



**DUNDAS CITY COUNCIL
REGULAR MEETING AGENDA
Monday, November 25, 2024
7:00 p.m. City Hall**

- 1. Call to Order/Pledge Allegiance**
- 2. Roll Call** Mayor Switzer, Council members Gallagher, LaCroix, Modory, Swartwood
- 3. Public Comment**
- 4. Approval of Agenda**
- 5. Consent Agenda** *(All items on the Consent Agenda are considered routine and have been made available to the City Council at least 2 days in advance of the meeting. The items will be enacted in one motion. There will be no separate discussion of these items unless a council member or citizen requests, then the item will be removed from this agenda and considered in normal sequence.)*
 - a. Regular Minutes of November 12, 2024
 - b. Resolution 2024-30 Approving Gambling Licenses for 2025
 - c. Resolution 2024-31 Accepting Donation from A.B.A.T.E. of Minnesota
 - d. Resolution 2024-32 Requesting Part-Time Police Officer John Lynch Acceptance as Member of Public Employees Police and Fire Plan
 - e. Resolution 2024-33 Certifying the 2024 Election Results
 - f. Consider Approving Pay Voucher 2 – Dog Park Parking Lot
 - g. Disbursements - \$84,945.53
- 6. Regular Agenda**
 - a. Consider Approving Quote to Replace Booster Pump at PRV Station
 - b. Consider Approving Fund Balance Policy
 - c. Consider Approving Long Term Financial Plan
 - d. Consider Approving Ordinance 2024 – 02 Regarding the Regulation of Cannabis Retail Businesses, Amending Title XI: Business Regulations, By Adding a New Chapter 118: and Amending Section 34.01 of the Dundas City Code Cannabis Business Regulations
 - e. Consider Approving Resolution 2024-34 Approving the Summary Publication for Ordinance No 2024-02 Regarding the Regulation of the Registration of Cannabis Retail Businesses, Amending Title XI: Business Regulations by Adding a New Chapter 118; and Amending Section 34.01 of the Dundas City Code Regarding Registration Fees
 - f. Consider Approving Ordinance 2024-03 Amending Title XV, Chapter 154: Zoning of the Dundas City Code Establishing Regulations for Cannabis Businesses
 - g. Consider Approving Resolution 2024-35 Approving the Summary Publication for Ordinance No 2024-03 Amending Title XV, Chapter 154; Zoning, of the Dundas City Code, Establishing Regulations for Cannabis Businesses

- h. Consider Approving Ordinance 2024-04 Amending Title XI, Chapter 111: Commercial Amusements, of the Dundas City Code Establishing Regulations for Temporary Cannabis Events
- i. Consider Approving Resolution 2024-36 Approving the Summary Publication for Ordinance 2024-04 Amending Title XI, Chapter 111;: Commercial Amusements, of the Dundas City Code Establishing Regulations for Temporary Cannabis Events and Amending Section 34.01 of the Dundas City Code Regarding Permit Fees
- j. Consider Approving Ordinance 2024-05 Amending Title XV, Chapter 154: Zoning of the Dundas City Code Establishing Parking Regulations
- k. Consider Approving Resolution 2024-37 Approving the Summary Publication for Ordinance 2024-05 Amending Title XV, Chapter 154 Zoning of the Dundas City Code Establishing Parking Regulations

7. Reports of Officers, Boards and Committees

- a. City Engineer
- b. City Administrator/Clerk
- c. Mayor, Councilors and Committees

8. Announcements

- a. City Council Meeting –Monday, December 9, 2024 and January 13, 2025 at 7 PM City Hall
- b. Park & Recreation Advisory Board Meeting – January 14, 2025 at 7 PM City Hall
- c. Planning Commission Meeting – December 19, 2025

9. Adjourn



**DUNDAS CITY COUNCIL
REGULAR MEETING MINUTES
Monday, November 12, 2024
7:00 p.m. City Hall**

Present: Councilors Luke LaCroix, Ashley Gallagher, Grant Modory, Luke Swartwood

Absent: Mayor Switzer

Staff: City Engineer Dustin Tipp, Finance Director Jessi Sturtz, City Administrator/Clerk Jenelle Teppen

CALL TO ORDER

Mayor Pro Tem Modory called the meeting to order at 7:00 PM.

APPROVAL OF AGENDA

Motion by LaCroix, second by Gallagher, to approve the agenda. Motion Carried Unanimously (MCU)

CONSENT AGENDA

- a. Regular Minutes of October 28, 2024
- b. Resolution 2024- Approving Tobacco Licenses for 2025
- c. Consider Accepting 2nd Quarter Financial Report
- d. Disbursements - \$183,360.84

Motion by Swartwood, second by LaCroix, to approve the consent agenda. MCU

REGULAR AGENDA

- a. Consider Approving Part-Time Police Officer

Motion by Swartwood, second by LaCroix, to approve the appointment of John Lynch to the position of Part-Time Police Officer. MCU

- b. Consider Approving Resolution 2024-29 Certifying 2024 Unpaid Utility and Storm Water Fee Charges

Motion by Gallagher, second by Swartwood, to approve Resolution 2024-29 Certifying Unpaid Utility and Storm Water Fee Charges. MCU

- c. Consider Approving Quote to Repair and Upgrade Chemical Feed Equipment at Well #1 and Gas Monitoring Equipment at Metering Station

Motion by Swartwood, second by LaCroix, to approve Quote to Repair and Upgrade Chemical Feed Equipment at Well #1 and Gas Monitoring Equipment at Metering Station. MCU

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

City Engineer – Dustin Tipp

City Engineer Dustin Tipp reported that a portion of the sidewalk along Railway St was removed in order to facilitate placement of new light poles, the remainder of the sidewalk previously identified for removal will take place in Spring 2025. The contractor has completed the restoration work along the boulevards of Forest and Depot Streets following the street project. Menards has completed the maintenance easement agreement which will allow for maintenance of the pond.

Work Session

a. Review and Discuss Draft Long Term Financial Plan

Staff presented a draft of the Long-Term Financial Plan and City Council members provided their thoughts and feedback. Staff will return with a finalized document based on direction from the City Council at the November 25 meeting.

ADJOURN

Motion by LaCroix, second by Gallagher, to adjourn the meeting at 7:20 PM. MCU

Minutes prepared by Jenelle Teppen, City Administrator/City Clerk

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

RESOLUTION NUMBER 2024-30

*A Resolution Approving Issuance of 2025 Gambling Permits
for Dundas Baseball Association,
and Waterford Warriors Snowmobile Club*

WHEREAS, the City of Dundas (the “City”), Minnesota, closely regulates and controls the conduct of gambling within the City per City Code § Chapter 116; and

WHEREAS, the City requires any qualified organization registered with the State of Minnesota can apply for a Gambling Permit (the “Permit”) to conduct such gambling within the City; and

WHEREAS, such Permits are reviewed and processed by the City and issued for a designated period of time and location within the City; and

WHEREAS, the City has received two permit applications from Dundas Baseball Association, and Waterford Warrior Snowmobile Club for the period January 1 through December 31, 2025; and

WHEREAS, these two permit applications have been reviewed, processed and meet City Code requirement for the period of time January 1 through December 2025 and indicated premises for gambling;

NOW, THEREFORE BE IT RESOLVED, by the Council that the following organizations with listed premises have been issued a 2025 Gambling Permit for the period January 1 through December 31, 2025:

Dundas Baseball Association – L&M Bar & Grill at 224 Railway St N
Waterford Warrior Snowmobile Club – Dawn’s Corner Bar at 200 Railway St N

ADOPTED by the City Council of Dundas, Minnesota, on this 25th day of November 2024.

CITY OF DUNDAS BY:

ATTEST:

Glenn Switzer, Mayor

Jenelle Teppen City Administrator/Clerk

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

RESOLUTION NUMBER 2024 - 31

Resolution to Accept Donation from A.B.A.T.E. Minnesota

WHEREAS, American Bikers for Awareness, Training and Education (A.B.A.T.E.) has donated \$700.00 to the City of Dundas (the "City"); and

WHEREAS, A.B.A.T.E. has requested that the funds be used by the Police Department; 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 on behalf of the citizens of Dundas as follows:

1. That the donation in the amount of \$700.00 be applied to support expenses in the Police Department.

ADOPTED BY the City Council of Dundas, Minnesota, on this 25th day of November 2024.

CITY OF DUNDAS BY:

ATTEST:

Glenn Switzer, Mayor

Jenelle Teppen, Administrator/Clerk

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

RESOLUTION NUMBER 2024-32

*A Resolution Requesting Part-Time Police Officer
John Lynch Acceptance as Members of Public Employees Police and Fire Plan*

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statute 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of Police Departments whose position duties meet the requirements stated therein and listed below.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Dundas, Minnesota, hereby declares that a position titled Part-Time Police Officer, is held by John Lynch who meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota Peace Officer Standards and Training Board under Sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general laws of the State;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest; and
5. Said position is assigned to a designated police department.

BE IT FURTHER RESOLVED, that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of employee's initial Police and Fire salary deduction by the governmental subdivision.

ADOPTED by the City Council of the City of Dundas, Minnesota this 25th day of November 2024.

CITY OF DUNDAS BY:

ATTESTED:

Glenn Switzer, Mayor

Jenelle Teppen, Administrator/Clerk

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

RESOLUTION NUMBER 2024 - 33

*Resolution to Certify Results of the General Election
of November 5, 2024*

WHEREAS, on Tuesday, November 5, 2024, a City General Election was held to elect two City Council members; and

WHEREAS, the final vote results have been tallied as shown in the attached abstract of votes cast; and

NOW, THEREFORE BE IT RESOLVED, by the Council that the abstract of votes case is hereby accepted for the November 5, 2024 City General Election as to the official results reported and the following officials are elected:

Council: Lucas LaCroix
Luke Swartwood

ADOPTED by the City Council of Dundas, County of Rice, State of Minnesota, on this 25th day of November 2024.

CITY OF DUNDAS BY:

ATTEST:

Glenn Switzer, Mayor

Jenelle Teppen City Administrator/Clerk

Abstract of Votes Cast
In the Precincts of the City of Dundas
State of Minnesota
at the State General Election
Held Tuesday, November 5, 2024

as compiled from the official returns.

Summary of Totals
City of Dundas
Tuesday, November 5, 2024 State General Election

Number of persons registered as of 7 a.m.	1250
Number of persons registered on Election Day	84
Number of accepted regular, military, and overseas absentee ballots and mail ballots	380
Number of federal office only absentee ballots	2
Number of presidential absentee ballots	0
Total number of persons voting	1141

Summary of Totals
City of Dundas
Tuesday, November 5, 2024 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Council Member (Dundas) (Elect 2)

NP
Luke La Croix
620

NP
Luke Swartwood
591

WI
WRITE-IN
24

Detail of Election Results
City of Dundas
Tuesday, November 5, 2024 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
66 0015 : DUNDAS	1250	84	1141
City of Dundas Total:	1250	84	1141

Detail of Election Results
City of Dundas
Tuesday, November 5, 2024 State General Election

Office Title: Council Member (Dundas) (Elect 2)

Precinct	NP Luke La Croix	NP Luke Swartwood	WI WRITE-IN
66 0015 : DUNDAS	620	591	24
Total:	620	591	24

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 5, 2024

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Dundas Clerk. Witness our official signature at _____ in _____ County this _____ day of _____, 2024.

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

State of Minnesota
City of Dundas

I, _____, Clerk of the City of Dundas do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Dundas State General Election held on Tuesday, November 5, 2024.

Witness my hand and official seal of office this _____ day of _____, 2024.



November 8, 2024

Ms. Jenelle Teppen
City of Dundas
100 Railway Street North
Dundas, MN 55019

Re: 2024 Parking Lot and Dog Park
City of Dundas, MN
WSB Project No. 010169-000 – 024712-000

Ms. Teppen:

Please find enclosed Construction Pay Voucher No. 2 for the above referenced project in the amount of \$51,434.17. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Dundas approve Construction Pay Voucher No. 2 for Timm's Trucking, Inc.

The amount indicated above reflects work certified through November 8, 2024, with a 5% retainage applied. Please include one executed copy with the payment to Timm's Trucking, Inc. and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at 612.240.3225.

Sincerely,

WSB

Dustin Tipp, PE
Sr. Project Manager

Attachments

kkp

Client: City of Dundas 100 Railway Street North Dundas, MN 55019	Contractor: Timm's Trucking, Inc. 24366 Holland Avenue Morristown, MN 55052
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WSB Project No.: 010169-000
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$115,396.05	Original	\$115,396.05
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$115,396.05	Total	\$115,396.05

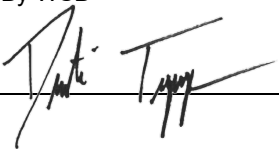
Work Certified To Date	
Base Bid Items	\$106,189.08
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$106,189.08

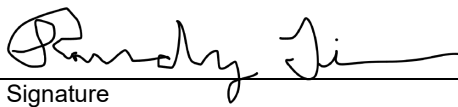
Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$54,141.23	\$106,189.08	\$5,309.45	\$49,445.46	\$51,434.17	\$100,879.63
Percent Retained: 5%			Percent Complete: 92.02%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB

Approved By Timm's Trucking, Inc.

Signature 

Signature 

Date November 8, 2024

Date 11/08/24

Approved By City of Dundas

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	08/06/24	\$52,047.85	\$2,602.39	\$49,445.46
2	11/08/24	\$54,141.23	\$2,707.06	\$51,434.17

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$106,189.08	\$5,309.45	\$49,445.46	\$51,434.17	\$100,879.63

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$51,434.17	\$115,396.05	\$115,396.05	\$100,879.63

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$7,000.00	1	0.5	\$3,500.00	1	\$7,000.00
2	2104.503	REMOVE CURB & GUTTER	LF	\$4.90	80	0	\$0.00	80	\$392.00
3	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$7.65	100	0	\$0.00	100	\$765.00
4	2211.509	AGGREGATE BASE CLASS 5	TON	\$34.50	170	0	\$0.00	38	\$1,311.00
5	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$0.60	50	125	\$75.00	125	\$75.00
6	2360.504	TYPE SP 9.5 WEAR CRS MIX(2,C) 3.0" THICK	S Y	\$22.20	120	155	\$3,441.00	155	\$3,441.00
7	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	\$105.00	130	112.83	\$11,847.15	112.83	\$11,847.15
8	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (2,C)	TON	\$102.00	130	111.14	\$11,336.28	111.14	\$11,336.28
9	2503.503	6" DUCTILE IRON PIPE SEWER CL 52	L F	\$76.00	54	0	\$0.00	54	\$4,104.00
10	2503.603	4" SCH 40 CONDUIT	LF	\$10.60	25	0	\$0.00	30	\$318.00
11	2504.602	CONNECT TO EXISTING WATERMAIN	EA	\$2,250.00	2	0	\$0.00	2	\$4,500.00
12	2504.602	RELOCATE HYDRANT	EACH	\$525.00	1	0	\$0.00	1	\$525.00
13	2504.602	6" GATE VALVE & BOX	EACH	\$2,810.00	1	0	\$0.00	1	\$2,810.00
14	2504.602	BLOWOFF VALVE	EACH	\$600.00	1	0	\$0.00	1	\$600.00
15	2504.602	1" CURB STOP & BOX	EACH	\$475.00	1	0	\$0.00	1	\$475.00
16	2504.603	1" HDPE SDIR 7	LF	\$10.65	325	0	\$0.00	329	\$3,503.85
17	2504.608	DUCTILE IRON FITTINGS	LB	\$9.00	190	0	\$0.00	161	\$1,449.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
18	2511.507	RANDOM RIPRAP CLASS III	C Y	\$135.00	15	15	\$2,025.00	15	\$2,025.00
19	2521.518	6" CONCRETE WALK	SF	\$10.00	840	153	\$1,530.00	683	\$6,830.00
20	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$32.00	270	0	\$0.00	280	\$8,960.00
21	2531.501	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$92.00	20	0	\$0.00	17	\$1,564.00
22	2531.503/LA02	CONCRETE RIBBON CURB	L F	\$30.00	205	0	\$0.00	269	\$8,070.00
23	2531.518	TRUNCATED DOMES	S F	\$76.00	40	0	\$0.00	36	\$2,736.00
24	2540.602	DRINKING FOUNTAIN	EACH	\$6,700.00	1	1	\$6,700.00	1	\$6,700.00
25	2563.601	TRAFFIC CONTROL	LS	\$300.00	1	0.5	\$150.00	1	\$300.00
26	2564.618	SIGN TYPE C	S F	\$170.00	2	2	\$340.00	2	\$340.00
27	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,350.00	1	1	\$1,350.00	1	\$1,350.00
28	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	\$3.50	290	0	\$0.00	290	\$1,015.00
29	2574.507	COMMON TOPSOIL BORROW	C Y	\$68.00	110	30	\$2,040.00	30	\$2,040.00
30	2574.508	FERTILIZER TYPE 3	POUND	\$2.50	30	50	\$125.00	50	\$125.00
31	2575.505	SEEDING	ACRE	\$6,160.00	0.13	0.34	\$2,094.40	0.34	\$2,094.40
32	2575.508	SEED MIXTURE 25-151	LB	\$6.20	20	125	\$775.00	125	\$775.00
33	2575.508	HYDRAULIC STABILIZED FIBER MATRIX	LB	\$5.60	400	700	\$3,920.00	700	\$3,920.00
34	2582.503	4" SOLID LINE MULTI COMP	L F	\$7.70	320	332	\$2,556.40	332	\$2,556.40
35	2582.518	PAVEMENT MESSAGE MULTI COMPONENT	S F	\$67.20	5	5	\$336.00	5	\$336.00
Bid Totals:							\$54,141.23	\$106,189.08	

Project Category Totals		
Category	Amount This Voucher	Amount To Date
SCHEDULE A - PARKING LOT IMPROVEMENTS	\$54,141.23	\$106,189.08

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

CITY OF DUNDAS DISBURSEMENT REPORT
Council Meeting November 25, 2024

DATE	PAYABLE	AMOUNT
11/14/2024	IRS	\$8,169.57
11/14/2024	PERA	\$4,332.35
11/14/2024	MN Dept of Revenue	\$1,554.95
11/14/2024	State of MN Empower Retirement	\$550.00
11/14/2024	State of MN Empower Retirement	\$500.88
11/14/2024	Payroll PP# 23 Employees	\$21,176.62
11/14/2024	Payroll PP# 11 Council	\$1,967.55
	Subtotal Paid Payroll Liabilities	<u>\$38,251.92</u>
11/15/2024	Crysteel Truck (GMC Sierra Truck Bed approved 9/23/24)	\$22,277.00
11/21/2024	Credit Card Payment	\$289.83
11/25/2024	2024 Invoices - Payment Nov 25, 2024	\$24,126.78
	Subtotal Paid Service Liabilities	<u>\$46,693.61</u>
	Disbursement for November 25, 2024	<u><u>\$84,945.53</u></u>

City of Dundas
Payments

Current Period: November 2024

Payments Batch 111524Crysteel Truck				\$22,277.00
Refer	0	CRYSTEEL TRUCK EQUIPMENT	-	
Cash Payment	E 410-43100-500	Capital Outlay	GMC Sierra Accessories/Equipment	\$22,277.00
Invoice				
Transaction Date	11/15/2024	Frandsen Bank	10100	Total \$22,277.00

Fund Summary

	10100	Frandsen Bank	
410 PUBLIC WORKS CAPITAL OUTLAY		\$22,277.00	
		<u>\$22,277.00</u>	

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$22,277.00
Total	<u>\$22,277.00</u>

City of Dundas Payments

11/21/24 12:29 PM

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Current Period: November 2024

Payment Batch 112524AP		\$24,126.78	
Refer	0 AFLAC	Ck# 031478	11/25/2024
Cash Payment	G 101-21710 Other Deductions	Employee Reimbursed HB065	\$257.16
Invoice	778082	11/14/2024	
Transaction Date	11/14/2024	Frandsen Bank	10100
			Total
			\$257.16
Refer	0 AMAZON CAPITAL SERVICES	Ck# 031479	11/25/2024
Cash Payment	E 101-43100-200 Supplies	Ink	\$317.64
Invoice	1WW37WL434T4	11/6/2024	
Transaction Date	11/6/2024	Frandsen Bank	10100
			Total
			\$317.64
Refer	0 AMERICAN EXCAVATING INC	Ck# 031480	11/25/2024
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Dig up & backfill water valve Menards Menards	\$1,000.00
Invoice	11543	11/15/2024	
Transaction Date	11/15/2024	Frandsen Bank	10100
			Total
			\$1,000.00
Refer	0 APG MEDIA OF SOUTHERN MN	Ck# 031481	11/25/2024
Cash Payment	E 101-41000-351 Legal Notices Publishing	NovPH Cannabis 25	\$71.33
Invoice	1024342	11/16/2024	
Transaction Date	11/16/2024	Frandsen Bank	10100
			Total
			\$71.33
Refer	0 CAMPBELL KNUTSON	Ck# 031483	11/25/2024
Cash Payment	E 101-41000-304 Legal Fees	GENERAL MATTERS	\$2,130.00
Invoice	102024	10/31/2024	
Cash Payment	E 101-41000-304 Legal Fees	Dome/ Taylor Matters	\$294.50
Invoice	102024	10/31/2024	
Transaction Date	10/31/2024	Frandsen Bank	10100
			Total
			\$2,424.50
Refer	0 CHARLES R GLEASON COMPANY I	Ck# 031484	11/25/2024
Cash Payment	E 101-43100-400 Repairs and Maintenanc	concrete/asphalt disposal	\$140.00
Invoice	38116	11/15/2024	
Transaction Date	11/15/2024	Frandsen Bank	10100
			Total
			\$140.00
Refer	0 ENDRES WINDOW CLEANING	Ck# 031485	11/25/2024
Cash Payment	E 101-41000-440 Cleaning Service	Window cleaning	\$62.98
Invoice	168488	11/11/2024	
Transaction Date	11/11/2024	Frandsen Bank	10100
			Total
			\$62.98
Refer	0 EPIC ENTERPRISES, INC	Ck# 031486	11/25/2024
Cash Payment	E 101-42100-440 Cleaning Service	PD	\$28.30
Invoice	16395	10/31/2024	
Cash Payment	E 101-43100-440 Cleaning Service	PW	\$28.31
Invoice	16395	10/31/2024	
Cash Payment	E 101-45200-440 Cleaning Service	Parks	\$53.72
Invoice	16395	10/31/2024	
Transaction Date	10/31/2024	Frandsen Bank	10100
			Total
			\$110.33
Refer	0 ERIC LUNDIN, M.A., L.P.	Ck# 031487	11/25/2024
Cash Payment	E 101-42100-306 Recruitment	Psychological Evaluation	\$585.00
Invoice	5307	11/4/2024	
Transaction Date	11/4/2024	Frandsen Bank	10100
			Total
			\$585.00
Refer	0 GALLS, LLC	Ck# 031488	11/25/2024

City of Dundas
Payments

Current Period: November 2024

Cash Payment	E 101-42100-200	Supplies	Car Lockpick tools		\$41.38
Invoice	29568325	11/6/2024			
Cash Payment	E 101-42100-200	Supplies	Car lockpick tools		\$44.69
Invoice	29579693	11/7/2024			
Cash Payment	E 101-42100-200	Supplies	Carrying Case		\$71.90
Invoice	29581649	11/7/2024			
Cash Payment	E 101-42100-200	Supplies	LIFESAVER HAMMER		\$24.59
Invoice	29580277	11/7/2024			
Transaction Date	11/6/2024		Frandsen Bank	10100	Total \$182.56
Refer	0	<u>MENARDS, INC</u>	<u>Ck# 031489</u>	<u>11/25/2024</u>	
Cash Payment	E 101-41000-200	Supplies	5-TIER Shelving		\$349.99
Invoice	76088	11/14/2024			
Cash Payment	E 101-43100-200	Supplies	Wall clock		\$19.94
Invoice	76088	11/14/2024			
Cash Payment	E 101-41000-400	Repairs and Maintenanc	DRANO		\$5.49
Invoice	75822	11/8/2024			
Cash Payment	E 101-45200-400	Repairs and Maintenanc	Graffiti cleanup		\$61.62
Invoice	76327	11/19/2024			
Cash Payment	E 101-45200-400	Repairs and Maintenanc	Graffiti cleanup		\$116.93
Invoice	76337	11/19/2024			
Transaction Date	11/14/2024		Frandsen Bank	10100	Total \$553.97
Refer	0	<u>MINNESOTA VALLEY TESTING LA</u>	<u>Ck# 031490</u>	<u>11/25/2024</u>	
Cash Payment	E 601-49400-310	Professional Services	Water testing		\$57.50
Invoice	1281521	11/14/2024			
Transaction Date	11/14/2024		Frandsen Bank	10100	Total \$57.50
Refer	0	<u>MN PEIP</u>	<u>Ck# 031491</u>	<u>11/25/2024</u>	
Cash Payment	G 101-21706	Hospitalization/Medical Ins	Medical		\$795.82
Invoice	1450235	11/10/2024			
Cash Payment	G 101-21711	Dental Insurance	Dental		\$74.70
Invoice	1450235	11/10/2024			
Cash Payment	G 101-21712	Life Insurance	Life		\$12.42
Invoice	1450235	11/10/2024			
Transaction Date	11/10/2024		Frandsen Bank	10100	Total \$882.94
Refer	0	<u>MN RURAL WATER ASSN</u>	<u>Ck# 031492</u>	<u>11/25/2024</u>	
Cash Payment	E 601-49400-433	Dues and Subscriptions	Membership Jan-Dec 2025		\$450.00
Invoice	2025	11/18/2024			
Transaction Date	11/18/2024		Frandsen Bank	10100	Total \$450.00
Refer	0	<u>MUNICIPAL INSPECTIONS INC.</u>	<u>Ck# 031493</u>	<u>11/25/2024</u>	
Cash Payment	E 101-42400-311	Bldg Permit Expense	Contracted percentage of fees		\$246.09
Invoice	102024	10/1/2024			
Cash Payment	E 101-42400-312	Plan Review Expense	Contracted percentage of fees		\$887.74
Invoice	102024	10/1/2024			
Cash Payment	E 101-42400-314	Mechanical Permit Expe	Contracted percentage of fees		\$9.00
Invoice	102024	10/1/2024			
Transaction Date	10/1/2024		Frandsen Bank	10100	Total \$1,142.83
Refer	0	<u>NCPERS GROUP LIFE INS</u>	<u>Ck# 031494</u>	<u>11/25/2024</u>	

City of Dundas Payments

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Current Period: November 2024

Cash Payment	G 101-21712 Life Insurance	Life			\$32.00
	Invoice 433600122024	11/1/2024			
Transaction Date	11/1/2024	Frandsen Bank	10100	Total	\$32.00
Refer	0 <u>RAIDER AUTOMOTIVE</u>	<u>Ck# 031495</u>	<u>11/25/2024</u>		
Cash Payment	E 101-43100-400 Repairs and Maintenanc	DOT Inspection & repairs - 2023 Mack			\$449.94
	Invoice 16258	11/5/2024			
Transaction Date	11/5/2024	Frandsen Bank	10100	Total	\$449.94
Refer	0 <u>RICE CO. PROPERTY TAX & ELEC</u>	<u>Ck# 031496</u>	<u>11/25/2024</u>		
Cash Payment	E 101-41110-200 Supplies	Ballots			\$247.60
	Invoice 2024115	11/18/2024			
Transaction Date	11/18/2024	Frandsen Bank	10100	Total	\$247.60
Refer	0 <u>SANFORD SERVICES LLC</u>	<u>Ck# 031497</u>	<u>11/25/2024</u>		
Cash Payment	E 225-43150-409 St. Sweeping	2024 fall sweeping			\$2,891.00
	Invoice 5009	11/12/2024			
Transaction Date	11/12/2024	Frandsen Bank	10100	Total	\$2,891.00
Refer	0 <u>SERVICEMASTER BY AYOTTE</u>	<u>Ck# 031499</u>	<u>11/25/2024</u>		
Cash Payment	E 101-41000-440 Cleaning Service	Carpet cleaning			\$544.00
	Invoice 911682	11/13/2024			
Transaction Date	11/13/2024	Frandsen Bank	10100	Total	\$544.00
Refer	0 <u>SEH, INC</u>	<u>Ck# 031498</u>	<u>11/25/2024</u>		
Cash Payment	G 430-22025 Escrow - AT&T Antennae Up	BW Tower AT&T Ericsson Upgrade 10114798			\$1,434.00
	Invoice 477116	11/1/2024		Project 22025	
Transaction Date	11/1/2024	Frandsen Bank	10100	Total	\$1,434.00
Refer	0 <u>VERIZON</u>	<u>Ck# 031500</u>	<u>11/25/2024</u>		
Cash Payment	E 101-42100-321 Telephone & Communic	PD Cell			\$129.38
	Invoice 9978531093	11/11/2024			
Transaction Date	11/11/2024	Frandsen Bank	10100	Total	\$129.38
Refer	0 <u>XCEL ENERGY</u>	<u>Ck# 031501</u>	<u>11/25/2024</u>		
Cash Payment	E 101-43124-381 Electricity	Other Recurring Charges			\$382.15
	Invoice 903317752	11/18/2024			
Cash Payment	E 602-49450-381 Electricity	1618 PINNACLE ST UNIT LIFT/PMP			\$357.66
	Invoice 903317752	11/18/2024			
Cash Payment	E 601-49400-381 Electricity	1189 BRIDGEWATER PKWY			\$10.87
	Invoice 903317752	11/18/2024			
Cash Payment	E 601-49400-381 Electricity	1185 BRIDGEWATER PKWY UNIT WELLHSE			\$2,936.07
	Invoice 903317752	11/18/2024			
Cash Payment	E 101-45200-381 Electricity	1205 BRIDGEWATER PKWY			\$24.62
	Invoice 903317752	11/18/2024			
Cash Payment	E 101-43124-381 Electricity	6156 110TH ST E UNIT RAB LGHTS			\$85.50
	Invoice 903317752	11/18/2024			
Transaction Date	11/18/2024	Frandsen Bank	10100	Total	\$3,796.87
Refer	0 <u>YOOZ INC</u>	<u>Ck# 031502</u>	<u>11/25/2024</u>		
Cash Payment	E 101-41000-433 Dues and Subscriptions	Yooz Gold Edition			\$1,365.00
	Invoice INV241100049	11/1/2024			
Transaction Date	11/1/2024	Frandsen Bank	10100	Total	\$1,365.00
Refer	0 <u>BITUMINOUS MATERIALS LLC</u>	<u>Ck# 031482</u>	<u>11/25/2024</u>		

City of Dundas

Payments

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Current Period: November 2024

Cash Payment	E 415-43100-411 Road Maintenance	Asphalt Paving		\$4,998.25
Invoice 15742				
Transaction Date	11/20/2024	Frandsen Bank	10100	Total <u>\$4,998.25</u>

Fund Summary

	10100 Frandsen Bank
101 GENERAL FUND	\$9,991.43
225 STORM SEWER	\$2,891.00
415 STREET REPLACEMENT CIP	\$4,998.25
430 ESCROW DEPOSITS	\$1,434.00
601 WATER	\$4,454.44
602 SEWER	\$357.66
	<u>\$24,126.78</u>

Pre-Written Checks	\$24,126.78
Checks to be Generated by the Computer	\$0.00
Total	<u>\$24,126.78</u>



REQUEST FOR COUNCIL ACTION

TO: City Council Members
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving Quote to Replace Booster Pump
DATE: For the City Council Meeting of November 25, 2024

PURPOSE/ACTION REQUESTED

Consider approving quote to replace Booster Pump

SUMMARY

The City Council will recall that during the annual routine maintenance on the East Water Tower, residents in Bridgewater Heights briefly experienced both reduced water pressure and for at least one resident, no water at all due to the failure of a booster pump at the PRV while staff started the pumps up to refill the tower.

Staff sought a quote to replace that faulty pump from Automatic Systems, Co. and it is attached. The cost to replace the booster pump is \$6,354.00 and the funds to cover the expense come from the water fund.

RECOMMENDATION

Motion to approve quote to replace Booster Pump.



Mr. Duane Meliza
City of Dundas
216 Railway Street North
P.O. Box 70
Dundas, MN 55019-0070

November 12, 2024

SUBJECT: Dundas, MN – Booster Pump Replacement Variable Frequency Drive (VFD)

Mr. Meliza,

In accordance with your request, we are pleased to offer the following proposal to replace the existing and faulty Booster Pump No. 1

Booster Pump No. 1 VFD

A One (1) **Variable Frequency Drive, 20/25 HP**, for installation in place of the existing and faulty VFD currently installed in the Booster/PRV Station.

B One (1) **Professional Services**, to include but not limited to:

- Field services as necessary to remove the existing and faulty VFD.
- Field services as necessary to install the above VFD including re-termination of the related conductors.
- Programming services as necessary to set-up and configure the newly installed VFD.
- Start-up services as necessary to verify the newly installed VFD is functioning as intended.

Your net price for Items A through B, FOB factory with **freight allowed** to jobsite including one (1) year warranty from date of startup (not to exceed 18 months from date of shipment)..... **\$6,354.00 PLUS TAX (or exempt with ST3 form).**

Thank you very much for the opportunity of providing you with the above proposal, should you wish to proceed with an order please sign on the space provided below and return a copy to this office.

We look forward to hearing from you, should you have any questions please don't hesitate to give me a call.

Sincerely,

Kent Backes

 **Branch Office**
515.232.4770
2740 Ford St.
Ames, IA 50010

 **Corporate Office**
651.631.9005
2400 W County Rd. D
St. Paul, MN 55112

 **Branch Office**
308.940.0649
Grand Island, NE



REQUEST FOR COUNCIL ACTION

TO: City Council Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Approving Amending the Fund Balance Policy

DATE: For the City Council Meeting of November 25, 2024

PURPOSE/ACTION REQUESTED

Consider approving amending the Fund Balance Policy

SUMMARY

The City maintains a number of finance related policies that guide the various day-to-day transactions of the City including a Fund Balance Policy, a Capital Assets Policy, an Electronic Payments Policy, an Investments Policy and a Contracts Policy.

Staff has previously discussed with the City Council lowering the amount of fund balance from 55% to 50%. The City maintains a fund balance level that allows for adequate cash flows due to receiving revenues in the second half of the year. The State Auditor recommends cities have between 35 and 50 percent of fund operating expenditures or no less than five months of operating expenditures.

As previously discussed with the City Council, this 5% reduction will allow greater flexibility in setting the 2026 property tax levy due to the initial payment to the City of Northfield for the Ice Arena Project.

RECOMMENDATION

Motion to approve amendment to the Fund Balance Policy lowering the required reserve from 55% to 50%.

CITY OF DUNDAS

Fund Balance Policy

Amended by City Council on: November 25, 2024 (Adopted July 25, 2011; Amended July 23, 2012 and October 28, 2019)

1. Purpose

The purpose of this policy is to establish specific guidelines the City of Dundas will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year. This policy also establishes specific guidelines the City will use to classify fund balances into categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent. The elements of the policy are created by the City for its own purposes and may, therefore, be revised by the City as needed in the future.

2. Classification of Fund Balance/Procedures

A. Nonspendable

This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

B. Restricted

Fund balance should be reported as restricted when constraints placed on those resources are either:

- (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or
- (ii) imposed by law through constitutional provisions or enabling legislation.

C. Committed

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the City's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the City removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City Council will, as deemed necessary, commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.
- To remove the constraint on specified use of committed resources the City Council shall pass a resolution

D. Assigned

- Amounts that are constrained by the City's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.
- The City Council has delegated the authority to assign and remove assignments of fund balance amount for specified purposes to the Finance Director.

2. Classification of Fund Balance/Procedures (con't)

E. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. This includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
- The City will maintain an unassigned fund balance in the General fund of an amount not less than 50% of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

3. Monitoring and Reporting

- A. The Contracted Finance Director shall monitor the status of fund balances in relation to this policy and present to the City Council. When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.
- B. When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1) committed 2) assigned and 3) unassigned.
- C. A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

4. General Fund Unassigned Fund Balance

Each year a calculation of the General Fund Unassigned Fund Balance will be prepared to determine if there are adequate funds to transfer out of the General Fund for capital needs. The City Administrator will review this calculation and make a recommendation to the City Council regarding opportunities to transfer funds to assist with capital needs.



CITY OF DUNDAS, MINNESOTA
LONG TERM PLAN

Presented November 25, 2024
Prepared by Abdo Financial Solutions, LLC

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City of Dundas, Minnesota
Long Term Plan
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INTRODUCTORY SECTION

CITY OF DUNDAS, MINNESOTA
LONG TERM PLAN

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October 25, 2024

Honorable Mayor and City Council
City of Dundas
100 Railway Street N
Dundas, Minnesota 55019

Introduction

As discussed in prior communications to the City Council, we have been preparing a 2024 - 2029 long term plan (the Plan) for the City of Dundas, Minnesota (the City) that is intended to give a big picture view of the status now and five years from now. We have measured and projected operations, capital and debt for the City based on assumptions made by management. The assumptions made by Management are as follows:

Assumptions

- The General fund tax levy increases at 19% for 2025. An additional \$100,000 is added to the levy in 2026 for the ice arena which increases the levy 9%. From 2027-2029 the average increase is 4%.
- The EDA tax levy increases at an average of 3% beginning in 2025.
- Debt or interfund loan financing is assumed for projects if the capital fund reserves are not positive.

Assumptions with Future Action - Debt Service

- Fund 300 (Series 2013A G.O. Street Reconstruction Bonds and 2013A GO CIP Bonds) will levy approximately \$116,151 in taxes annually through 2029 to provide adequate cash flow to repay the debt.
- Fund 304 (Series 2018A GO Bonds) will levy approximately \$62,927 in taxes annually through 2029 to provide adequate cash flow to repay the debt.
- Fund 305 (Series 2020A GO Bonds) will levy approximately \$143,513 in taxes annually through 2029 to provide adequate cash flow to repay the debt.
- Fund 307 (Series 2024A GO Bonds) will levy approximately \$72,875 in taxes annually through 2029 to provide adequate cash flow to repay the debt.

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Assumptions with Future Action - Capital Funds

- Fund 410 Public Works Capital Outlay Fund is projected to have an estimated annual levy of \$123,162 from 2025-2029, for the replacement of public works equipment. A grant from the State was received in 2024 in the amount of \$370,000 for the Pedestrian Trail along CSAH 11 and across TH3. A new bond may be issued in 2026 for the permanent traffic signal on Hester and 3rd for approximately \$500,000.
- Fund 413 General Government Capital Outlay Fund is projected to have a levy amount of zero from 2026-2029. This fund will be used for any future general government projects.
- Fund 415 Street Improvement Capital Outlay Fund is projected to have an estimated annual levy of \$25,892 from 2025-2029, for any street projects.
- Fund 425 Public Safety Capital Outlay Fund is projected to have an estimated annual levy of \$47,216 from 2025-2029, for the replacement of public safety equipment. A new squad car was purchased in 2024 in the amount of \$50,494 with the one-time police state aid funds that were received in December of 2023. The total amount of aid that was received was \$78,068.
- Fund 426 Parks & Recreation Capital Outlay Fund is projected to have an estimated annual levy of \$45,216 from 2025-2029, for park equipment.
- Fund 225 Stormwater includes revenue growth assumed based on discussion with management.
- Fund 601 Water is projected to have an estimated increase of 5% per year. We recommend the City Council analyze utility rates on an annual basis.
- Fund 602 Sewer includes revenue growth assumed based usage and the number of connections. For 2025, a 2% increase to sewer utility rates is recommended to ensure adequate cash reserves are met. We recommend the City Council analyze utility rates on an annual basis.
- Fund 603 Refuse includes revenue growth assumed based on discussion with management.

Key Highlights

- The annual tax levy for the General fund is set each year to cover the cost of operations without decreasing from the previous year.
- The average annual total levy increase is 6.00 percent during the 5-year period of 2025-2029. This increase includes levy increases for the General Fund, EDA, capital projects and debt service.
- The tax levy is projected to increase from \$1.5 million to \$2.2 million over the duration of this Plan. The anticipated increase in tax capacity will offset some of this increase in terms of future projected tax rate. The estimated tax rate is projected to decrease to 52.48% in 2025 and increase to 56.62% in 2026 and remain at an average of 58.15% over the remaining duration (2027-2029) of this Plan.

Annual review of the City's utility rates is strongly recommended to further analyze rates and ensure that adequate working capital and reserves are in place for future infrastructure needs.

The Plan is based on several assumptions prepared by Management and should be revisited on an annual basis to ensure the assumptions align with specific performance. Assumptions related to revenue, growth and expenditures should be given close review on an annual basis, as actual performance will vary from the results modeled in this report.



FINANCIAL SECTION

CITY OF DUNDAS, MINNESOTA
LONG TERM PLAN

City of Dundas, Minnesota
 Schedule of Annual Fund Cash Balances
 For the Years Ended December 31, 2023 (Actual) and 2024 to 2029 (Estimated)

		2023	2024	2025	2026	2027	2028	2029	
		Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Trend
		Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	
GOVERNMENT-TYPE									
General Operations									
101	General	\$ 945,121	\$ 945,121	\$ 945,121	\$ 877,929	\$ 822,580	\$ 834,508	\$ 850,811	●
Special Revenue									
201	Gambling Fund	37,268	37,268	37,268	37,268	37,268	37,268	37,268	●
235	EDA	45,941	63,379	48,076	73,000	98,146	123,512	149,092	●
Subtotal		83,209	100,647	85,344	110,268	135,414	160,780	186,360	
Debt Service									
300	2013A GO CIP Bonds/2013A GO Street Reconstruction Bonds	116,061	125,237	128,882	136,058	144,026	147,776	157,402	●
304	2018A GO Bonds	6,250	7,941	14,492	15,208	16,028	22,203	28,071	●
305	2020A GO Bonds	24,050	34,121	38,655	46,591	54,842	63,074	71,612	●
307	2024A GO Bonds	-	-	5,719	9,190	12,661	16,132	19,603	●
308	2026A GO Bond	-	-	-	-	2,417	4,857	7,273	●
Subtotal		146,361	167,299	187,748	207,047	229,974	254,043	283,961	
Capital Projects									
410	Public Works Capital Outlay	141,871	114,389	84,534	4,378	20,021	38,474	111,815	●
413	General Government Capital Outlay	(11,179)	(11,179)	821	828	836	844	853	●
415	Street Improvement Capital Outlay	-	185,457	337,646	491,853	648,110	806,448	966,897	●
425	Public Safety Capital Outlay	46,495	47,714	9,191	4,283	21,326	3,559	56,655	●
426	Parks & Rec. Capital Outlay	281,392	203,090	55,121	(24,328)	11,428	63,561	117,257	●
Subtotal		458,579	539,471	487,313	477,013	701,722	912,886	1,253,477	
Total - Governmental-type Funds		1,633,270	1,752,539	1,705,526	1,672,257	1,889,690	2,162,216	2,574,609	
BUSINESS-TYPE									
Enterprise Funds									
225	Storm Water	384,905	399,081	409,557	420,462	431,816	443,640	455,957	●
601	Water	751,348	523,293	316,129	381,889	611,569	854,831	1,112,217	●
602	Sewer	876,417	880,135	593,884	607,993	642,777	675,316	670,094	●
603	Refuse	153,237	188,009	223,250	260,511	299,896	341,514	385,479	●
Total - Business-type Funds		2,165,907	1,990,518	1,542,819	1,670,855	1,986,058	2,315,301	2,623,748	
Grand Total - City		\$ 3,799,177	\$ 3,743,057	\$ 3,248,345	\$ 3,343,111	\$ 3,875,748	\$ 4,477,517	\$ 5,198,357	

Trend Indicator



Adequate for reserve levels
 Adequate as of prior year but balances decrease, watch
 Below targeted reserve levels and should have a plan to address
 The fund has events in the future that need addressing now

City of Dundas, Minnesota
Schedule of Property Taxes Levied and Tax Rates
For the Years Ended December 31, 2023 (Actual) and 2024 to 2029 (Estimated)

		2023	2024	2025	2026	2027	2028	2029
		Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
		Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts
Property Taxes Levied for General Purposes								
101	General	\$ 1,084,330	\$ 993,764	\$ 1,184,726	\$ 1,285,583	\$ 1,324,483	\$ 1,419,356	\$ 1,451,879
235	EDA	38,527	46,626	51,447	52,476	53,525	54,596	55,688
	<i>Subtotal</i>	<u>1,122,857</u>	<u>1,040,390</u>	<u>1,236,173</u>	<u>1,338,059</u>	<u>1,378,008</u>	<u>1,473,952</u>	<u>1,507,567</u>
Property Taxes Levied for Capital								
410	Public Works Capital Outlay	46,351	168,278	80,000	130,000	132,600	135,252	137,957
413	General Governmnet CIP	-	12,000	-	-	-	-	-
415	Street Improvement CIP	-	100,000	24,877	25,375	25,882	26,400	26,928
425	Public Safety Capital Outlay	13,260	13,525	30,000	50,000	51,000	52,020	53,060
426	Parks & Rec. Capital Outlay	40,000	41,651	20,000	50,000	51,000	52,020	53,060
	<i>Subtotal</i>	<u>99,611</u>	<u>335,454</u>	<u>154,877</u>	<u>255,375</u>	<u>260,482</u>	<u>265,692</u>	<u>271,005</u>
Property Taxes Levied for Debt Service								
300	2013A GO CIP Bonds/2013A GO Street Reconstruction Bonds	115,613	118,028	115,035	115,613	118,028	115,035	117,044
304	2018A GO Bonds	62,171	60,701	64,481	62,171	60,701	64,481	62,801
305	2020A GO Bonds	142,925	145,340	142,347	142,925	145,340	142,347	144,605
307	2024A GO Bonds	-	-	75,123	72,875	72,875	72,875	72,875
308	2026A GO Bond	-	-	-	-	50,750	50,750	49,700
	<i>Subtotal</i>	<u>320,709</u>	<u>324,069</u>	<u>396,986</u>	<u>393,583</u>	<u>447,693</u>	<u>445,488</u>	<u>447,024</u>
	Total Taxes Levied	<u>1,543,177</u>	<u>1,699,913</u>	<u>1,788,036</u>	<u>1,987,017</u>	<u>2,086,184</u>	<u>2,185,131</u>	<u>2,225,596</u>
Tax Capacity								
	Adjusted net tax capacity	\$ 2,934,480	\$ 3,235,515	\$ 3,406,960	\$ 3,509,169	\$ 3,614,444	\$ 3,722,877	\$ 3,834,563

City of Dundas, Minnesota
 Schedule of Property Taxes Levied and Tax Rates (Continued)
 For the Years Ended December 31, 2023 (Actual) and 2024 to 2029 (Estimated)

	2023	2024	2025	2026	2027	2028	2029
	Actual Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Tax Rates							
General	36.95%	30.71%	34.77%	36.63%	36.64%	38.13%	37.86%
Proposed capital levies	3.39%	10.37%	4.55%	7.28%	7.21%	7.14%	7.07%
Scheduled debt levies	10.93%	10.02%	9.45%	9.14%	8.97%	8.65%	8.46%
EDA	1.31%	1.44%	1.51%	1.50%	1.48%	1.47%	1.45%
Proposed debt levies	0.00%	0.00%	2.20%	2.08%	2.02%	1.96%	1.90%
Total City Levy Tax Rate	52.59%	52.54%	52.48%	56.62%	57.72%	58.69%	58.04%
Population	1,995	2,111	2,233	2,363	2,500	2,645	2,798
Taxes per Capita	773.52	805.26	800.73	840.89	834.47	826.14	795.42
Median Home Value (from County)	\$ 226,991	\$ 230,396	\$ 233,852	\$ 237,360	\$ 240,920	\$ 244,534	\$ 248,202
Median Home Taxes (from City)	1105.39	1123.81	1093.20	1201.55	1247.29	1291.28	1300.10
% change from prior year \$'s		2%	-3%	10%	4%	4%	1%
Tax Levy (\$)							
General	\$ 1,084,330	\$ 993,764	\$ 1,184,726	\$ 1,285,583	\$ 1,324,483	\$ 1,419,356	\$ 1,451,879
EDA	38,527	46,626	51,447	52,476	53,525	54,596	55,688
Existing Debt	320,709	324,069	321,863	320,708	324,068	321,863	324,449
Proposed Debt	-	-	75,123	72,875	123,625	123,625	122,575
Proposed Capital	99,611	335,454	154,877	255,375	260,482	265,692	271,005
Tax Levy (%)							
General	70%	58%	66%	65%	63%	65%	65%
EDA	2%	3%	3%	3%	3%	2%	3%
Existing Debt	21%	19%	18%	16%	16%	15%	15%
Proposed Debt	0%	0%	4%	4%	6%	6%	6%
Proposed Capital	6%	20%	9%	13%	12%	12%	12%
General Fund Percentage Change in Levy (%)		-8%	19%	9%	3%	7%	2%
Total Fund Percentage Change in Levy (%)		10%	5%	11%	5%	5%	2%

City of Dundas, Minnesota
Outstanding Debt Schedule
For the Years Ended December 31, 2023 (Actual) and 2024 to 2029 (Estimated)

Fund Issue	Original Issue	Issue Date	Maturity Date	Interest Rate	2023	2024	2025	2026	2027	2028	2029	
					Actual Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	
GOVERNMENT-TYPE												
<i>General Obligation Bonds</i>												
300	2013A GO CIP Bonds	\$ 750,000	9/4/2013	2/1/2029	2.0-3.7 %	\$ 340,000	\$ 290,000	\$ 235,000	\$ 180,000	\$ 120,000	\$ 60,000	\$ -
300	2013A GO Street Reconstruction Bonds	545,000	9/4/2013	2/1/2029	2.0-3.7	250,000	210,000	170,000	130,000	90,000	45,000	-
304	2018A GO Bonds	810,000	8/9/2018	2/1/2039	3.0-4.0	700,000	665,000	630,000	590,000	550,000	510,000	470,000
305	2020A GO CIP Bonds	2,145,000	1/16/2020	2/1/2040	2.0-3.0	1,895,000	1,805,000	1,710,000	1,615,000	1,515,000	1,415,000	1,310,000
307	2024A GO Bond	550,000	6/6/2024	2/1/2035	5.3	-	513,569	470,639	425,421	377,850	327,685	294,352
	<i>Total G.O. Bonds</i>	<u>4,800,000</u>				<u>3,185,000</u>	<u>3,483,569</u>	<u>3,215,639</u>	<u>2,940,421</u>	<u>2,652,850</u>	<u>2,357,685</u>	<u>2,074,352</u>
POTENTIAL NEW DEBT												
<i>General Obligation Bonds</i>												
308	2026A GO Bond	500,000				-	-	-	500,000	500,000	466,667	433,333
	<i>Total Potential General Obligation Bonds</i>	<u>500,000</u>				<u>-</u>	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>500,000</u>	<u>466,667</u>	<u>433,333</u>
	Total Government-type	<u>5,300,000</u>				<u>3,185,000</u>	<u>3,483,569</u>	<u>3,215,639</u>	<u>3,440,421</u>	<u>3,152,850</u>	<u>2,824,352</u>	<u>2,507,685</u>
BUSINESS-TYPE												
<i>General Obligation Revenue Bonds</i>												
601	2013A GO Refunding Bonds	2,355,000	6/4/2288	2/1/2026	2.0-3.25 %	435,000	295,000	150,000	-	-	-	-
601	2018A GO Bonds	325,000	8/9/2018	2/1/2039	3.0-4.0	280,000	265,000	250,000	235,000	220,000	205,000	190,000
602	2014A GO Revenue Refunding Bonds	845,000	12/11/2014	12/1/2024	0.40-2.25	90,000	-	-	-	-	-	-
602	2016A GO Sewer Revenue Bonds	1,100,000	7/13/2016	11/1/2037	0.90-2.85	810,000	760,000	710,000	660,000	605,000	555,000	500,000
	<i>Total Business-type</i>	<u>4,625,000</u>				<u>1,615,000</u>	<u>1,320,000</u>	<u>1,110,000</u>	<u>895,000</u>	<u>825,000</u>	<u>760,000</u>	<u>690,000</u>
	Total All Funds	<u>\$ 9,925,000</u>				<u>\$ 4,800,000</u>	<u>\$ 4,803,569</u>	<u>\$ 4,325,639</u>	<u>\$ 4,335,421</u>	<u>\$ 3,977,850</u>	<u>\$ 3,584,352</u>	<u>\$ 3,197,685</u>
	Population					1,995	2,111	2,233	2,363	2,500	2,645	2,798
	Debt Per Capita - total					2406.02	2275.49	1937.14	1834.71	1591.14	1355.14	1142.85

City of Dundas, Minnesota
Transfer Schedule
For the Years Ended December 31, 2023 (Actual) and 2024 to 2029 (Estimated)

Fund	2023	2024	2025	2026	2027	2028	2029
Transfers In							
101 General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
201 Gambling Fund	-	-	-	-	-	-	-
235 EDA	-	-	-	-	-	-	-
300 2013A GO CIP Bonds/2013A GO Street Reconstruction Bonds	-	-	-	-	-	-	-
304 2018A GO Bonds	-	-	-	-	-	-	-
305 2020A GO Bonds	-	-	-	-	-	-	-
307 2024A Go Bonds	-	-	-	-	-	-	-
410 Public Works Capital Outlay	109,615	-	-	-	-	-	-
413 General Government Capital Outlay	-	-	12,000	-	-	-	-
415 Street Improvement Capital Outlay	-	-	-	-	-	-	-
425 Public Safety Capital Outlay	-	-	20,000	-	-	-	-
426 Parks & Rec. Capital Outlay	-	19,500	20,000	-	-	-	-
225 Storm Water	-	-	-	-	-	-	-
601 Water	-	-	-	-	-	-	-
602 Sewer	-	-	23,000	23,000	46,000	46,000	20,000
603 Refuse	-	-	-	-	-	-	-
Total Transfers In	109,615	19,500	75,000	23,000	46,000	46,000	20,000
Transfers Out							
101 General	-	-	-	-	-	-	-
201 Gambling Fund	-	-	40,000	-	-	-	-
235 EDA	-	-	12,000	-	-	-	-
300 2013A GO CIP Bonds/2013A GO Street Reconstruction Bonds	-	-	-	-	-	-	-
304 2018A GO Bonds	-	-	-	-	-	-	-
305 2020A GO Bonds	-	-	-	-	-	-	-
307 2024A Go Bonds	-	-	-	-	-	-	-
410 Public Works Capital Outlay	-	-	23,000	23,000	46,000	46,000	20,000
413 General Government Capital Outlay	-	-	-	-	-	-	-
415 Street Improvement Capital Outlay	-	-	-	-	-	-	-
425 Public Safety Capital Outlay	-	-	-	-	-	-	-
426 Parks & Rec. Capital Outlay	109,615	19,500	-	-	-	-	-
225 Storm Water	-	-	-	-	-	-	-
601 Water	-	-	-	-	-	-	-
602 Sewer	-	-	-	-	-	-	-
603 Refuse	-	-	-	-	-	-	-
Total Transfers Out	109,615	19,500	75,000	23,000	46,000	46,000	20,000
Net Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Dundas, Minnesota
 Capital Improvement Plan - Public Works Capital Outlay Fund 410
 Schedule of Planned Capital Outlay 2024 to 2029

Department	City Accounting Code	Year to Replace	Item	Cost	2024	2025	2026	2027	2028	2029
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Public Works	410-43100-500	2024	Batwing or Front Mount Mower and zero turn mower	41,600	41,600	-	-	-	-	-
Public Works	410-43100-500	2024	GMC Sierra 3500HD	54,160	54,160	-	-	-	-	-
Public Works	410-43100-500	2024	Cty Rd 1/Hwy 3 pedestrian crossing	470,000	470,000	-	-	-	-	-
Public Works	410-43100-500	2025	Sidewalk repair/replacement various	25,000	-	25,000	-	-	-	-
Public Works	410-43100-500	2025	John Deere Payloader	40,000	-	40,000	-	-	-	-
Public Works	410-43100-500	2025	Interfund Loan Resolution 2024-06 (158,000 total for 7 years)	23,000	-	23,000	-	-	-	-
Public Works	410-43100-500	2026	Sidewalk repair/replacement various	25,000	-	-	25,000	-	-	-
Public Works	410-43100-500	2026	Permanent Traffic Signal @ Hester & 3	500,000	-	-	500,000	-	-	-
Public Works	410-43100-500	2026	John Deere Payloader	40,000	-	-	40,000	-	-	-
Public Works	410-43100-500	2026	1/2 to 3/4 ton pickup to replace 2013 F350	100,000	-	-	100,000	-	-	-
Public Works	410-43100-500	2026	Interfund Loan Resolution 2024-06 (158,000 total for 7 years)	23,000	-	-	23,000	-	-	-
Public Works	410-43100-500	2027	Sidewalk repair/replacement various	25,000	-	-	-	25,000	-	-
Public Works	410-43100-500	2027	Interfund Loan Resolution 2024-06 (158,000 total for 7 years)	46,000	-	-	-	46,000	-	-
Public Works	410-43100-500	2028	Sidewalk repair/replacement various	25,000	-	-	-	-	25,000	-
Public Works	410-43100-500	2028	Interfund Loan Resolution 2024-06 (158,000 total for 7 years)	46,000	-	-	-	-	46,000	-
Public Works	410-43100-500	2029	Sidewalk repair/replacement various	25,000	-	-	-	-	-	25,000
Public Works	410-43100-500	2029	Interfund Loan Resolution 2024-06 (158,000 total for 7 years)	20,000	-	-	-	-	-	20,000
Public Works	410-43100-500	2030	Sidewalk repair/replacement various	25,000	-	-	-	-	-	-
Public Works	410-43100-500	2030	Interfund Loan Resolution 2024-06 (158,000 total for 7 years)	23,000	-	-	-	-	-	-
Public Works	410-43100-500	2031	PW Building Expansion	300,000	-	-	-	-	-	-
Public Works	410-43100-500	2031	Snowplow	500,000	-	-	-	-	-	-
Public Works	410-43100-500	2031	Skid Steer	100,000	-	-	-	-	-	-
Public Works	410-43100-500	2031	Tool Kat	75,000	-	-	-	-	-	-
Public Works	410-43100-500	2031	Interfund Loan Resolution 2024-06 (158,000 total for 7 years)	20,000	-	-	-	-	-	-
					<u>\$ 565,760</u>	<u>\$ 88,000</u>	<u>\$ 688,000</u>	<u>\$ 71,000</u>	<u>\$ 71,000</u>	<u>\$ 45,000</u>

City of Dundas, Minnesota
 Capital Improvement Plan - Public Works Capital Outlay Fund 410
 Schedule of Projected Revenue, Expenditures and Debt

Capital Project Fund Projected Activity	Capital Project Fund Projected Activity						
	2023	2024	2025	2026	2027	2028	2029
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Revenues							
Property taxes	\$ 46,351	\$ 168,278	\$ 80,000	\$ 130,000	\$ 132,600	\$ 135,252	\$ 137,957
Interest on investments	5,551	-	1,144	844	44	200	385
Intergovernmental revenue	-	370,000	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Total Revenues	51,902	538,278	81,144	130,844	132,644	135,452	138,342
Expenditures							
Capital outlay	183,402	565,760	88,000	688,000	71,000	71,000	45,000
Total Expenditures	183,402	565,760	88,000	688,000	71,000	71,000	45,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(131,500)	(27,482)	(6,856)	(557,156)	61,644	64,452	93,342
Other Financing Sources (Uses)							
Transfers in	109,615	-	-	-	-	-	-
Transfer out	-	-	(23,000)	(23,000)	(46,000)	(46,000)	(20,000)
Bond proceeds	-	-	-	500,000	-	-	-
Sale of Fixed Asset	30,000	-	-	-	-	-	-
Total Other Financing Sources	139,615	-	(23,000)	477,000	(46,000)	(46,000)	(20,000)
Net Change in Fund Balances	8,115	(27,482)	(29,856)	(80,156)	15,644	18,452	73,342
Cash Balances January 1	133,756	141,871	114,389	84,534	4,378	20,021	38,474
Cash Balances, December 31	\$ 141,871	\$ 114,389	\$ 84,534	\$ 4,378	\$ 20,021	\$ 38,474	\$ 111,815

City of Dundas, Minnesota
 Capital Improvement Plan - Public Works Capital Outlay Fund 410
 Schedule of Projected Revenue, Expenditures and Debt - Continued

Debt Service Fund Related Activity	Debt Service Fund Related Activity					
	2024	2025	2026	2027	2028	2029
	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ 2,417	\$ 4,857
Revenue						
Property taxes	-	-	-	50,750	50,750	49,700
Interest	-	-	-	-	24	49
Total Revenue	-	-	-	50,750	50,774	49,749
Expenditures						
Principal	-	-	-	33,333	33,333	33,333
Interest	-	-	-	15,000	15,000	14,000
Total Expenditures	-	-	-	48,333	48,333	47,333
Ending Balance	\$ -	\$ -	\$ -	\$ 2,417	\$ 4,857	\$ 7,273

City of Dundas, Minnesota
 Capital Improvement Plan - General Government Capital Outlay Fund 413
 Schedule of Planned Capital Outlay 2024 to 2029

Department	(Optional) City Accounting Code	Year to Replace	Item	Cost	2024	2025	2026	2027	2028	2029
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
413-Council	413-41110-500	2024	Microphone for Council Chambers	12,000	12,000	-	-	-	-	-
413-41400	413-41400-500	2030	City Hall Elevator	200,000	-	-	-	-	-	-
					<u>\$ 12,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Dundas, Minnesota
 Capital Improvement Plan - General Government Capital Outlay Fund 413
 Schedule of Projected Revenue, Expenditures and Debt

	Capital Project Fund Projected Activity			Capital Project Fund Projected Activity			
	2023 Actual	2024 Estimated	2025 Estimated	2026 Estimated	2027 Estimated	2028 Estimated	2029 Estimated
Revenues							
Property taxes	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on investments	-	-	-	7	8	8	8
Intergovernmental revenue	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Total Revenues	<u>-</u>	<u>12,000</u>	<u>-</u>	<u>7</u>	<u>8</u>	<u>8</u>	<u>8</u>
Expenditures							
Capital outlay	11,179	12,000	-	-	-	-	-
Total Expenditures	<u>11,179</u>	<u>12,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(11,179)</u>	<u>-</u>	<u>-</u>	<u>7</u>	<u>8</u>	<u>8</u>	<u>8</u>
Other Financing Sources (Uses)							
Transfers in	-	-	12,000	-	-	-	-
Transfer out	-	-	-	-	-	-	-
Bond proceeds	-	-	-	-	-	-	-
Sale of Fixed Asset	-	-	-	-	-	-	-
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>12,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	<u>(11,179)</u>	<u>-</u>	<u>12,000</u>	<u>7</u>	<u>8</u>	<u>8</u>	<u>8</u>
Cash Balances January 1	<u>-</u>	<u>(11,179)</u>	<u>(11,179)</u>	<u>821</u>	<u>828</u>	<u>836</u>	<u>844</u>
Cash Balances, December 31	<u>\$ (11,179)</u>	<u>\$ (11,179)</u>	<u>\$ 821</u>	<u>\$ 828</u>	<u>\$ 836</u>	<u>\$ 844</u>	<u>\$ 853</u>

City of Dundas, Minnesota
 Capital Improvement Plan - General Government Capital Outlay Fund 413
 Schedule of Projected Revenue, Expenditures and Debt - Continued

Debt Service Fund Related Activity	Debt Service Fund Related Activity					
	2024 Estimated	2025 Estimated	2026 Estimated	2027 Estimated	2028 Estimated	2029 Estimated
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue						
Property taxes	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-
Expenditures						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Ending Balance	\$ -	\$ -	-	-	-	-

City of Dundas, Minnesota
 Capital Improvement Plan - Street Improvement Capital Outlay Fund 415
 Schedule of Planned Capital Outlay 2024 to 2029

Department	(Optional) City Accounting Code	Year to Replace	Item	Cost	2024	2025	2026	2027	2028	2029
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Public Works	415-43100-500	2024	Forest Street Repair	340,000	\$ 340,000	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works	415-43100-500	2024	Depot Street Repair	250,000	250,000	-	-	-	-	-
Public Works	415-43100-500	2031	115th Street Improvement	1,000,000	-	-	-	-	-	-
					<u>\$ 590,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Dundas, Minnesota
 Capital Improvement Plan - Street Improvement Capital Outlay Fund 415
 Schedule of Projected Revenue, Expenditures and Debt

	Capital Project Fund Projected Activity			Capital Project Fund Projected Activity			
	2023 Actual	2024 Estimated	2025 Estimated	2026 Estimated	2027 Estimated	2028 Estimated	2029 Estimated
Revenues							
Property taxes	\$ -	\$ 100,000	\$ 24,877	\$ 25,375	\$ 25,882	\$ 26,400	\$ 26,928
Franchise Fees		125,457	125,457	125,457	125,457	125,457	125,457
Interest on investments	-	-	1,855	3,375	4,919	6,481	8,064
Intergovernmental revenue	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Total Revenues	-	225,457	152,189	154,207	156,258	158,338	160,449
Expenditures							
Capital outlay	-	590,000	-	-	-	-	-
Total Expenditures	-	590,000	-	-	-	-	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	(364,543)	152,189	154,207	156,258	158,338	160,449
Other Financing Sources (Uses)							
Transfers in	-	-	-	-	-	-	-
Transfer out	-	-	-	-	-	-	-
Bond proceeds	-	550,000	-	-	-	-	-
Sale of Fixed Asset	-	-	-	-	-	-	-
Total Other Financing Sources	-	550,000	-	-	-	-	-
Net Change in Fund Balances	-	185,457	152,189	154,207	156,258	158,338	160,449
Cash Balances January 1	-	-	185,457	337,646	491,853	648,110	806,448
Cash Balances, December 31	\$ -	\$ 185,457	\$ 337,646	\$ 491,853	\$ 648,110	\$ 806,448	\$ 966,897

City of Dundas, Minnesota
 Capital Improvement Plan - Public Safety Capital Outlay Fund 425
 Schedule of Planned Capital Outlay 2024 to 2029

Department	(Optional) City Accounting Code	Year to Replace	Item	Cost	2024	2025	2026	2027	2028	2029
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Public Safety	425-42100-500	2024	Fire Service Capital Equipment - 2024	13,000	13,000	-	-	-	-	-
Public Safety	425-42100-500	2024	Squad Car- 2024	55,000	55,000	-	-	-	-	-
Public Safety	425-42100-500	2025	Fire Service Capital Equipment - 2025	34,000	-	34,000	-	-	-	-
Public Safety	425-42100-500	2025	Squad Cameras	20,000	-	20,000	-	-	-	-
Public Safety	425-42100-500	2025	800 Mhz Radios	35,000	-	35,000	-	-	-	-
Public Safety	425-42100-500	2026	Squad Car- 2026	55,000	-	-	55,000	-	-	-
Public Safety	425-42100-500	2027	Fire Service Capital Equipment - 2027	34,000	-	-	-	34,000	-	-
Public Safety	425-42100-500	2028	Squad Car- 2028	55,000	-	-	-	-	55,000	-
Public Safety	425-42100-500	2028	Fire Service Capital Equipment - 2028	15,000	-	-	-	-	15,000	-
Public Safety	425-42100-500	2031	Police Body Worn Cameras	15,000	-	-	-	-	-	-
					\$ 68,000	\$ 89,000	\$ 55,000	\$ 34,000	\$ 70,000	\$ -

City of Dundas, Minnesota
 Capital Improvement Plan - Public Safety Capital Outlay Fund 425
 Schedule of Projected Revenue, Expenditures and Debt

	Capital Project Fund Projected Activity			Capital Project Fund Projected Activity			
	2023 Actual	2024 Estimated	2025 Estimated	2026 Estimated	2027 Estimated	2028 Estimated	2029 Estimated
Revenues							
Property taxes	\$ 13,260	\$ 13,525	\$ 30,000	\$ 50,000	\$ 51,000	\$ 52,020	\$ 53,060
Interest on investments	1,379	694	477	92	43	213	36
Intergovernmental revenue	-	55,000	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Total Revenues	14,639	69,219	30,477	50,092	51,043	52,233	53,096
Expenditures							
Capital outlay	-	68,000	89,000	55,000	34,000	70,000	-
Total Expenditures	-	68,000	89,000	55,000	34,000	70,000	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	14,639	1,219	(58,523)	(4,908)	17,043	(17,767)	53,096
Other Financing Sources (Uses)							
Transfers in	-	-	20,000	-	-	-	-
Transfer out	-	-	-	-	-	-	-
Bond proceeds	-	-	-	-	-	-	-
Sale of Fixed Asset	-	-	-	-	-	-	-
Total Other Financing Sources	-	-	20,000	-	-	-	-
Net Change in Fund Balances	14,639	1,219	(38,523)	(4,908)	17,043	(17,767)	53,096
Cash Balances January 1	31,856	46,495	47,714	9,191	4,283	21,326	3,559
Cash Balances, December 31	\$ 46,495	\$ 47,714	\$ 9,191	\$ 4,283	\$ 21,326	\$ 3,559	\$ 56,655

City of Dundas, Minnesota
 Capital Improvement Plan - Parks & Rec. Capital Outlay Fund 426
 Schedule of Planned Capital Outlay 2024 to 2029

Department	(Optional) City Accounting Code	Year to Replace	Item	Cost	2024	2025	2026	2027	2028	2029	
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	
Parks & Recreation	426-45200-500	2024	Regional Trail Parking Lot	110,000	110,000	-	-	-	-	-	
Parks & Recreation	426-45200-500	2024	Sidewals/Trails/Various - 2024	30,000	30,000	-	-	-	-	-	
Parks & Recreation	426-45200-500	2025	Tower Park Improvements	150,000	-	120,000	30,000	-	-	-	
Parks & Recreation	426-45200-500	2025	Sidewals/Trails/Various - 2024	70,000	-	70,000	-	-	-	-	
Parks & Recreation	426-45200-500	2026	Shelter at Pinnacle Park	40,000	-	-	40,000	-	-	-	
Parks & Recreation	426-45200-500	2026	Trail at Millstone Park	20,000	-	-	20,000	-	-	-	
Parks & Recreation	426-45200-500	2026	Shelter at Millstone Park	40,000	-	-	40,000	-	-	-	
Parks & Recreation	426-45200-500	2027	Memorial Park Pedestrian Bridge Decking	15,000	-	-	-	15,000	-	-	
Parks & Recreation	426-45200-500	2030	Gateway Park (Hester & 2nd St)	75,000	-	-	-	-	-	-	
					\$	140,000	\$	190,000	\$	130,000	\$
					15,000	\$	-	\$	-	\$	-

City of Dundas, Minnesota
 Capital Improvement Plan - Parks & Rec. Capital Outlay Fund 426
 Schedule of Projected Revenue, Expenditures and Debt

	Capital Project Fund Projected Activity			Capital Project Fund Projected Activity			
	2023 Actual	2024 Estimated	2025 Estimated	2026 Estimated	2027 Estimated	2028 Estimated	2029 Estimated
Revenues							
Property taxes	\$ 40,000	\$ 41,651	\$ 20,000	\$ 50,000	\$ 51,000	\$ 52,020	\$ 53,060
Interest on investments	11,906	547	2,031	551	(244)	113	636
Total Revenues	<u>51,906</u>	<u>42,198</u>	<u>22,031</u>	<u>50,551</u>	<u>50,756</u>	<u>52,133</u>	<u>53,696</u>
Expenditures							
Capital outlay	67,494	140,000	190,000	130,000	15,000	-	-
Total Expenditures	<u>67,494</u>	<u>140,000</u>	<u>190,000</u>	<u>130,000</u>	<u>15,000</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(15,588)</u>	<u>(97,802)</u>	<u>(167,969)</u>	<u>(79,449)</u>	<u>35,756</u>	<u>52,133</u>	<u>53,696</u>
Other Financing Sources (Uses)							
Transfers in	617	19,500	20,000	-	-	-	-
Transfer out	(108,999)	-	-	-	-	-	-
Bond proceeds	-	-	-	-	-	-	-
Sale of Fixed Asset	-	-	-	-	-	-	-
Total Other Financing Sources	<u>(108,382)</u>	<u>19,500</u>	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	<u>(123,970)</u>	<u>(78,302)</u>	<u>(147,969)</u>	<u>(79,449)</u>	<u>35,756</u>	<u>52,133</u>	<u>53,696</u>
Cash Balances January 1	<u>405,362</u>	<u>281,392</u>	<u>203,090</u>	<u>55,121</u>	<u>(24,328)</u>	<u>11,428</u>	<u>63,561</u>
Cash Balances, December 31	<u>\$ 281,392</u>	<u>\$ 203,090</u>	<u>\$ 55,121</u>	<u>\$ (24,328)</u>	<u>\$ 11,428</u>	<u>\$ 63,561</u>	<u>\$ 117,257</u>

City of Dundas, Minnesota
 Capital Improvement Plan - Storm Water Fund 225
 Schedule of Planned Capital Outlay 2024 to 2029

Department	(Optional) City Accounting Code	Year to Replace	Item	Cost	2024	2025	2026	2027	2028	2029				
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts				
Storm Water	225-43150-500	2030	Detention Pond Rehabilitation	35,000	-	-	-	-	-	-				
Storm Water	225-43150-500	2030	New Pond near Kolb Lane/West Ave	75,000	-	-	-	-	-	-				
					<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>

City of Dundas, Minnesota
 Capital Improvement Plan - Storm Water Fund 225
 Statement of Cash Flows

Enterprise Fund Projected Activity	Enterprise Fund Projected Activity						
	2023	2024	2025	2026	2027	2028	2029
	Actual	Budgeted	Estimated	Estimated	Estimated	Estimated	Estimated
Cash Flows from Operating Activities							
Receipts from customers and users	\$ 83,261	\$ 86,300	\$ 90,615	\$ 95,146	\$ 99,903	\$ 104,898	\$ 110,143
Payments to suppliers and employees	(48,286)	(80,124)	(84,130)	(88,337)	(92,754)	(97,392)	(102,262)
	<u>34,975</u>	<u>6,176</u>	<u>6,485</u>	<u>6,809</u>	<u>7,149</u>	<u>7,506</u>	<u>7,881</u>
Cash Flows from Capital and Related Financing Activities							
Acquisition of capital assets	(80,534)	-	-	-	-	-	-
Special Assessments	(327)	-	-	-	-	-	-
	<u>(80,861)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash Flows From Investing Activities							
Investment earnings	13,631	8,000	3,991	4,096	4,205	4,318	4,436
Net Increase (Decrease) in Cash and Cash Equivalents	(32,255)	14,176	10,476	10,905	11,354	11,824	12,317
Cash and Cash Equivalents, January 1	417,160	384,905	399,081	409,557	420,462	431,816	443,640
Cash and Cash Equivalents, December 31	<u>\$ 384,905</u>	<u>\$ 399,081</u>	<u>\$ 409,557</u>	<u>\$ 420,462</u>	<u>\$ 431,816</u>	<u>\$ 443,640</u>	<u>\$ 455,957</u>

City of Dundas, Minnesota
 Capital Improvement Plan - Water Fund 601
 Schedule of Planned Capital Outlay 2024 to 2029

Department	(Optional) City Accounting Code	Year to Replace	Item	Cost	2024	2025	2026	2027	2028	2029
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Water	601-49400-500	2025	WM Loop from Millstone Ln to Hester along CR 78	\$ 220,000	\$ -	\$ 220,000	\$ -	\$ -	\$ -	\$ -
Water	601-49400-500	2025	Lift Station #2 Upgrade	45,000	-	45,000	-	-	-	-
					<u>\$ -</u>	<u>\$ 265,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Dundas, Minnesota
 Capital Improvement Plan - Water Fund 601
 Statement of Cash Flows

Enterprise Fund Projected Activity	Enterprise Fund Projected Activity						
	2023	2024	2025	2026	2027	2028	2029
	Actual	Budgeted	Estimated	Estimated	Estimated	Estimated	Estimated
Cash Flows from Operating Activities							
Receipts from customers and users	\$ 530,408	\$ 465,037	\$ 488,289	\$ 512,703	\$ 538,338	\$ 565,255	\$ 593,518
Payments to suppliers and employees	(393,849)	(606,887)	(341,741)	(358,828)	(376,769)	(395,607)	(415,387)
	<u>136,559</u>	<u>(141,850)</u>	<u>146,548</u>	<u>153,875</u>	<u>161,569</u>	<u>169,648</u>	<u>178,131</u>
Cash Flows from Noncapital Financing Activities							
Other revenue	2,905	49,500	50,985	52,515	54,090	55,713	57,384
Cash Flows from Capital and Related Financing Activities							
Acquisition of capital assets	(14,958)	-	(265,000)	-	-	-	-
Connection charges	14,645	30,000	30,900	31,827	32,782	33,765	34,778
Special Assessments	(4,764)						
Existing principal on debt	(150,000)	(155,000)	(160,000)	(165,000)	(15,000)	(15,000)	(15,000)
Existing interest on debt	(25,980)	(20,705)	(15,830)	(10,618)	(7,580)	(6,980)	(6,455)
	<u>(181,057)</u>	<u>(145,705)</u>	<u>(409,930)</u>	<u>(143,791)</u>	<u>10,202</u>	<u>11,785</u>	<u>13,324</u>
Cash Flows From Investing Activities							
Investment earnings	24,651	10,000	5,233	3,161	3,819	6,116	8,548
Net Increase (Decrease) in Cash and Cash Equivalents	(16,942)	(228,055)	(207,164)	65,760	229,680	243,261	257,387
Cash and Cash Equivalents, January 1	768,290	751,348	523,293	316,129	381,889	611,569	854,831
Cash and Cash Equivalents, December 31	<u>\$ 751,348</u>	<u>\$ 523,293</u>	<u>\$ 316,129</u>	<u>\$ 381,889</u>	<u>\$ 611,569</u>	<u>\$ 854,831</u>	<u>\$ 1,112,217</u>

City of Dundas, Minnesota
 Capital Improvement Plan - Sewer Fund 602
 Schedule of Planned Capital Outlay 2024 to 2029

Department	(Optional) City Accounting Code	Year to Replace	Item	Cost	2024	2025	2026	2027	2028	2029
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Sewer	602-49450-500	2024	Schilling Road Sanitary Sewer Line	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer	602-49450-500	2025	Schilling Road Sanitary Sewer Line	300,000	-	300,000	-	-	-	-
					<u>\$ 75,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

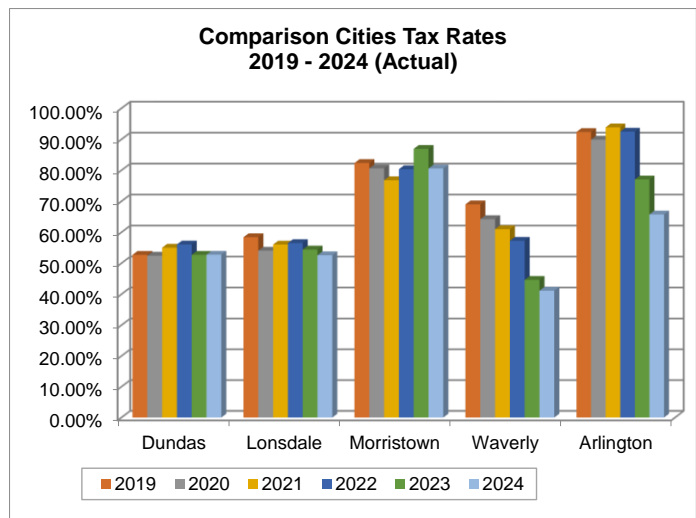
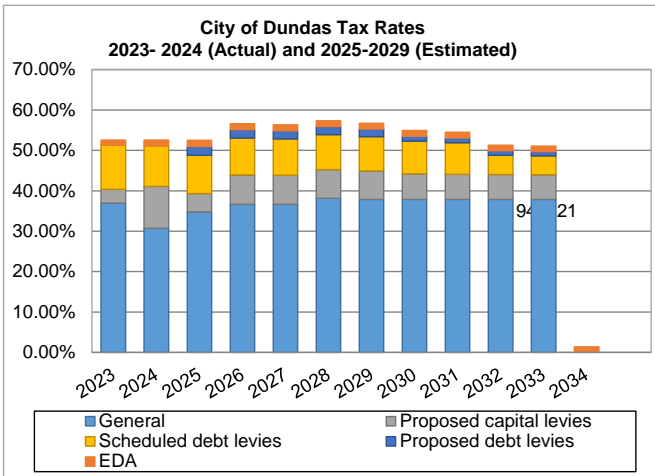
City of Dundas, Minnesota
Capital Improvement Plan - Sewer Fund 602
Statement of Cash Flows

	Enterprise Fund Projected Activity				Enterprise Fund Projected Activity		
	2023 Actual	2024 Estimated	2025 Estimated	2026 Estimated	2027 Estimated	2028 Estimated	2029 Estimated
Cash Flows from Operating Activities							
Receipts from customers and users	\$ 536,719	\$ 532,276	\$ 464,017	\$ 477,938	\$ 492,276	\$ 502,144	\$ 502,213
Payments to suppliers and employees	(448,912)	(447,550)	(460,977)	(474,806)	(489,050)	(503,721)	(518,833)
	<u>87,807</u>	<u>84,726</u>	<u>3,041</u>	<u>3,132</u>	<u>3,226</u>	<u>(1,577)</u>	<u>(16,620)</u>
Cash Flows from Noncapital Financing Activities							
Transfers in	-	-	23,000	23,000	46,000	46,000	20,000
Transfers out	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>23,000</u>	<u>23,000</u>	<u>46,000</u>	<u>46,000</u>	<u>20,000</u>
Cash Flows from Capital and Related Financing Activities							
Acquisition of capital assets	-	(75,000)	(300,000)	-	-	-	-
Intergovernmental revenue	-	87,087	-	-	-	-	-
Special assessments	(3,046)	-	-	-	-	-	-
Connection charges	19,105	50,000	51,500	53,045	54,636	56,275	57,963
Proceeds from bonds	-	-	-	-	-	-	-
New principal and Interest paid on debt	-	-	-	-	-	-	-
Existing principal on debt	(140,000)	(140,000)	(50,000)	(50,000)	(55,000)	(55,000)	(55,000)
Existing interest on debt	(25,195)	(21,095)	(18,045)	(17,245)	(16,295)	(15,250)	(14,205)
	<u>(149,136)</u>	<u>(99,008)</u>	<u>(316,545)</u>	<u>(14,200)</u>	<u>(16,659)</u>	<u>(13,975)</u>	<u>(11,242)</u>
Cash Flows From Investing Activities							
Investment earnings	34,225	18,000	4,253	2,177	2,217	2,092	2,640
Net Increase (Decrease) in Cash and Cash Equivalents	<u>(27,104)</u>	<u>3,718</u>	<u>(286,252)</u>	<u>14,109</u>	<u>34,784</u>	<u>32,540</u>	<u>(5,222)</u>
Cash and Cash Equivalents, January 1	<u>903,521</u>	<u>876,417</u>	<u>880,135</u>	<u>593,884</u>	<u>607,993</u>	<u>642,777</u>	<u>675,316</u>
Cash and Cash Equivalents, December 31	<u>\$ 876,417</u>	<u>\$ 880,135</u>	<u>\$ 593,884</u>	<u>\$ 607,993</u>	<u>\$ 642,777</u>	<u>\$ 675,316</u>	<u>\$ 670,094</u>

City of Dundas, Minnesota
 Capital Improvement Plan - Refuse Fund 603
 Statement of Cash Flows

Enterprise Fund Projected Activity	Enterprise Fund Projected Activity						
	2023 Actual	2024 Estimated	2025 Estimated	2026 Estimated	2027 Estimated	2028 Estimated	2029 Estimated
Cash Flows from Operating Activities							
Receipts from customers and users	\$ 125,432	\$ 128,472	\$ 134,896	\$ 141,640	\$ 148,722	\$ 156,159	\$ 163,966
Payments to suppliers and employees	(110,295)	(96,700)	(101,535)	(106,612)	(111,942)	(117,539)	(123,416)
Net Cash Provided (Used) by Operating Activities	15,137	31,772	33,361	35,029	36,780	38,619	40,550
Cash Flows from Capital and Related Financing Activities							
Special Assessments	(753)	-	-	-	-	-	-
Cash Flows From Investing Activities							
Investment earnings	5,340	3,000	1,880	2,232	2,605	2,999	3,415
Net Increase (Decrease) in Cash and Cash Equivalents	19,724	34,772	35,241	37,261	39,385	41,618	43,965
Cash and Cash Equivalents, January 1	133,513	153,237	188,009	223,250	260,511	299,896	341,514
Cash and Cash Equivalents, December 31	\$ 153,237	\$ 188,009	\$ 223,250	\$ 260,511	\$ 299,896	\$ 341,514	\$ 385,479

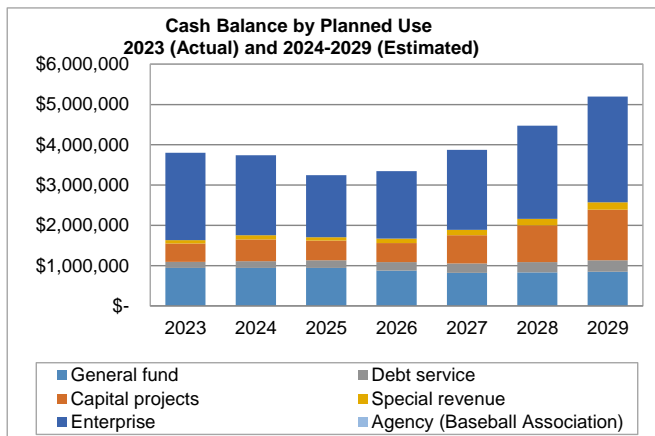
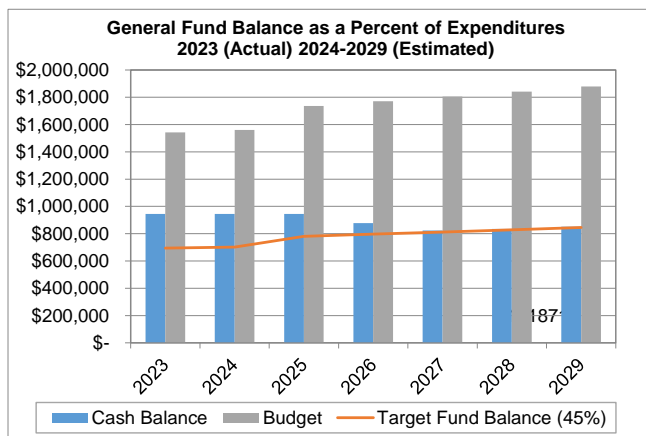
Tax Rates



Tax Rates:

Tax rates are a function of the levy and total tax base. The city tax rate is computed by dividing the city levy by the taxable tax capacity. Future tax rates are based on the assumption of 3% growth in tax capacity (see Assumptions). Comparable communities are provided for reference.

General Fund Operations and All Funds Cash Balances



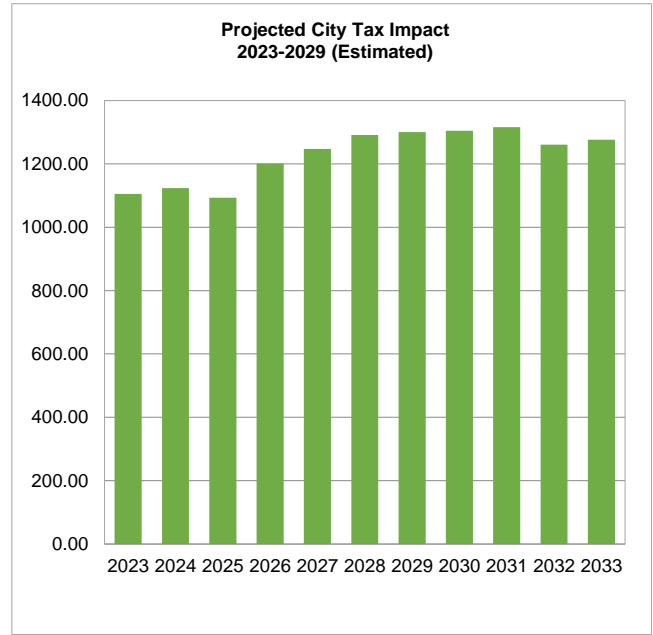
General Fund Balance as a Percent of Revenue:

The General fund fund balance should be maintained at a level to provide for adequate working capital reserves. The City of Dundas' General Fund balance policy states that the City will maintain an unassigned fund balance in the General fund of an amount not less than 45% of the next year's budgeted expenditures of the General fund. The MN State Auditor recommends a 35-50% reserve. A 45% reserve is a sufficient target that appears to be an adequate level for Dundas based on revenue and expenditure patterns. The City can build to this target by adding to contingency each year. This can be accomplished by reducing expenditures and maintaining the same level of revenue or increasing tax levy.

Cash Balance by Planned Use:

The balances represented in this graph are categorized by the planned use and/or limitations determined by statute.

Property Taxes by Type



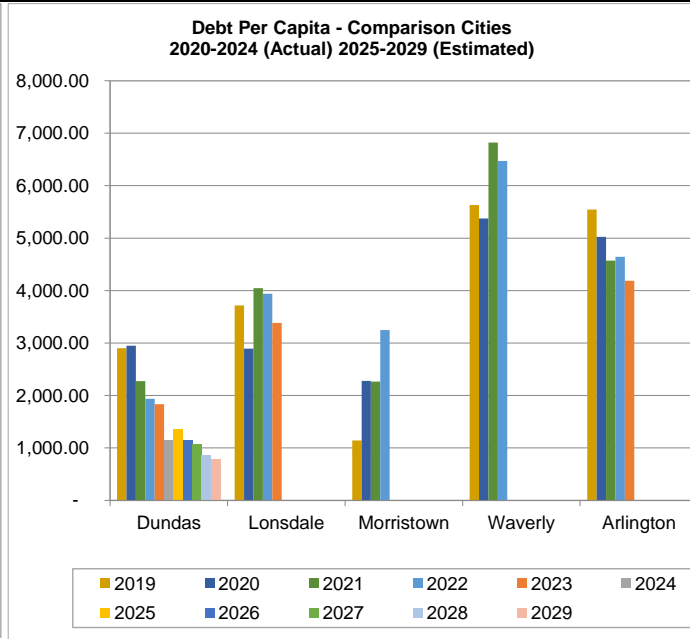
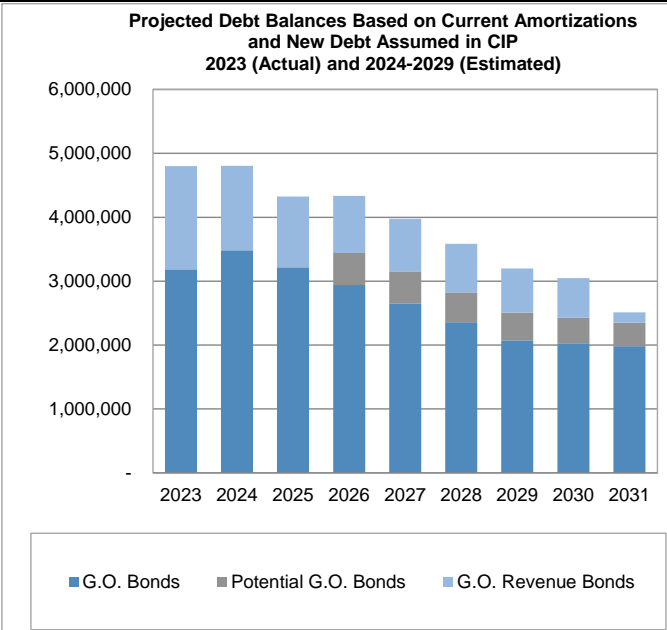
Percent of Property Taxes - General Levy and Bonds

This graph highlights the percent of levy by planned use. Increases in the levy are primarily attributed to the growth in scheduled and proposed debt levies and proposed capital levies as well as growth in the City's General levy. The overall city tax burden for a \$227,000 house in 2023 is shown in the graph on the right.

Projected City Tax Impact - 2023 \$227,000 home

The overall property tax levy for an average valued house is highlighted above.

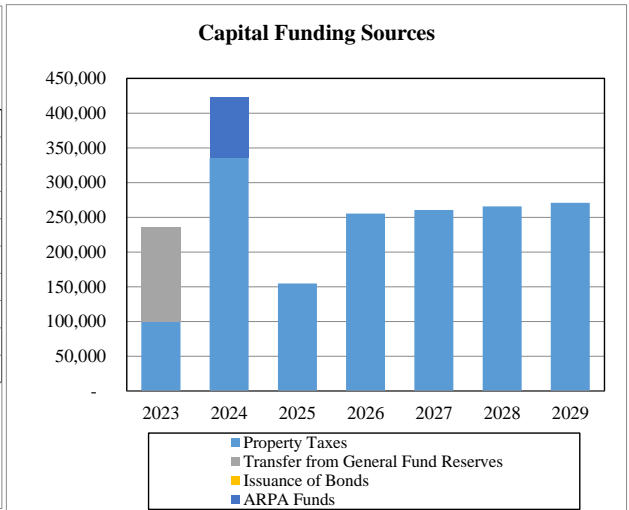
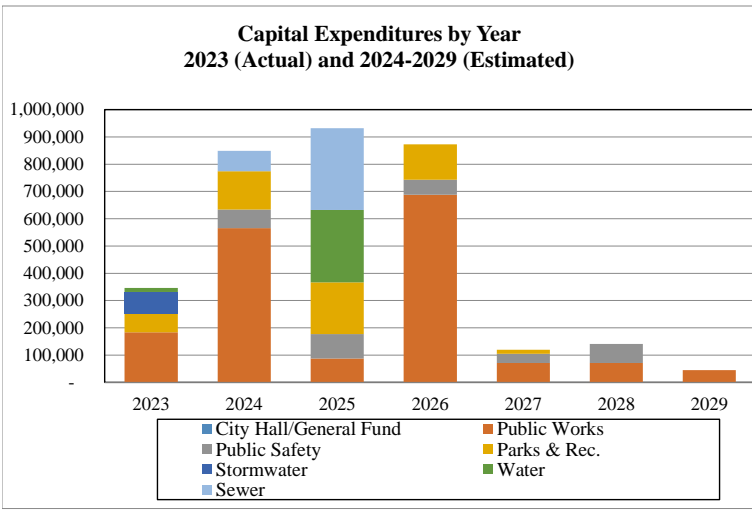
Debt



Debt Balances

The projected debt portfolio includes issuance of bonds in 2024 for the Forest Street improvements. These contemplated projects will result in an increase to the amount of debt outstanding over the life of the Plan.

Capital





PLANNING MEMO

TO: Dundas Planning Commission

FROM: Nate Sparks

DATE: November 22, 2024

RE: Cannabis Ordinances

BACKGROUND

In 2023, Chapter 342 of Minnesota State Statutes was adopted establishing the legalization of cannabis for adult use and the sale, possession, and growth of cannabis. The statute also created the Office of Cannabis Management (OCM), a new State agency that regulates cannabis use and businesses in Minnesota. The OCM is finalizing rules and standards for licensing and use of facilities related to cannabis. Licenses are anticipated to be issued in early 2025 necessitating the City to adopt ordinances before the end of the year.

Cannabis businesses are required to comply with municipal zoning ordinances. However, cities cannot simply not allow the businesses when a similar business is also allowed within the district. However, use permits may be required to review the use and ensure it is compatible with the site.

PROPOSED ORDINANCES

There are three ordinances proposed for consideration related to this topic.

One ordinance is related to the registration of cannabis businesses. Another is related to the regulations regarding temporary cannabis events. The third is related to the zoning amendments related to cannabis.

The zoning regulations place the different type of cannabis businesses into the appropriate zoning district and establish standards for these types of uses to ensure that conflicts are limited.

STAFF RECOMMENDATION

Staff recommends the Council adopt the ordinance amending the cannabis ordinances.

ORDINANCE 2024-02

CITY OF DUNDAS
COUNTY OF RICE
STATE OF MINNESOTA

AN ORDINANCE REGARDING THE REGULATION OF
THE REGISTRATION OF CANNABIS RETAIL BUSINESSES,
AMENDING TITLE XI: BUSINESS REGULATIONS, BY ADDING A NEW CHAPTER 118;
AND AMENDING SECTION 34.01 OF THE DUNDAS CITY CODE
REGARDING REGISTRATION FEES

THE CITY OF DUNDAS, RICE COUNTY, MINNESOTA, DOES ORDAIN:

Section 1. Title XI of the Dundas City Code is amended by adding a new Chapter 118 as follows:

CHAPTER 118: CANNABIS RETAIL BUSINESSES

<u>Section</u>	
<u>118.01</u>	<u>Administration</u>
<u>118.02</u>	<u>Definitions</u>
<u>118.03</u>	<u>Registration of Cannabis Businesses</u>
<u>118.04</u>	<u>Locations Ineligible for Registration</u>
<u>118.05</u>	<u>Compliance Checks</u>
<u>118.06</u>	<u>Location Change</u>
<u>118.07</u>	<u>Renewal of Registration</u>
<u>118.08</u>	<u>Suspension of Registration</u>
<u>118.09</u>	<u>Penalties</u>

§ 118.01 Administration

(A) Findings and Purpose.

The City Council of the City of Dundas makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, Chapter 342, which authorizes the City of Dundas to protect the public health, safety, welfare of City of Dundas residents by regulating cannabis businesses within the legal boundaries of the City of Dundas.

(B) Authority and Jurisdiction.

- (1) The City of Dundas has the authority to adopt this ordinance pursuant to Minn. Stat. § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses; and pursuant to Minn. Stat. § 342.22, regarding the local registration and enforcement requirements of state-licensed

The ~~stricken~~ language is deleted; the underlined language is inserted.

cannabis retail businesses and lower-potency hemp edible retail businesses.

(2) This Ordinance shall be applicable within the legal boundaries of the City of Dundas.

(C) Severability.

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

(D) Enforcement.

The City of Dundas is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

§ 118.02 Definitions

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. § 342.01, and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

CANNABIS CULTIVATION BUSINESS. A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the OCM.

CANNABIS RETAIL BUSINESS. A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, excluding lower-potency hemp edible retailers.

CANNABIS RETAILER. Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

DAYCARE. A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

LOWER-POTENCY HEMP EDIBLE. As defined under Minn. Stat. § 342.01, subd. 50.

OFFICE OF CANNABIS MANAGEMENT. The Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.

The ~~stricken~~ language is deleted; the underlined language is inserted.

PLACE OF PUBLIC ACCOMMODATION. A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

PRELIMINARY LICENSE APPROVAL. OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. § 342.17.

PUBLIC PLACE. A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

RESIDENTIAL TREATMENT FACILITY. As defined under Minn. Stat. § 245.462, subd. 23.

RETAIL REGISTRATION. An approved registration issued by the City of Dundas to a state-licensed cannabis retail business.

SCHOOL. A public school as defined under Minn. Stat. § 120A.05, or a nonpublic school that must meet the reporting requirements under Minn. Stat. § 120A.24.

STATE LICENSE. An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

§ 118.03 Registration of Cannabis Businesses

(A) Registration Required. No individual or entity may operate a state-licensed cannabis retail business within the limits of the City of Dundas without first registering with the City of Dundas.

(B) Registrations Limited. The number of cannabis retail business registrations that may be issued is limited to one.

(C) Compliance Checks, Zoning Verification Prior to Retail Registration. Prior to issuance of a cannabis retail business registration, the City of Dundas shall conduct a preliminary compliance check to ensure compliance with local zoning ordinances. Pursuant to Minnesota Statutes, Chapter 342, within 30 days of receiving a copy of a state license application from OCM, the City of Dundas shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

(D) Fees. A registration fee will be charged to applicants, as set forth at Section 34.10 of this code. The initial registration fee includes the fee for initial retail registration and the first annual renewal of the registration. A renewal fee will be charged at the time of the second renewal and each subsequent renewal thereafter, as set forth at

The ~~stricken~~ language is deleted; the underlined language is inserted.

Section 34.10 of this code. All fees are nonrefundable.

(E) Application Procedure.

- (1) An applicant for a retail registration must fill out an application form, as provided by the City of Dundas. The applicant must provide all information required by the form, including, but not limited to:
 - (a) Full name(s) of the property owner and applicant;
 - (b) Address, email address, and telephone number of the applicant;
 - (c) Address and parcel ID for the property which the retail registration is sought; and
 - (d) Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. § 342.13.
- (2) The application must be accompanied by:
 - (a) the registration fee as required by Section 118.03(D); and
 - (b) a copy of a valid state license or written notice of OCM license preapproval;
- (3) Once an application is considered complete, the City of Dundas City Clerk shall inform the applicant as such, process the registration fees, and forward the application to the City Council for approval or denial. The registration fee shall be non-refundable once processed.

(F) Application Approval.

- (1) An application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 118.03(B).
- (2) An application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- (3) An application that meets (1) and (2) above and the following requirements shall be approved:
 - (a) The applicant must have a valid license issued by the OCM that allows retail sales;
 - (b) The applicant must have paid the registration fee or renewal fee required by this section;
 - (c) The location for the cannabis retail business must comply with applicable zoning ordinances; and
 - (d) All property taxes and assessments for the location where the retail establishment will be located must be current.

- (G) Nontransferable. Registrations issued under this ordinance may not be transferred to other state licensed cannabis businesses.

The ~~stricken~~ language is deleted; the underlined language is inserted.

§ 118.04 Locations Ineligible for Registration

No cannabis retail business may be located:

- (A) Within 1,000 feet from any school or within 500 feet from any attraction within a public park that is regularly used by minors, such as playgrounds, athletic facilities, splash pads, and beaches; or
- (B) On a property with delinquent property taxes, assessments, or other financial claims of a government agency.

§ 118.05 Compliance Checks

- (A) From time to time, but at least once per calendar year, the City of Dundas will complete unannounced age compliance checks of every cannabis business to assess if the business meets age verification requirements, as required by state law and this Ordinance.
- (B) The city will conduct a compliance check that involves the participation of a person at least 17 years of age, but under the age of 21, to enter the registered premises to attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products. Persons under the age of 18 may participate only with the prior written consent of a parent or guardian. All persons used for the purpose of compliance checks must be directly supervised by law enforcement or other designated personnel. No person used in compliance checks may attempt to use a form of identification that misrepresents the person's age. All persons lawfully engaged in a compliance check must answer all questions about their age asked by the licensee or their employee, and produce any identification, if any exists, for which they are asked.
- (C) The City will report any failures under this ordinance to the Office of Cannabis Management.

§ 118.06 Location Change

A state-licensed cannabis retail business is required to submit a new application for registration under Section 118.03 if it seeks to move to a new location within the City of Dundas.

§ 118.07 Renewal of Registration

A registered cannabis retail business must apply for renewal annually, at the time its state license is renewed. Registration renewals are processed according to the procedure in Section 118.03 of this code.

§ 118.08 Suspension of Registration

- (A) Suspension. The City may suspend a cannabis retail business's registration for up to 30 days upon a determination that:

The ~~stricken~~ language is deleted; the underlined language is inserted.

- (1) the business is not operating in compliance with state law or city ordinance; or
- (2) that the operation of the business poses an immediate threat to the health or safety of the public.

(B) Notification; OCM investigation. When the City determines that a suspension is warranted, the City must promptly send a written notice to the registered cannabis retail business and to the OCM. The notice must inform the business and OCM of the pending or immediate suspension of the registration, as provided at paragraph (C) of this section, the length of the suspension period, and the grounds for the suspension.

(C) Effective date of suspension. A suspension issued by the City under paragraph (A)(1) of this section will not become effective until the OCM has determined whether to suspend the state license of the registered cannabis retail business. The City's suspension period will run concurrently with any suspension of license by the OCM. A suspension issued by the City under paragraph (A)(2) of this section will be effective on the date stated in the notice.

(D) Reinstatement. The City may reinstate a suspended registration if the City determines that all violations have been cured, and must reinstate the registration if the OCM orders reinstatement.

(E) No sales. A cannabis retail business may not make sales to customers while its registration is suspended.

§ 118.09 Penalties

(A) Civil Penalties. Subject to Minn. Stat. § 342.22, subd. 5(e), the City of Dundas may impose a civil penalty, as specified in Section 34.01 of this Code, for registration violations, not to exceed \$2,000.

(B) Criminal Penalties. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law.

Section 2. Section 34.01(B) of the Dundas City Code is amended to read as follows:

* * *

(B) The following are the fees and charges for the permits, licenses, registrations, and services listed below which are referenced to the section of the City code which authorizes their establishment:

* * *

Cannabis Retail Business Registration	§ 118.03
cannabis microbusiness – initial registration and first renewal	\$0.00
cannabis microbusiness – second or subsequent renewal	\$1,000.00
cannabis mezzobusiness – initial registration and first renewal	\$500.00

The ~~stricken~~ language is deleted; the underlined language is inserted.

cannabis mezzobusiness – second or subsequent renewal	\$1,000.00
cannabis retailer – initial registration and first renewal	\$500.00
cannabis retailer – second or subsequent renewal	\$1,000.00

Section 3. This ordinance is effective 30 days after publication.

Adopted in regular session of the City Council of the City of Dundas, Minnesota held this _____ day of _____, 2024.

CITY OF DUNDAS

Glenn Switzer, Mayor

ATTEST:

Jenelle Teppen, City Administrator/Clerk

Published in the *Faribault Daily News* on the _____ day of _____, 2024.

The ~~stricken~~ language is deleted; the underlined language is inserted.

RESOLUTION 2024- 34

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

**A RESOLUTION APPROVING THE SUMMARY PUBLICATION
FOR ORDINANCE NO. 2024-02
REGARDING THE REGULATION OF
THE REGISTRATION OF CANNABIS RETAIL BUSINESSES,
AMENDING TITLE XI: BUSINESS REGULATIONS, BY ADDING A NEW CHAPTER 118;
AND AMENDING SECTION 34.01 OF THE DUNDAS CITY CODE
REGARDING REGISTRATION FEES**

WHEREAS, at a duly called meeting on November 25, 2024, the City Council of the City of Dundas adopted Ordinance No. 2024-02 entitled “AN ORDINANCE REGARDING THE REGULATION OF THE REGISTRATION OF CANNABIS RETAIL BUSINESSES, AMENDING TITLE XI: BUSINESS REGULATIONS, BY ADDING A NEW CHAPTER 118; AND AMENDING SECTION 34.01 OF THE DUNDAS CITY CODE REGARDING REGISTRATION FEES”; and

WHEREAS, Ordinance No. 2024-02 establishes the requirements for registering a Cannabis Retail Business within the City of Dundas, including allowed locations, registration and application procedures, registration fees, registration renewal, and enforcement, all in conformance with Minnesota Statutes, Chapter 342; and

WHEREAS, Ordinance No. 2024-04 also amends Section 34.01 of the Dundas City Code, adding a registration fee for a Temporary Cannabis Event in the City of Dundas; and

WHEREAS, Ordinance No. 2024- 02 is lengthy; and

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council of the City of Dundas has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNDAS:

1. The City Council finds that the above title and summary of Ordinance No. 2024-02 clearly informs the public of the intent and effect of the Ordinance.
2. The City Clerk is directed to publish Ordinance No. 2024-02 by title and summary, pursuant to Minnesota Statutes, Section 412.191, subd. 4.
3. A full copy of the Ordinance is available at Dundas City Hall during regular office hours and on the City’s website.

Adopted in regular session of the City Council of the City of Dundas, Minnesota, held this 25th day of November, 2024.

CITY OF DUNDAS

Glenn Switzer, Mayor

ATTEST:

Jenelle Teppen, City Administrator/Clerk

ORDINANCE 2024-03

CITY OF DUNDAS
COUNTY OF RICE
STATE OF MINNESOTA

AN ORDINANCE AMENDING TITLE XV, CHAPTER 154: ZONING,
OF THE DUNDAS CITY CODE
ESTABLISHING REGULATIONS FOR CANNABIS BUSINESSES

THE CITY OF DUNDAS, RICE COUNTY, MINNESOTA, DOES ORDAIN:

Section 1. Section 154.008 of the Dundas City Code, regarding definitions, is amended by adding the following definitions alphabetically:

CANNABIS BUSINESS. Any of the cannabis businesses licensed by the state pursuant to Minnesota Statutes, Chapter 342, including: cannabis microbusiness; cannabis mezzobusiness; cannabis cultivator; cannabis manufacturer; cannabis retailer; cannabis wholesaler; cannabis transporter; cannabis testing facility; cannabis event organizer; cannabis delivery service; and medical cannabis combination business.

CANNABIS CULTIVATION. Any activity involving the licensed indoor or outdoor planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts, and engaging in a Cannabis Cultivation Business.

CANNABIS CULTIVATION BUSINESS. A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the OCM.

CANNABIS OR HEMP MANUFACTURING. An establishment or use of land that involves the compounding, processing, packaging, wholesaling, testing, treatment, transportation, or delivery of cannabis or hemp products.

CANNABIS RETAIL. A licensed establishment where cannabis flowers, immature cannabis plants and seedlings, and related products as allowed by law are sold to individual consumers who are at least 21 years of age.

CANNABIS RETAIL BUSINESS. A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, excluding lower-potency hemp edible retailers.

CANNABIS RETAILER. Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

The ~~stricken~~ language is deleted; the underlined language is inserted.

Section 2. Section 154.087, NRSF, Natural Resource Single-Family Residential District, of the Dundas City Code is amended to read as follows:

* * *

(B) *Permitted uses.* Permitted uses in the NRSF District include:

- (1) Single-family detached dwellings;
- (2) Playgrounds and parks; and
- (3) Essential services; ~~and~~
- (4) ~~Agriculture.~~

* * *

Section 3. Chapter 154: Zoning, of the Dundas City Code, is amended to add a new section, Section 154.079. Cannabis Businesses, to read as follows:

154.079. Cannabis Businesses.

(A) *Minimum buffer requirements.* Cannabis retailers, of any type, cannot be located within 1,000 feet from any school or within 500 feet from any attraction within a public park that is regularly used by minors, such as playgrounds, athletic facilities, splash pads, and beaches.

Pursuant to Minnesota Statutes § 462.357, subd. 1e, nothing in this section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

(B) *Cannabis business locations.* Cannabis businesses may be located in the following zoning districts as follows:

(1) *Cultivation:*

(a) indoor or outdoor cultivation in the R-S, Rural Service Overlay District, as an interim use;

(b) indoor cultivation in the GI, General Industrial District, as a conditional use.

(2) Cannabis Manufacturer: in the GI, General Industrial District, as a conditional use.

(3) Hemp Manufacturer: in the GI, General Industrial District, as a permitted use.

(4) Wholesale: LI, Limited Industrial District, and the GI, General Industrial District, as a conditional use.

(5) Cannabis Retail: HSD, Hester Street District, as a conditional use; and B-1A, Downtown Business District, B-1B, Downtown Mixed Use District, B-2, Highway Commercial District, and B-3, General Commercial District, as a permitted use.

(6) Cannabis Transportation: LI, Limited Industrial District, and the GI, General Industrial District, as a conditional use.

The ~~stricken~~ language is deleted; the underlined language is inserted.

(7) Cannabis Delivery: LI, Limited Industrial District, and the GI, General Industrial District, as a conditional use.

(C) Performance Standards. The following minimum requirements shall apply to cannabis businesses:

(1) Cannabis cultivator or manufacturing businesses that are located within a building shall provide for odor abatement through mechanical scrubbers or similar means and not allow odor to be detectable from the property line.

(2) All required security measures for cannabis cultivation or manufacturing businesses shall require screening to all adjacent properties.

(3) Any interim or conditional use permit sought for a cannabis business shall require a security plan.

(4) Any cannabis cultivator or manufacturing business shall require the provision of an adequate wastewater management plan.

(5) The operator of a cannabis cultivation on property within the RS Overlay shall reside on the property.

(6) Any building used for cannabis cultivation within the RS Overlay shall have a minimum 200-foot setback to a property line.

(D) Hours of Operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of Monday-Saturday, 8:00 a.m. – 2:00 a.m. the following day; and Sunday, 10:00 a.m. – 2:00 a.m. the following day.

Section 4. Section 154.098, B-3, General Commercial District, of the Dundas City Code is amended to read as follows:

* * *

(E) *Performance Standards.* The following minimum requirements shall be observed in the B-~~23~~ District:

* * *

Section 5. This ordinance is effective 30 days after publication.

_____ Adopted in regular session of the City Council of the City of Dundas, Minnesota held this
_____ day of _____, 2024.

CITY OF DUNDAS

Glenn Switzer, Mayor

ATTEST:

Jenelle Teppen, City Administrator/Clerk

Published in the *Faribault Daily News* on the _____ day of _____, 2024.

The ~~stricken~~ language is deleted; the underlined language is inserted.

RESOLUTION 2024-35

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

**A RESOLUTION APPROVING THE SUMMARY PUBLICATION
FOR ORDINANCE NO. 2024-03
AMENDING TITLE XV, CHAPTER 154: ZONING,
OF THE DUNDAS CITY CODE,
ESTABLISHING REGULATIONS FOR CANNABIS BUSINESSES**

WHEREAS, at a duly called meeting on November 25, 2024, following a noticed public hearing, the City Council of the City of Dundas adopted Ordinance No. 2024-03 entitled “AN ORDINANCE AMENDING TITLE XV, CHAPTER 154: ZONING, OF THE DUNDAS CITY CODE, ESTABLISHING REGULATIONS FOR CANNABIS BUSINESSES”; and

WHEREAS, Ordinance No. 2024-03 establishes the requirements for engaging in Cannabis Businesses within the City of Dundas, including permitted zoning districts and performance standards, all in conformance with Minnesota Statutes, Chapter 342; and

WHEREAS, Ordinance No. 2024-03 is lengthy; and

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council of the City of Dundas has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNDAS:

1. The City Council finds that the above title and summary of Ordinance No. 2024-03 clearly informs the public of the intent and effect of the Ordinance.
2. The City Clerk is directed to publish Ordinance No. 2024-03 by title and summary, pursuant to Minnesota Statutes, Section 412.191, subd. 4.
3. A full copy of the Ordinance is available at Dundas City Hall during regular office hours and on the City’s website.

Adopted in regular session of the City Council of the City of Dundas, Minnesota held this 25th day of November, 2024.

CITY OF DUNDAS

Glenn Switzer, Mayor

ATTEST:

Jenelle Teppen, City Administrator/Clerk

ORDINANCE 2024-04

CITY OF DUNDAS
COUNTY OF RICE
STATE OF MINNESOTA

AN ORDINANCE AMENDING TITLE XI, CHAPTER 111: COMMERCIAL AMUSEMENTS,
OF THE DUNDAS CITY CODE
ESTABLISHING REGULATIONS FOR TEMPORARY CANNABIS EVENTS; AND
AMENDING SECTION 34.01 OF THE DUNDAS CITY CODE
REGARDING PERMIT FEES

THE CITY OF DUNDAS, RICE COUNTY, MINNESOTA, DOES ORDAIN:

Section 1. Chapter 111, Commercial Amusements, of the Dundas City Code is amended to add a new Section 111.04, regarding regulations for temporary cannabis events, to read as follows:

Section 111.04 REGULATIONS FOR TEMPORARY CANNABIS EVENTS.

(A) Permit required. No person or entity shall hold a temporary cannabis event unless:

(1) the person or entity has been issued a cannabis event organizer license from the Office of Cannabis Management; and

(2) a permit for the temporary cannabis event is first approved and issued by the City of Dundas.

(B) Permit Fee. A permit fee, as established in the City's fee schedule, shall be charged to applicants for Temporary Cannabis Events.

(C) Application Submittal & Review. The City of Dundas shall require an application for Temporary Cannabis Events.

(1) An applicant for a retail registration shall fill out an application form, as provided by the City. Said form shall include, but is not limited to:

(a) Full name of the property owner and applicant;

(b) Address, email address, and telephone number of the applicant;

(2) The applicant shall include with the form:

(a) the application fee as required in Section 111.04(B);

(b) a copy of the applicant's cannabis event license application, submitted to the Office of Cannabis Management pursuant to Minnesota Statutes § 342.39, subd. 2.

(D) The application shall be submitted to the City Clerk, or other designee, for review. If the City Clerk or designee determines that a submitted application is incomplete, the City Clerk shall return the application to the applicant with the notice of deficiencies.

(E) Once an application is considered complete, the City Clerk or designee shall inform the

applicant as such, process the application fees, and schedule review by the City Council for approval or denial of the application. An application that raises public health, safety, or welfare concerns associated with the proposed temporary cannabis event may be denied by the City Council.

(1) An application fee shall be non-refundable once processed.

(2) A temporary cannabis event shall meet the following standards:

(a) May be held only in the B-2, Highway Commercial District, and in the B-3, General Commercial District;

(b) Shall last no longer than four days;

(c) Shall only be held between the hours of 10:00 a.m. and 10:00 p.m.;

(d) Shall not include any on-site consumption of any cannabis product, as such is defined in Minnesota Statutes § 342.01;

(e) Shall not be held on public property; and

(f) Shall not be held at a location within 1,000 feet from any school or within 500 feet from any attraction within a public park that is regularly used by minors, such as playgrounds, athletic facilities, splash pads, and beaches.

(3) An application for a temporary cannabis event that meets the requirements of this Section 111.04(E) shall be approved.

(4) An application for a temporary cannabis event that does not meet the requirements of this Section 111.04(E) shall be denied. The City Clerk shall notify the applicant of the standards not met and basis for denial.

Section 2. Section 34.01(B) of the Dundas City Code is amended to read as follows:

* * *

(B) The following are the fees and charges for the permits, licenses, registrations, and services listed below which are referenced to the section of the City code which authorizes their establishment:

* * *

Temporary Cannabis Events	§ 111.04
Temporary Cannabis Event Permit	\$50.00

Section 3. This ordinance is effective 30 days after publication.

_____ Adopted in regular session of the City Council of the City of Dundas, Minnesota held this
_____ day of _____, 2024.

CITY OF DUNDAS

Glenn Switzer, Mayor

ATTEST:

Jenelle Teppen, City Administrator/Clerk

Published in the *Faribault Daily News* on the _____ day of _____, 2024.

RESOLUTION 2024- 36

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

**A RESOLUTION APPROVING THE SUMMARY PUBLICATION
FOR ORDINANCE NO. 2024-04
AMENDING TITLE XI, CHAPTER 111: COMMERCIAL AMUSEMENTS,
OF THE DUNDAS CITY CODE
ESTABLISHING REGULATIONS FOR TEMPORARY CANNABIS EVENTS; AND
AMENDING SECTION 34.01 OF THE DUNDAS CITY CODE
REGARDING PERMIT FEES**

WHEREAS, at a duly called meeting on November 25, 2024, the City Council of the City of Dundas adopted Ordinance No. 2024- 04 entitled “AN ORDINANCE AMENDING TITLE XI, CHAPTER 111: COMMERCIAL AMUSEMENTS, OF THE DUNDAS CITY CODE, ESTABLISHING REGULATIONS FOR TEMPORARY CANNABIS EVENTS AND AMENDING SECTION 34.01 OF THE DUNDAS CITY CODE REGARDING PERMIT FEES”; and

WHEREAS, Ordinance No. 2024-04 establishes the requirements for holding a Temporary Cannabis Event within the City of Dundas, including allowed locations, performance standards, and permit application process, all in conformance with Minnesota Statutes, Chapter 342; and

WHEREAS, Ordinance No. 2024-04 also amends Section 34.01 of the Dundas City Code, adding a permit fee for a Temporary Cannabis Event in the City of Dundas; and

WHEREAS, Ordinance No. 2024- 04 is lengthy; and

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council of the City of Dundas has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNDAS:

1. The City Council finds that the above title and summary of Ordinance No. 2024-04 clearly informs the public of the intent and effect of the Ordinance.
2. The City Clerk is directed to publish Ordinance No. 2024-04 by title and summary, pursuant to Minnesota Statutes, Section 412.191, subd. 4.
3. A full copy of the Ordinance is available at Dundas City Hall during regular office hours and on the City’s website.

Adopted in regular session of the City Council of the City of Dundas, Minnesota, held this 25th day of November, 2024.

CITY OF DUNDAS

Glenn Switzer, Mayor

ATTEST:

Jenelle Teppen, City Administrator/Clerk



EDA MEMO

TO: Dundas City Council

FROM: Nate Sparks

DATE: November 22, 2024

RE: Parking Ordinance Amendment

BACKGROUND

City Staff has recently reviewed the parking ordinance. In relation to the housing now being allowed in the B-1, potential industrial uses, and retail/restaurant standards, some potential amendments are proposed.

CURRENT ORDINANCE

The City's current parking ordinance is based of the below standards.

The following minimum number of off-street parking spaces shall be provided:

- (1) Parking requirements in residential districts:
 - (a) Single and two-family dwelling units: two spaces per unit within a garage that is a minimum of 440 square feet in area;
 - (b) Elderly housing: 0.75 spaces per efficiency or one bedroom unit; 1.5 spaces per two bedroom unit; two spaces per three-bedroom unit;
 - (c) Townhouse units: two spaces per unit within a garage that is a minimum of 440 square feet in area. Where there are more than six townhouse units there shall be a minimum of 0.25 spaces per unit for guest parking; and
 - (d) Multi-family dwellings: 2.25 spaces per unit.
- (2) Theaters, churches or places of assembly: one space per every five seats, or as needed;
- (3) Restaurants, bars and the like: one space for every three seats, or one space for each 100 square feet of gross floor area, whichever is greater; or as needed;
- (4) Service commercial shops and retail stores:
 - (a) Less than or equal to 15,000 square feet net floor area: five spaces per every 1,000 net square feet floor space;
 - (b) Greater than 15,000 square feet net floor area: four spaces per every 1,000 net square feet floor space, minimum; 4.5 spaces per every 1,000 net square feet floor space, maximum; and
 - (c) Any spaces constructed in excess of the maximum may be allowed by conditional use permit and must be of a permeable surface to allow direct infiltration of storm water into the soil.
- (5) Motels, hotels: one space per sleeping unit, plus required spaces for banquet rooms, meeting rooms, restaurant and retail shops; or as needed;
- (6) Industrial/manufacturing establishments: five spaces, plus one space per every two persons of maximum employment during any work period, or as needed;
- (7) Wholesale, warehouses: one space per every 1,000 square feet of warehouse/floor area, but no less than four, or as needed;

(8) Uses not mentioned, or identified “as needed”: the number of parking/loading spaces shall be determined by the City Engineer based upon the best information available;

PROPOSED REVISIONS

At a public hearing in July, the Planning Commission recommended the following changes:

Residential Uses-

For multi-family housing in the R-4 District, 1 space per 2 units with at least 1 stall a garage. No garages are required at this time but were encouraged in a previous application.

For multi-family housing in the B-1A Districts, 1 space per bedroom in the B-1A and 1.75 spaces per unit or 1 per bedroom in the B-1B with no garages required.

This would require garages for apartment buildings but not require garages for apartments in the Downtown area.

Assembly Uses – currently 1 space per 5 seats – no change proposed. However a different standard is introduced for funeral parlors to just state 1 space for 60 square feet of assembly area.

Commercial Uses –

Restaurants and bars is currently 1 per 100 square feet or 1 per 3 seats – proposed to be just 1 per 100.

Office/retail is currently 1 per 250 square feet for buildings smaller than 15,000 square feet. For buildings larger than 15,000, there’s a minimum of 1 per 250 and a maximum of 1 per 222.22. This was changed to be 1 per 300 square feet minimum with a maximum of 1 per 200 square feet. The maximum could be removed. For office uses it is simply 1 per 300.

Hotels is currently 1 per units. This was changed to be 1.25 per unit for over 10 units.

Industrial uses are listed with parking related to the number of employees. This is changed to 1 per 750 for industrial with the 1 per 1000 for storage/warehousing.

Some additional recreational style uses are added to the table, as well.

Then a standard stating that you have to have a minimum number of stacking spaces in a drive through is proposed.

STAFF RECOMMENDATION

Staff recommends the Council adopt the ordinance amending the parking standards.

ORDINANCE 2024 – 05

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

Amending Title XV, Chapter 154 of the Dundas City Code 154.067 Regarding Parking

THE CITY COUNCIL OF THE CITY OF DUNDAS DOES ORDAIN:

SECTION 1. Code Amended. Section 154.067 (C) is hereby amended to read as follows:

(C) The following minimum number of off-street parking spaces shall be provided:

(1) Parking requirements in residential districts:

(a) Single and two-family dwelling units: two spaces per unit within a garage that is a minimum of 440 square feet in area;

(b) Elderly housing: 0.75 spaces per efficiency or one bedroom unit; 1.5 spaces per two bedroom unit; two spaces per three-bedroom unit;

(c) Townhouse units: two spaces per unit within a garage that is a minimum of 440 square feet in area. Where there are more than six townhouse units there shall be a minimum of 0.25 spaces per unit for guest parking; and

(d) Multi-family dwellings in the R-4 District: 2 spaces per unit with one space being provided within a garage.

(2) Theaters, churches or places of assembly: one space per every five seats, or as needed;

(3) Restaurants, bars and the like: one space for each 100 square feet of gross floor area;

(4) Service commercial shops, retail stores, and health clubs:

(a) A minimum of one space for every 300 square feet of floor area with a maximum of one space for every 200 square feet for retail and multi-tenant commercial structures;

(b) One space for every 300 square feet for professional offices, medical offices, professional services, and health clubs; and

(5) Motels, hotels: one space per sleeping unit for 10 or less units with 1.25 spaces for every unit over ten, plus required spaces for banquet rooms, meeting rooms, restaurant and retail shops;;

(6) Industrial/manufacturing establishments: one space for every 750 square feet of floor area;

(7) Wholesale, warehouses: one space per every 1,000 square feet of warehouse/floor area, but no less than four,;

(8) Day Care Centers: 1 space for every 8 children

(9) Funeral home: 1 space for every 60 square feet of public gathering space

(10) Bowling alley: 5 spaces for every lane.

(11) Golf Course: 9 spaces per hole

(12) Uses not mentioned the number of parking/loading spaces shall be determined by the City based upon the best information available;

(13) Shared or joint use of required parking spaces between uses on different lots within 300 feet of each other may be permitted by the City by an interim use permit if the owners of the property agree to the sharing of spaces and it is demonstrated that the spaces will not be used by the two different uses at the same time.

(14) Off-street loading: one off-street loading space shall be provided and maintained on the same lot for each commercial and industrial use requiring regular delivery of goods; and

(15) Design and maintenance of off-street parking, dock and traffic circulation areas shall be in accordance with City requirements. All such areas shall have an impervious surface, and shall be graded to drain. Exceptions to this requirement (impervious surface) will be considered based upon anticipated traffic usage and on-site runoff controls.

SECTION 2. Code Amended. Section 154.067 (F) (3) is hereby amended to read as follows:

(3) Residential parking is required at 1.75 stalls per unit or 1 stall per bedroom, whichever is greater.

SECTION 3. Code Added. Section 154.067 (E) is hereby added to read as follows:

(E) Drive through lanes shall have stacking spaces in the following amounts:

(1) Restaurant/Coffee Shop: 8 stacking spaces from entry to pick-up window.

(2) Bank/Pharmacy: 3 stacking spaces per teller/ATM or pickup window.

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

1. This Ordinance shall become effective immediately upon its passage and publication in accordance with law.

APPROVED by the City Council, of Dundas, Minnesota, on this 25th day of November 2024.

CITY OF DUNDAS BY:

ATTESTED:

Glenn Switzer, Mayor

Jenelle Teppen, City Administrator/Clerk

Published in the *Faribault Daily News* on the _____ day of _____, 2024.

(C) The following minimum number of off-street parking spaces shall be provided:

(1) Parking requirements in residential districts:

(a) Single and two-family dwelling units: two spaces per unit within a garage that is a minimum of 440 square feet in area;

(b) Elderly housing: 0.75 spaces per efficiency or one bedroom unit; 1.5 spaces per two bedroom unit; two spaces per three-bedroom unit;

(c) Townhouse units: two spaces per unit within a garage that is a minimum of 440 square feet in area. Where there are more than six townhouse units there shall be a minimum of 0.25 spaces per unit for guest parking; and

(d) Multi-family dwellings in the R-4 District: 2.25 spaces per unit with one space being provided within a garage.

(2) Theaters, churches or places of assembly: one space per every five seats, or as needed;

(3) Restaurants, bars and the like: ~~one space for every three seats, or~~ one space for each 100 square feet of gross floor area, ~~whichever is greater; or as needed;~~

(4) Service commercial shops ~~and~~, retail stores, and health clubs:

(a) ~~Less than or equal to 15,000 square feet net floor area: five spaces per every 1,000 net square feet floor space~~ A minimum of one space for every 300 square feet of floor area with a maximum of one space for every 200 square feet for retail and multi-tenant commercial structures;

(b) ~~Greater than 15,000 square feet net floor area: four spaces per every 1,000 net square feet floor space, minimum; 4.5 spaces per every 1,000 net square feet floor space, maximum~~ One space for every 300 square feet for professional offices, medical offices, professional services, and health clubs; and

~~—(c) Any spaces constructed in excess of the maximum may be allowed by conditional use permit and must be of a permeable surface to allow direct infiltration of storm water into the soil.~~

(5) Motels, hotels: one space per sleeping unit for 10 or less units with 1.25 spaces for every unit over ten, plus required spaces for banquet rooms, meeting rooms, restaurant and retail shops; ~~or as needed;~~

(6) Industrial/manufacturing establishments: ~~five spaces, plus one space per every two persons of maximum employment during any work period, or as needed~~ one space for every 750 square feet of floor area;

(7) Wholesale, warehouses: one space per every 1,000 square feet of warehouse/floor area, but no less than four, ~~or as needed;~~

(8) Day Care Centers: 1 space for every 8 children

(9) Funeral home: 1 space for every 60 square feet of public gathering space

(10) Bowling alley: 5 spaces for every lane.

(11) Golf Course: 9 spaces per hole

(~~812~~) Uses not mentioned, ~~or identified "as needed"~~; the number of parking/loading spaces shall be determined by the City ~~Engineer~~ based upon the best information available;

(9) Shared or joint use of required parking spaces between uses on different lots within 300 feet of each other may be permitted by the City by an interim use permit if the owners of the property agree to the sharing of spaces and it is demonstrated that the spaces will not be used by the two different uses at the same time. ~~The applicants for shared parking shall make an application and have that application reviewed by the Planning Commission and approved by the City Council;~~

(10) Off-street loading: one off-street loading space shall be provided and maintained on the same lot for each commercial and industrial use requiring regular delivery of goods; and

(11) Design and maintenance of off-street parking, dock and traffic circulation areas shall be in accordance with City requirements. All such areas shall have an impervious surface, and shall be graded to drain. Exceptions to this requirement (impervious surface) will be considered based upon anticipated traffic usage and on-site runoff controls.

(E) Drive through lanes shall have stacking spaces in the following amounts:

(1) Restaurant/Coffee Shop: 8 stacking spaces from entry to pick-up window.

(2) Bank/Pharmacy: 3 stacking spaces per teller/ATM or pickup window.

RESOLUTION 2024- 37

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

**A RESOLUTION APPROVING THE SUMMARY PUBLICATION
FOR ORDINANCE NO. 2024-05
AMENDING SECTION 154.067 REGARDING PARKING**

WHEREAS, at a duly called meeting on November 25, 2024, the City Council of the City of Dundas adopted Ordinance No. 2024-05 entitled “AN ORDINANCE AMENDING SECTION 154.067 REGARDING PARKING”; and

WHEREAS, Ordinance No. 2024-05 establishes minimum parking standards for specific uses within the Zoning Ordinance and establishes minimum stacking spaces within drive through lanes; and

WHEREAS, Ordinance No. 2024-05 is lengthy; and

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council of the City of Dundas has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNDAS:

1. The City Council finds that the above title and summary of Ordinance No. 2024-05 clearly informs the public of the intent and effect of the Ordinance.
2. The City Clerk is directed to publish Ordinance No. 2024-05 by title and summary, pursuant to Minnesota Statutes, Section 412.191, subd. 4.
3. A full copy of the Ordinance is available at Dundas City Hall during regular office hours and on the City’s website.

Adopted in regular session of the City Council of the City of Dundas, Minnesota, held this 25th day of November, 2024.

CITY OF DUNDAS

Glenn Switzer, Mayor

ATTEST:

Jenelle Teppen, City Administrator/Clerk

City of Dundas
Public Works Staff Meeting / City Engineer Update 11/20/24
November 21, 2024
Agenda

The City Administrator, Public Works Director, and City Engineer meet at least monthly to plan and review projects and tasks, and to discuss public works matters of all types. The agenda used for the most recent Public Works staff meeting forms the basis for the updates that are provided to the City Council. Following is the most recent Public Works staff meeting agenda with notes added.

1. 2024 Street Lighting
 - The contractor installed the light poles. Staff removed the area of sidewalk required for the Contractor to complete the work on the lights. The remaining concrete sidewalk will be removed next spring.

2. Comprehensive Transportation Planning
 - Staff prepared a preliminary road design and estimate of project costs for street improvements for a portion of 115th Street between CSAH 20 and CSAH 22. Staff have begun internal discussions on the future alignment between Highland Parkway and Cannon City Boulevard.
 - The Decker Avenue Corridor Study kickoff meeting was held 1-25-24 with Rice County and the County’s consultant. 5-2-24 Staff met with Rice County to review the realignment of Decker Avenue within the City. The realignment provided in the study is consistent with the Comprehensive Transportation plan approved by Council. Revised version of corridor study provided by County and staff met on 8-26-24 to review.

3. CSAH 1/TH 3 Pedestrian Crossing
 - The scope of work includes installing a trail along CSAH 1, connecting to the existing sidewalks on Schilling Drive, Cannon Road, and North Stafford Road. A trail connection would also be made to the existing trail along TH 3. Pedestrian crossing improvements would be made to the intersection of TH 3 and CSAH 1. Ditch grading and storm sewer improvements would be made to accommodate the trails.
 - Funding in the amount of \$370,000 has been allocated to the project in the State’s 2023 Capital Budget under Grants to Political Subdivisions.
 - Staff have revised the scope of work to include the concrete walk along Schilling Drive and from the Dundas Dome to the City limits on Cannon Road.
 - 4-22-24 Council approved staff to begin work on the project.
 - The agreement has been executed with the State to secure funding for the design of the project. WSB has started design and preparation of construction plans.
 - The proposed schedule is to have complete plans and specifications, including MnDOT review, completed in March 2025. Construction would be completed in 2025.

4. Northfield Wastewater Treatment
 - Northfield received written approval from the PCA for the permit amendment. The City of Northfield will approve future sanitary sewer extension permits, and the surcharge will be discontinued while the City's flows remain within the revised limits.
5. Public Works Tasks
 - The storm water code and fees are under review, including sump pump connection requirements.
6. 2025 Pond Maintenance
 - The work in the pond south of County Road 1, within Schilling Park, will be completed in 2025 to allow time for the dog park to be moved and the existing fence to be removed. The project will include the pond slope grading in the Menard Pond south of Hester.
 - 10-24-24 Council authorized staff to begin work on plans and specifications.
 - ***A Request for Quotes was sent out on 11-18 with quotes due back 12-2. Quotes will be brought to Council for consideration on 12-9.***
 - Staff received notice from Menards that the easement for the pond south of Hester Street will be signed and sent over to City staff. Staff plans to perform the pond maintenance in the Menards pond in 2026 as part of a separate project.
7. Public Works Cold Storage
 - The preliminary site plan and building details were presented to Council on 2-27-23.
 - Estimated project costs and available funding were reviewed by the Public Works Committee on 10-4-23.
 - 10-18-23 Staff met to review and discuss the project scope to work towards finalizing building details.
8. Sanitary Sewer and Water Comprehensive Plan
 - Staff are reviewing the draft comprehensive plans.
9. 2025 Schilling Drive Sanitary Sewer Repairs
 - 10-9-23 Council authorized staff to proceed with project.
 - The scope of work includes a sanitary sewer connection between two manholes at the intersection of Hester Street and Schilling Drive. The project will redirect sanitary sewer flows from the north and east to bypass the sanitary sewer line on Schilling Drive that has settlement issues.
10. Mill Towns State Trail
 - The DNR is targeting 2025 to construct the trail from the pedestrian bridge in Mill Park to 118th Street, terminating at the railroad tracks.
 - Staff has reviewed the preliminary construction plans and provided comments to the DNR.
11. Dundas Boulevard Watermain Improvements
 - The scope of work includes installing a new watermain down Dundas Boulevard from Millstone Lane to Hester Street.
 - 10-14-24 Council authorized staff to begin work on plans and specifications.