cruz, second by Modory, to approve consent agenda as follows:**

**Regular Meeting Minutes of August 27, 2018;**

**Resolution 2018-45 A Resolution Adopting Findings of Fact Related to Ordinance Number  
2018-03 Regarding Solar Energy Systems;**

**Ordinance 2018-03 An Ordinance Amending Title 15, Sections 2 and 4 Regarding Solar  
Energy Systems;**

**League of MN Cities Membership Annual Dues - \$1,7293.00;**

**Minnesota Mayors Association Annual Dues - \$30.00;**

**PRV Station Change Order #1 Winona Mechanical - \$4,125.00;**

**PRV Station Change Order #2 Winona Mechanical - \$16,440.49;**

**Swenke Ims Contracting Pay Request No. 2 Cannon Road Improvement - \$73,452.81;**

**Swenke Ims Contracting Pay Request No. 2 Stafford Road Improvements - \$83,982.79;**

**Disbursements - \$228,385.05. MCU**

**OLD BUSINESS** – No Items

**ORDINANCES/RESOLUTIONS**

Resolution 2018-46 A Resolution Proclaiming Constitution Week

**Motion by Fowler, second by Cruz, to approve Resolution 2018-46. MCU**

**NEW BUSINESS**

Consider Use of Memorial Park for Trunk or Treat Event

**Motion by Pribyl, second by Fowler, to approve the use of Memorial Park for Trunk or Treat  
Event on Saturday, October 26, from 5:00 to 7:00 p.m. MCU**

Consider Payment of Costs to Attend LMC Regional Conference

**Motion by Cruz, second by Pribyl, to approve normal and customary expenses for city  
administrator and council members to attend LMC Regional Meetings. McCarthy reported that  
there are meetings nearby in Mankato but felt the October 30th meeting in Rochester would be better  
due to an agenda item. MCU**

Consider Amending General Fund Reserve Policy

Administrator McCarthy indicated current policy states 55% for unassigned general fund balance, and  
he recommended an increase to 60% due to possible expenses related to employee transitions.

NEW BUSINESS

Consider Amending General Fund Reserve Policy (con't)

**Motion by Modory, second by Cruz, to approve amending Fund Balance Year End Classification Policy to read under Classification, Unassigned: “The City will maintain a minimum unassigned fund balance in the General Fund of an amount not less than 60% of the subsequent year’s budgeted expenditures of the General Fund.” MCU**

Consider Approving Additional Portable Restrooms at CRRP Shelter

Discussion on allowing portable restrooms at the City’s expense resolved in checking with agreement with Northfield on events.

**Motion by Pribyl, second by Modory, to allow delivery of water with an approved vehicle at the Cannon Regional Recreational Park Shelter for the Northfield Crop Hunger Walk on Sunday, October 28, 2018. MCU**

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

City Engineer – John Powell

Powell reported on the paving status of Cannon and Stafford Roads. He reviewed the upcoming public hearing to consider an amendment to the PUD for the Dundas Dome. Attorney Callies indicated the request should specify commitment on what is to be done within a specific time line. She explained that the Development Agreement may have to be amended.

Councilor Modory indicated with new and expanding commercial business along the TH #3, the B-2 Business District should be reviewed to insure growth was consistent with the comprehensive plan.

City Administrator/Clerk/Treasurer – John McCarthy

*Part-time Police Officer* – McCarthy stated interviews to be held on Thursday, September 13.

Mayor, Councilors and Committees

Councilor Modory inquired about the status of the request to regulate parking on Hester Street between Railway and Second Streets. McCarthy stated he was told it was on the County’s agenda for consideration.

WORK SESSIONS

Review of Personnel Policy Changes

Council reviewed several changes in the Personnel Policy Manual including the change in hours an employee required to work to be considered full-time, amending the sick leave payout procedure, and word changes to eliminated possible conflicting interpretations. Staff will incorporate the changes for the next meeting.

Determine Method of Payment to Northfield for ECRT

Northfield offered two methods for Dundas to reimburse for agreed upon costs related to the East Cannon River Trail. Upon review, the Council indicated they preferred the 5-year payback method.

ADJOURN

**Motion by Modory, second by Cruz, to adjourn the meeting at 9:04 p.m. MCU**

Submitted by:

Attest:

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John M. McCarthy, Administrator/Clerk

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Glenn Switzer, Mayor