



ECONOMIC DEVELOPMENT AUTHORITY

AGENDA  
JANUARY 23, 2023  
6:30 PM  
DUNDAS CITY HALL/CITY COUNCIL CHAMBERS

1. CALL TO ORDER/ROLL CALL
2. APPROVAL OF AGENDA  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve agenda**
3. APPROVAL OF MINUTES  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve minutes of November 28, 2022**
4. BILLS AND COMMUNICATIONS
5. REPORTS
6. UNFINISHED BUSINESS
7. NEW BUSINESS
  - a. Project Status Update
8. ADJOURN

**CITY OF DUNDAS  
ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES OF NOVEMBER 28, 2022  
6:30 PM Dundas City Hall**

Present: Luke LaCroix, Grant Modory, Luke Swartwood

Absent: Glenn Switzer, Larry Fowler,

Staff Present: City Administrator Jenelle Teppen, Nate Sparks, City Planner

**CALL TO ORDER/ROLL CALL**

Vice-President LaCroix called the meeting to order at 6:33 p.m. A quorum was present.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

**Motion by Swartwood, second by Modory to approve the Minutes of the August 22, 2022 meeting. Motion Carried Unanimously (MCU)**

**BILLS AND COMMUNICATIONS**

No bills or communications presented.

**REPORTS**

No reports presented.

**UNFINISHED BUSINESS**

No Unfinished Business presented.

**NEW BUSINESS**

- a. Resolution EDA 2022-02 A Resolution Adopting a Final 2023 Budget and Property Tax Levy and Requesting Approval by the City Council of the City of Dundas  
Administrator Teppen presented the Final EDA 2023 Budget of \$19,790 and a 2023 Property Tax Levy of \$38,527.  
**Motion by Swartwood, seconded by Modory, to approve Resolution EDA 2022-02. MCU**

- b. **Project Status Update**

City Planner Nate Sparks reviewed the status of the Environmental Site Analysis that the EDA approved in March of 2022 for the Co-op property. The City Attorney is in discussion with the Co-op attorney on an agreement.

Sparks updated the EDA on the Future Industrial Park site and said that staff has been tracking down the appropriate property owner as the desired property is owned by a Trust.

**ADJOURN**

**The meeting was adjourned by a Motion from Modory and seconded by Swartwood at 6:44 p.m.**

Submitted by:

Attest:

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Jenelle Teppen, Secretary

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Glenn Switzer, President



## **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

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### **PLANNING MEMO**

TO: Dundas Economic Development Authority  
Jenelle Teppen, City Administrator

FROM: Nate Sparks

REPORT DATE: January 20, 2023

RE: Property Acquisition Priorities

#### **Background**

The EDA previously identified as priorities a redevelopment area and the establishment of an industrial park. The redevelopment area was identified as being north of the downtown at Hester and Railway Streets. The industrial park was not necessarily tied to any specific property but a sketch of one of the industrial properties near the railroad tracks was drawn up. Other potential projects that were lesser priorities were also identified.

#### **Prioritization**

City Staff is seeking input on prioritizing these properties in regards to discussions with property owners regarding purchasing the properties. The City could engage in property acquisition discussions near both sites in the short term and would like direction on whether certain sites are greater priorities.

#### *Industrial Park*

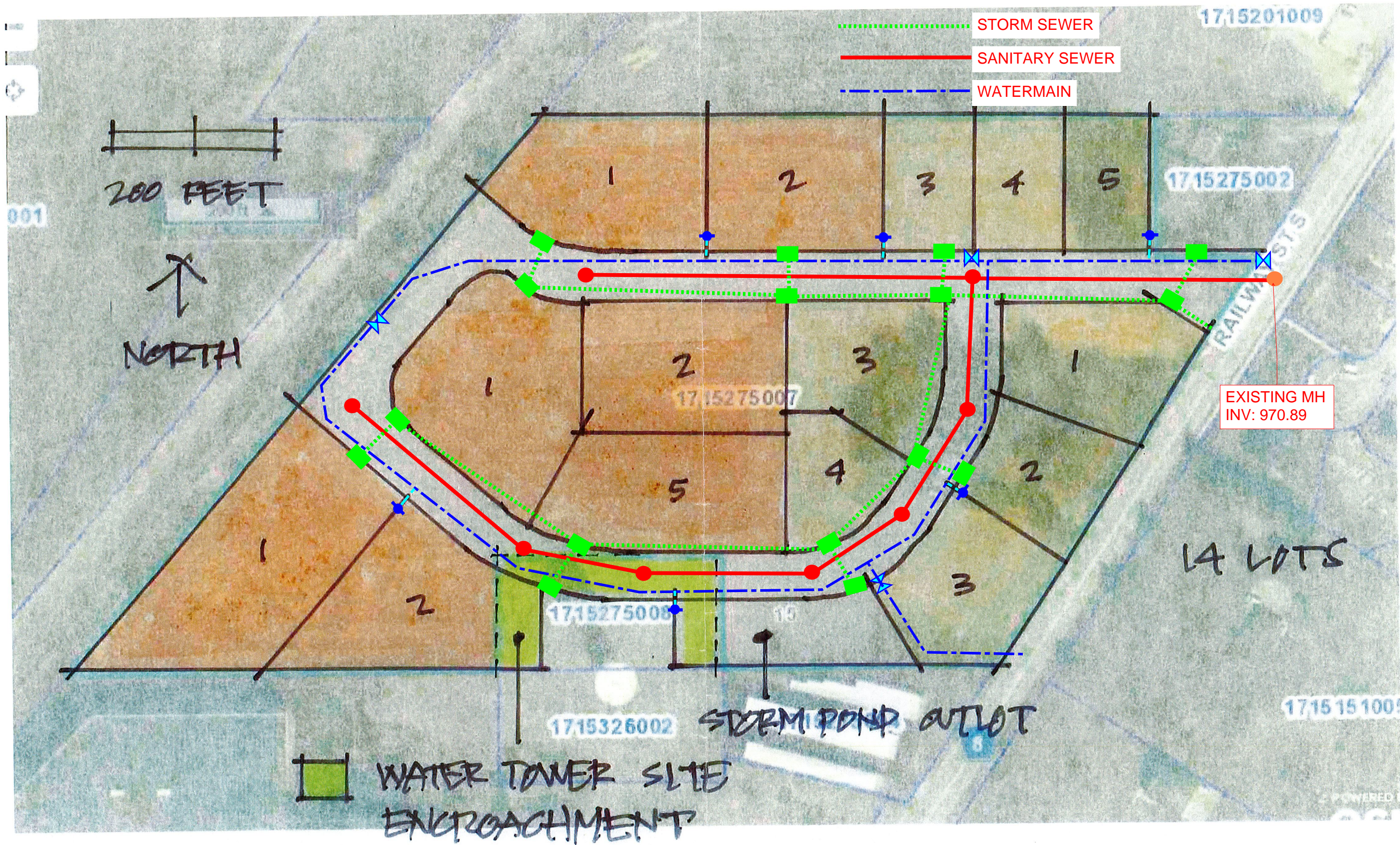
Attached is a sketch and estimate for development of an industrial park for part of the discussion.

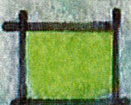
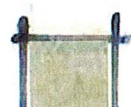
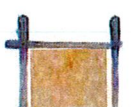
#### *Railway & Hester*

Staff has been attempting to get permission from CFS to allow for a Phase I environmental assessment on the property. They have indicated a reluctance to allow this without the City foregoing its right of first refusal on the property. There are indications that some properties in this area may become available in the near future. There is also an interested party in partnering with the City on this development.

#### **Next Steps**

Based on the discussions related to the above topics, Staff will begin taking steps towards engaging property owners regarding acquisition.



-  WATER TOWER SITE ENCROACHMENT
-  LI ZONED LOTS
-  G1 ZONED LOTS

# INDUSTRIAL PARK CONCEPT PLAN

## 600 RAILWAY STREET SOUTH

OPINION OF PROBABLE COST						
WSB Project:		Industrial Park			Design By:	BJP
Project Location:		Railway Street, Dundas MN			Checked By:	DMT
WSB Project No:		010169-000			Date:	10/14/2021
Item No.	MnDOT Specificati on No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
<b>SCHEDULE A: SURFACE IMPROVEMENTS</b>						
1	2021.501	MOBILIZATION	LS	1	\$30,000.00	\$30,000.00
2	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	50	\$5.00	\$250.00
3	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	60	\$5.00	\$300.00
4	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	9300	\$2.00	\$18,600.00
5	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	3100	\$32.00	\$99,200.00
6	2112.519	SUBGRADE PREPARATION	RDST	22	\$500.00	\$11,000.00
7	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	20	\$150.00	\$3,000.00
8	2211.507	AGGREGATE BASE CLASS 5 (CV)	C Y	2000	\$36.00	\$72,000.00
9	2331.603	JOINT ADHESIVE	LF	4650	\$1.00	\$4,650.00
10	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	410	\$3.00	\$1,230.00
11	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3;C)	TON	930	\$79.00	\$73,470.00
12	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3;C)	TON	930	\$73.00	\$67,890.00
13	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	4650	\$18.00	\$83,700.00
14	2563.601	TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00
15	2564.518	SIGN PANELS TYPE C	S F	50	\$50.00	\$2,500.00
16	2564.518	SIGN PANELS TYPE SPECIAL	S F	8	\$50.00	\$400.00
17	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$3,000.00	\$3,000.00
18	2573.502	STORM DRAIN INLET PROTECTION	EACH	16	\$250.00	\$4,000.00
19	2573.503	SILT FENCE; TYPE MS	L F	2500	\$3.00	\$7,500.00
20	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	L F	2500	\$3.00	\$7,500.00
21	2574.507	COMMON TOPSOIL BORROW	C Y	1200	\$40.00	\$48,000.00
22	2575.505	SEEDING	ACRE	2	\$2,000.00	\$4,000.00
23	2575.508	SEED MIX 25-131	LB	440	\$4.00	\$1,760.00
24	2575.523	RAPID STABILIZATION METHOD 3	MGAL	20	\$750.00	\$15,000.00
					CONSTRUCTION TOTAL	\$568,950.00
					CONTINGENCY (10%)	\$56,895.00
					SUBTOTAL	\$625,845.00
					INDIRECT COSTS (20%)	\$125,169.00
					<b>TOTAL SCHEDULE A</b>	<b>\$751,014.00</b>
<b>SCHEDULE B: SANITARY SEWER IMPROVEMENTS</b>						
25	2451.603	AGGREGATE BEDDING	L F	500	\$20.00	\$10,000.00
26	2503.602	CONNECT INTO EXISTING MANHOLE (CORE DRILL)	EACH	1	\$8,500.00	\$8,500.00
27	2503.602	8"X6" PVC WYE	EACH	15	\$320.00	\$4,800.00
28	2503.603	6" PVC PIPE SEWER - SDR 26	L F	600	\$40.00	\$24,000.00
29	2503.603	8" PVC PIPE SEWER - SDR 35	L F	2000	\$44.00	\$88,000.00
30	2503.603	TELEWISE SANITARY SEWER	L F	2000	\$2.00	\$4,000.00
31	2506.602	CASTING ASSEMBLY (SANITARY)	EACH	8	\$700.00	\$5,600.00
32	2506.602	CHIMNEY SEAL	EACH	8	\$350.00	\$2,800.00
33	2506.603	CONST 48" DIA SAN SEWER MANHOLE	L F	120	\$400.00	\$48,000.00
					CONSTRUCTION TOTAL	\$195,700.00
					CONTINGENCY (10%)	\$19,570.00
					SUBTOTAL	\$215,270.00
					INDIRECT COSTS (20%)	\$43,054.00
					<b>TOTAL SCHEDULE B</b>	<b>\$258,324.00</b>

SCHEDULE C: WATER MAIN IMPROVEMENTS						
34	2451.603	AGGREGATE BEDDING	L F	500	\$20.00	\$10,000.00
35	2504.602	8"X8" WET TAP	EACH	2	\$3,000.00	\$6,000.00
36	2504.602	4" GATE VALVE & BOX	EACH	15	\$2,500.00	\$37,500.00
37	2504.602	6" GATE VALVE & BOX	EACH	6	\$2,700.00	\$16,200.00
38	2504.602	8" GATE VALVE & BOX	EACH	4	\$3,500.00	\$14,000.00
39	2504.602	HYDRANT	EACH	6	\$6,500.00	\$39,000.00
40	2504.603	4" WATERMAIN DUCTILE IRON CL 52	L F	600	\$50.00	\$30,000.00
41	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	100	\$54.00	\$5,400.00
42	2504.603	8" WATERMAIN DUCTILE IRON CL 52	L F	2700	\$58.00	\$156,600.00
43	2504.604	4" POLYSTYRENE INSULATION	S Y	300	\$45.00	\$13,500.00
44	2504.608	DUCTILE IRON FITTINGS	LB	1100	\$10.00	\$11,000.00
CONSTRUCTION TOTAL						\$339,200.00
CONTINGENCY (10%)						\$33,920.00
SUBTOTAL						\$373,120.00
INDIRECT COSTS (20%)						\$74,624.00
TOTAL SCHEDULE C						\$447,744.00
SCHEDULE D: STORM SEWER IMPROVEMENTS						
45	2451.603	AGGREGATE BEDDING	L F	500	\$20.00	\$10,000.00
46	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	900	\$54.00	\$48,600.00
47	2503.503	18" RC PIPE SEWER DES 3006 CL V	L F	450	\$60.00	\$27,000.00
48	2503.503	21" RC PIPE SEWER DES 3006 CL III	L F	450	\$75.00	\$33,750.00
49	2506.502	CASTING ASSEMBLY	EACH	8	\$700.00	\$5,600.00
50	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	8	\$3,000.00	\$24,000.00
51	2506.501	CONSTRUCTION DRAINAGE STRUCTURE DESIGN 48-4020	L F	40	\$675.00	\$27,000.00
52	2506.602	CHIMNEY SEAL	EACH	16	\$350.00	\$5,600.00
CONSTRUCTION TOTAL						\$181,550.00
CONTINGENCY (10%)						\$18,155.00
SUBTOTAL						\$199,705.00
INDIRECT COSTS (20%)						\$39,941.00
TOTAL SCHEDULE D						\$239,646.00

ITEM	COSTS
SURFACE IMPROVEMENTS	\$568,950.00
SANITARY SEWER IMPROVEMENTS	\$195,700.00
WATER MAIN IMPROVEMENTS	\$339,200.00
STORM SEWER IMPROVEMENTS	\$181,550.00
<b>SUBTOTAL</b>	<b>\$1,285,400.00</b>
<b>CONTINGENCY (10%)</b>	<b>\$128,540.00</b>
<b>TOTAL CONSTRUCTION COSTS</b>	<b>\$1,413,940.00</b>
<b>INDIRECT COSTS (20%)</b>	<b>\$282,788.00</b>
<b>TOTAL COSTS</b>	<b>\$1,696,728.00</b>