AGENDA
CITY COUNCIL MEETING
January 12, 2016

7:00 **I. CALL TO ORDER AND ROLL CALL**

II. CITIZEN COMMENTS

III. ADOPT AGENDA

IV. CONSENT AGENDA

** All items listed with asterisks (**) are considered routine and noncontroversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council member, City staff or citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

V. **APPROVAL OF MINUTES

A. City Council Work Session Minutes of December 8, 2015
B. City Council Meeting Minutes ofDecember 8, 2015
C. Special City Council Meeting Minutes of December 15, 2015

VI. PRESENTATIONS/PUBLIC HEARINGS RECOGNITIONS/PROCLAMATIONS

VII. ENGINEERING

A. 1st Street Reconstruction Project - Plans and Specifications
   1. Resolution 2016-04: A Resolution Approving Plans and Specifications and Authorizing Call for Bids
B. Update on Fire Facility Project

VIII. LEGAL

A. 2016 Appointments and Designations
   1. Planning Commission – 2 Year Term
      a. Donald Woodward
      b. Dennis Wickum
      c. Dan Lexvold
   2. Public Utility Commission – 3 Year Term
      a. Jim Malloy
   3. Library Board – 3 Year Term
      a. Pat Senjem
   4. Economic Development Authority(EDA) – 4 year term
      a. Mike Engel
   5. Miscellaneous Appointments
      a. Acting Mayor – Fred Barsness
      b. Legal Newspaper – Kenyon Leader
      c. Depository – Security State Bank
      d. City Attorney – Scott Riggs, Kennedy & Graven Chartered
      e. Prosecuting Attorney – David Jacobsen, Hero, Jorstad, Jacobsen Law Firm
      f. City Engineer – Joe Rhein, Bolton & Menk

g. City Auditor – Smith ♦ Schafer and Assoc., Ltd.
h. Financial Consultant – Per Project Basis
i. Investments – As Allowed Per Minnesota Statutes
j. Deputy Clerk – Pam Blow
k. Weed Inspector – Mike Engel
l. Audit Committee – Rick Nielsen, Sue Dodds, Mark Vahlsing
m. Personnel Committee - Mike Engel, Fred Barsness and Mark Vahlsing
n. Liquor Committee – Diane Barrett, Rick Nielsen, Bryan Haugen, Mark Vahlsing
o. Kenyon Fire Relief Association – Mike Engel and Mark Vahlsing

B. Resolution 2016-01: Establishing License Fees and Compensation
C. VFW Annual Dance Permit
D. Annual Refuse Licenses
   a. Waste Management
   b. Flom Disposal Inc. (Commercial, Temporary rolloff, dumpster)
   c. Gibson Sanitation (Commercial, Temporary rolloff, dumpster)
   d. Countryside Disposal (Commercial, Temporary rolloff, dumpster)
E. Annual Recycling Licenses
   a. Flom Disposal Inc.
   b. Goodhue County Public Works
   c. Waste Management*
      *Refer this item to XI. B. in New Business
F. Annual Sidewalk Obstruction Licenses
   a. Kenyon Ace Hardware
   b. Kenyon VFW Post 141
   c. Kenyon Leader
   d. Mary's Rustic Rose
   e. Write On
   f. Schweich's
G. Kennedy & Graven 2016 Rates for Legal Services
H. LTD Broadband Water Tower Lease Agreement
   1. Resolution 2016-02: A Resolution Approving a Water Tower Space Rental Agreement for the Installation of Antenna by LTD Broadband

IX. FINANCIAL

**A. December 2015 Treasurer's Report - Year End Unaudited Financial Reports
**B. Payment of Claims

X. OLD BUSINESS

A. Fire Hall Financing – George Eilertson, Northland Securities

XI. NEW BUSINESS

A. City Council recite the Pledge of Allegiance at the beginning of Council meetings.
B. *Discuss Issues with Waste Management Residential Solid Waste Pick-up
   1. 2016 Refuse License Renewal
   2. Possible Further Actions Under the Contract
C. Resolution 2016-03: A Resolution Authorizing Acceptance of 2015 Donations
D. Resignation of Scott Quamme from Kenyon Fire Department
E. Request for Increase in Monthly Fee for Prosecution Services
F. Carriage and Cutter Day Requests for February 27, 2016
   1. Parade Route/Permit, Street Closings/Detour, Parking Restrictions

2. Use of Fire Hall for Pre-parade Meal
3. Donation to Carriage and Cutter Day

XII. OTHER BUSINESS

A. Schedule of Upcoming Meetings

1. EDA Annual Meeting: Tuesday, January 26th @ 9 a.m. at Foldcraft
2. SEMLM Annual Meeting: Wednesday, January 27th in Byron
3. City Council Meeting: Tuesday, February9th @ 7 p.m.

XIII. COUNCIL AND STAFF GENERAL COMMENTS

8:00 **XIV. ADJOURNMENT**

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Mark Vahlsing, City Administrator
RE: Meeting of January 12, 2016

Attached please find the agenda and related materials for Tuesday's meeting.

I. CALL TO ORDER AND ROLL CALL

II. CITIZEN COMMENTS

III. ADOPT AGENDA

MOTION NEEDED

IV. CONSENT AGENDA

The Consent Agenda contains the following items for approval:
City Council Work Session Minutes of December 8, 2015
Regular City Council Meeting Minutes of December 8, 2015
Special City Council Meeting Minutes of December 15, 2015
December 2015 Treasurer's Report
Payment of Claims

MOTION NEEDED

V. APPROVAL OF MINUTES

Consent Agenda Item

VI. PRESENTATIONS/PUBLIC HEARINGS

VII. ENGINEERING *(Joe Rhein will be in attendance at this meeting.)*

1st Street Reconstruction Project – Plans and Specifications

Included in the packet are a summary of the plans and specs, revised cost estimates, and bid advertisement for the 1st Street project. The City engineer's memo describes the status of the project and the next steps in the process. The overall project cost has been slightly reduced. Based on the engineers schedule the project would be advertised in February. The estimated date for the bid opening would be February 25, 2016.

Resolution 2016-04: A Resolution Approving Plans and Specifications and Authorizing Call for Bids on the 1st Street project.
MOTION NEEDED

Update on New Fire Facility Project

The City Engineer will provide a brief update on the status of the project and the development of the plans and specs. An update on the project financing will be provided by George Eliertson of Northland Securities in Old Business.

VIII. LEGAL *(City Attorney Scott Riggs will be in attendance at this meeting.)*

2016 Appointments and Designations

The proposed appointments and/or vacancies are listed on the agenda. ***APPROVE ALL IN ONE MOTION (Item a; 1-5)***

Resolution 2016-01: Establishing License Fees and Compensation
Please see the Resolution included in your agenda packet. Items marked with ** are changes from last year's resolution. ***MOTION NEEDED***

VFW Annual Dance Permit
The VFW is renewing their dance permit.
Annual Refuse/Recycling Licenses
As completed annually. One new Refuse License applicant (Countryside Disposal)
Annual Sidewalk Obstruction Licenses
The businesses listed on the agenda have applied for license renewals.
APPROVE ALL IN ONE MOTION (Item C – G)

Kennedy & Graven 2016 Rates for Legal Services
City Attorney Scott Riggs is requesting a $3.00 an hour increase. The hourly rate would increase from $155 to $158. This is a very minor inflationary type increase and I would recommend the Council approve it. See the letter included in your packet for more information.

LTD Broadband Water Tower Lease Agreement
LTD is a wireless internet provider. They are requesting to lease space on the City water tower. They would like to install a Wi-Fi repeater and antenna on the water tower. The information included in your packet shows the equipment that would be mounted on the water tower. KMU has reviewed the request and recommended approval with $150.00 monthly rent and free service to City Hall and three other buildings. The draft lease was submitted to LTD in December. The City has not received a response from the company on the draft contract. As a result I would recommend that the Council table the request until the City hears back from them.

Resolution 2016-02: A Resolution Approving a Water Tower Space Rental Agreement for the Installation of Antenna by LTD Broadband
MOTION MAY BE NEEDED

IX. FINANCIAL

December 2015 Treasurer's Report – Consent Agenda Item
Payment of Claims – Consent Agenda Item

X. OLD BUSINESS

Fire Hall Financing – George Eilertson, Northland Securities
George Eilertson of Northland Securities will provide an update on the financing for the Fire Facility project. The City is currently working with Northland on the USDA Rural Development funding application. Since USDA will only pay out their funds after the construction of the building is completed the City will need to secure interim construction financing. Mr. Eilertson will review options for interim construction financing for the project.

XI. NEW BUSINESS

City Council Recite the Pledge of Allegiance at the Beginning of Council Meetings.
Councilmen Henke has requested that the Council conduct the Pledge of Allegiance before Council meetings. This would require approval by the Council to implement as a normal part of the meeting.
MOTION NEEDED

*Discuss issues with Waste Management residential solid waste pick-up, 2016 Refuse

License Renewal and possible further actions under the contract.
WM's 2016 Refuse Haulers License is up for renewal in January. Before approving the 2016 license, further review needs to occur on the continued issues that are occurring with WM's residential pick-up. Throughout the last two years, there have been numerous times when WM has missed pick-ups. During the last 6 weeks there have been missed pick-ups each week. This week, there were a number of customers who were not picked up. Normally, when the City staff calls WM, they send a truck to pick up the missed customers within 24-48 hours. The City has also had issues with the billing process between the City and WM. On three occasions the City has received calls from WM billing collections stating the City had unpaid overdue bills when none existed. Some residents have also experienced issues with WM's customer service including being told that they are not served by them.

Under the contract, the City can terminate WM for cause. The applicable sections of the contract are shown below.

Termination or Revocation. This license and this Agreement may be terminated by the City upon occurrence of any of the following:

1. *Waste Management fails to comply with the provisions of this Agreement, or is in violation of city or county ordinances, state or federal laws or regulations;*

2. *The City determines that Waste Management's performance of refuse collection, hauling or disposal is unsatisfactory;*

The Council could either outright terminate the contract or give them a short term (2-3 month) license and then seek quotes from other haulers including WM. This would avoid the difficulty of dealing with an immediate change of haulers. The City attorney will review these options further at the meeting.

Resolution 2016-03: A Resolution Authorizing Acceptance of 2015 Donations
The amount listed includes all donations received by various departments during 2015.
MOTION NEEDED

Resignation of Scott Quamme from Kenyon Fire Department
Scott was a member of the Fire Department for 24 years. ***MOTION NEEDED***

Request for Increase in Monthly Fee for Prosecution Services
David Jacobson is seeking a $50 per month increase in their 2016 contract for prosecution services. The contract has not been increased since 2013. The 2015 retainer annual contract amount was $11,400. With the requested increase, the annual contract would be $12,000. David Jacobson has provided excellent service to the City. Chief Sjolander and I would both recommend continuing to use Hero Jorstad for prosecution services with the increased contract amount.
MOTION NEEDED

Carriage and Cutter Day Requests for February 27, 2016
Please see the memo included in your packet. ***MOTION NEEDED (Approve all in one motion)***

XII. OTHER BUSINESS

SCHEDULE OF UPCOMING MEETINGS
Please see your agenda

XIII. COUNCIL AND STAFF GENERAL COMMENTS

XIV. ADJOURNMENT

Please contact me, if you have any questions or require additional information.

Pursuant to due call and notice thereof, a City Council Work Session was duly held in the City Hall Council Chambers on the 8th day of December, 2015. The following members were present: Mayor Mike Engel, Council members, Fred Barsness, Richard Nielsen, John Mortensen, and Doug Henke. Also present: City Administrator Mark Vahlsing, City Engineer Joe Rhein, Architect Corey Brunton, Fire Chief John Lee, and Administrative Assistant Pam Blow.

Mayor Engel called the work session to order at 6:02 p.m.

Corey Brunton, Project Architect – Review Detailed Fire Facility Project Construction and Development Cost Estimates

According to Administrator Vahlsing the latest Fire Hall project cost estimates mentioned in the summary include several deducts and financing options. He stated that the next step in the Fire Hall project would be to authorize plans and specifications. This could occur after the December 15th Public Hearing. The public comment period on the project ends because the public comment period ends on December 14th.

Engineer Rhein noted that the cost estimates of $170 to $210 per sq. ft. given in September were target costs based on architect/engineer projections and totaled $2.5 million. Based on the schematic design and updated estimates, the total projected cost now stands at $2.9 million or $195 per sq. ft. Corey Brunton noted that the construction cost estimate spreadsheet was set up by work divisions. (Plumbing, electrical site work etc.) Brunton reviewed each division, and noted that the figures were given by a general contractor and are 2016 prices. According to Architect Brunton, the bids for the project could be awarded in late April, 2016; construction of the facility could begin at the end of June, 2016; and last for five or six months.

Councilmen Hanke asked if local subs could be hired on the project. City Attorney Riggs stated that preference could not legally be given to hiring local firms as sub-contractors. But they could be encouraged to provide bids to general contractors submitting bids for the project.

Engineer Rhein compared the current project cost estimates to the September estimates for a 12,480 sq. ft. structure with an 800 sq. ft. mezzanine. Based on current estimates, the total construction cost of the facility would be $2.45 million. With estimated soft costs of $455,000, the total project would cost in the range of $2.9 million. The engineer and architect determined that there are some alternates that could be used to reduce the final project cost. These alternates would include changing the entrance, eliminating the mezzanine and using a different roofing system. If these changes were made, the estimated project cost would be reduced to $2.7 million.

Administrator Vahlsing briefly reviewed debt repayment options based on USDA financing in the amount $2.75 million and $2.95 million, He also reviewed the annual tax levy impact for residential and commercial properties. He stated that further information on project financing options will be available at the public hearing next week.

There being no further business, the meeting was adjourned at 7:04 p.m.

Pam Blow, Administrative Assistant

Michael Engel, Mayor

Pursuant to due call and notice thereof, a City Council Meeting was duly held in the City Council chambers at 7:07 p.m. on the 8th day of December, 2015. The following members were present: Mayor Mike Engel, Council Members, Fred Barsness, John Mortensen, Richard Nielsen and Doug Henke. Also present: Administrator Mark Vahlsing, Engineer Joe Rhein, Attorney Scott Riggs, and Administrative Assistant Pam Blow

CITIZEN COMMENTS
None

ADOPT AGENDA
Addition: / X / Old Business / B / Update on New Fire Truck. Motion by Nielsen second by Mortensen to adopt the agenda as amended. Motion carried 5-0-0.

CONSENT AGENDA
Motion by Nielsen second by Mortensen to approve the Consent Agenda, which includes payment of check numbers 63963 through 64062; 2462E through 2476E and additional checks 64063 through 64077. Motion carried 5-0-0.

ENGINEERING
Update on 1st Street Reconstruction Project
Engineer Rhein noted that the plans and specifications for this project will be completed for the January, 2016, Council meeting.

Update on Fire Facility Project
Engineer Rhein, reviewed a detailed cost estimate that was based on the building schematic design. Based on the engineers detailed cost estimates, the project budget would be $2.9 million. This is approximately 15-20% higher than the architect's original estimate. Alternates have been identified that could bring project costs down. Rhein noted that a public hearing will be held on Tuesday, December 15th, and following the hearing the council will decide if they want to proceed with the development of plans and specifications.

LEGAL
Minor Subdivision – Festal Farms
Resolution 2015-24: A Resolution Approving Minor Subdivisions of Festal Farms Property
According to Attorney Riggs, the resolution would approve the minor subdivision of an approximate 4.5 acre parcel being purchased by Todd Angelstad.
Motion by Henke, second by Nielsen to approve Resolution 2015-24. Motion carried 5-0-0.

OLD BUSINESS
Possible Sale of City-Owned Parking Lot West of Ace Hardware Store
According to Administrator Vahlsing, an offer of $15,000 was made for the property by the owners of Kenyon Ace Hardware. The offer also stated that the tenants in the apartments would be allowed to continue to use the parking lot. The buyer would continue to use it as a parking lot for their business.

Resolution 2015-26: A Resolution Approving the Sale of City Property
Motion by Barsness, second by Engel to approve Resolution 2015-26, approving the sale of two lots west of the Ace Hardware Store at a cost of $15,000 with stipulations mentioned in the offer for the property. Motion carried 5-0-0.

Update on New Fire Truck
According to Fire Chief John Lee, the new truck should be delivered on December 10th. It will then be fitted with hoses, tools and other supplies. The truck manufacturer, Rosenbauer, will be providing training for the use of the new truck. It will be put into service after all the hoses and other equipment has been installed.

NEW BUSINESS
Resolution 2015-22: A Resolution Adopting the 2016 Budget and Establishing the Tax Levy for Payable

2016
Motion by Nielsen, second by Mortensen to approve Resolution 2015-22. Motion carried 5-0-0.

Resolution 2015-25: A Resolution Committing Capital Fund Balances
Motion by Barsness, second by Henke to approve Resolution 2015-25. Motion carried 5-0-0.

Approve Transfer of Fire Department Year End Remaining Funds to Capital Fund
Administrator Vahlsing commented that this was done last year. Motion by Nielsen, second by Mortensen to approve the transfer. Motioncarried 5-0-0.

2016 Agreement for State Building Code Administration
Motion by Nielsen, second by Mortensen, to approve the agreement. Motion carried 5-0-0.

2016 Tobacco License Renewals
Motion by Engel, second by Henke to approve the licenses for Kenyon Municipal Liquor Store, Kenyon Motor Mart, River Country Co-op (Super America), and Kenyon Market Motion carried 5-0-0.

Approve Hire of Meggan Murphy, Liquor Store Bartender/Clerk
Motion by Barsness, second by Nielsen to approve the hiring of MeggarMurphy. Motion carried 5-0-0.

Keith Cook Request for City Support of Speed Limit Reduction on Hwy. 60
Keith Cook who lives at 1202 Hwy 60 E. noted that all roads coming into Kenyon are posted 45 mph, except Hwy. 60 coming from the east which is 55 mph. Mr. Cook stated in his opinion, the speed limit is too fast and would like to see the City support a speed reduction in that area. Mr. Cook suggested the speed limit should change at the end of the City limits, which is east of his driveway. Administrator Vahlsing noted that the city could send a letter to MN DOT.

Motion by Nielsen, second by Engel to authorize staff to produce a letter directed to the Owatonna office of MN DOT requesting necessary studies be done to affect a reduction in the speed limit. The letter should reference that this area approaches a downhill grade beginning at the City limits. Motion carried 5-0-0.

OTHER BUSINESS
Schedule of Upcoming Meetings
Public Hearing for New Fire Hall Tuesday, December 15th @ 5:30 p.m.
City Council Meeting: Tuesday, January 12th @ 7 p.m.

COUNCIL AND STAFF GENERAL COMMENTS
Scott Riggs extended Happy Holiday wishes to everyone.

Doug Henke noted that the Christmas in Kenyon festivities this past Saturday drew a lot of attention.

John Mortensen asked if we would need to work on an ordinance for drones. Attorney Riggs said that nothing needs to be done at this time until the Federal Government has completed a study on drones. Riggs noted that other ordinance provisions can be used in the interim.

Motion by Barsness, second by Mortensen to adjourn the meeting at 7:33 p.m. Motion carried 5-0-0.

Pam Blow, Administrative Assistant

Michael Engel, Mayor

Pursuant to due call and notice thereof, a Special City Council Meeting was duly held in the City Council chambers at 5:30 p.m. on the 15th day of December, 2015. The following members were present: Mayor Mike Engel, council members, Fred Barsness, John Mortensen, Doug Henke and Richard Nielsen. Also present: City Administrator Mark Vahlsing, Engineer Joe Rhein, Corey Brunton, and Fire Chief John Lee.
Attendees at Public Hearing: Tom Nielsen, Ashley Tully, Jacob Prondzinski, Keith Cook, Bernie Overby, Joyce Anderson, Elden Ehrich, Chris Petricka, Gunnar Olson, Amy Reding, Lee Sjolander.

Public Hearing: To Present the Fire Facility Project Plans and Discuss Possible USDA Rural Development Financing

Mayor Engel opened the public hearing at 5:35 p.m.

Engineer Rhein gave background on buying the four acre parcel for the proposed Fire Hall, and noted that the conceptual plan and schematic design was approved by the Council. The completed schematic design includes the floor plan, including offices, training rooms, rest rooms, equipment bays, and the exterior views of the building. The next step for this project is the preparation of final design and specifications. Alternates/deducts would be included in the final plan documents. According to Engineer Rhein, after the council awards the contract, construction would start in the late spring or summer of 2016.

Administrator Vahlsing noted that this is the third time that planning for a new fire hall has been addressed. Previously, planning was done in 2007 and 2011. The current design is a result of the work of the Fire Facility Committee, City staff and the Council. Designs were considered that had exterior construction made of steel and precast concrete. The current estimate of $2.7 million to $2.9 million is 15% higher than the engineer's preliminary estimate and is based on costs provided by a general contractor.

Engineer Rhein commented that until a design is completed, it is difficult to estimate costs. He also mentioned that precast concrete was preferred over steel for the building material. There are options to reduce costs, but actual numbers won't be known until bids are received. Rhein also noted that over time, a metal building would have higher maintenance costs than the precast type. Corey Brunton commented that the Fire Facility Committee decided on precast concrete because it provides for a longer life of the building and it will withstand storms better than steel. This building can be used as an emergency command center when needed.

Tom Nielsen asked about a flat roof versus a steel roof, and Corey Brunton noted that the energy code has changed for steel buildings and the insulation and treatment of the apparatus bay would not be the same as for precast. According to Brunton, precast buildings are better because they have higher performance on insulation and an overall better value for the cost.

There was a question about tax increases and Administrator Vahlsing reviewed the debt repayment for a new facility. According to Vahlsing, a loan from USDA Rural Development at a 3.5% interest rate is in process and is structured for a thirty-nine year repayment. Payments of $132,600 on a $2.7 million loan would start in 2018, if the facility is constructed in 2016. The City Hall building will be paid off in three years and the payments are $90,000 per year. The difference between the City Hall debt service payment and the Fire Facility debt service payment would be approximately $40,000. Because of the 2016 levy increase of approximately $45,000, property taxes should not be affected after City Hall has been paid in full. Engineer Rhein noted that the USDA financing is the most attractive option. According to Rhein, if a smaller building made out of steel was constructed, the difference in financing over the life of the loan is only about $1 per month on a home valued at $100,000.

According to Architect Brunton, realistically 1200 sq. ft. is the smallest building size considered in order to have sufficient room to store all the fire trucks and equipment. Currently, the equipment is stored in four different locations. Brunton noted that the bids will tell what the final costs will be. The Townships will be asked to contribute to the new facility, but the contribution toward the building costs is not figured into the Fire contracts.

Administrator Vahlsing noted that if the City Hall debt were paid off early, the debt service payments for the Fire Hall would not be a major impact on property taxes. Bernie Overby commented that the bids should be submitted as early as possible. Engineer Rhein noted that early spring is a good time to advertise for bids. It will take three months to prepare the plans and specifications. The bids could be opened in April if the Council approves the preparation of the plans and specifications at this meeting tonight.

Engineer Rhein reviewed the project cost information, and recommended that the bids include the price of the building with alternates. Those alternates include the roof, eliminating the mezzanine, and changing the entry to the building. Using these alternates will give the council flexibility. Corey Brunton noted that construction costs have gone up in the last five years. Rhein noted that keeping all the options in the plans will help to get competitive bids. The final decision to go ahead with the construction of the building will be made after the bids are received.

Councilman Henke noted that he has been a part of the planning process from its inception, and everything that can be eliminated has been cut out in order to get a workable, affordable building.

Fire Chief Lee noted that the department is keeping the old pumper after the new one is put into service in order to keep the current insurance ISO insurance rating. Having ten bays in the new facility will allow for all of the equipment to be located in one place. Engineer Rhein noted that the cost of the equipment bays is not the same per square foot as for office space because of the finishes.

According to Architect Brunton, the four acre building site will allow for expansion of the facility in the future if needed. The location also allows for access to major arterials and is not in a residential area. Engineer Rhein noted that all construction work will occur on the City's property. Site work will include removal of trees and construction of a storm water pond.

Administrator Vahlsing noted that the proceeds of an eventual sale of the old Fire Hall would be applied to the debt for the new facility.

Motion by Engel, second by Nielsen to close the Public Hearing at 6:49 p.m. Motion carried 5-0-0.

Further Review of Detailed Fire Facility Project Cost Estimates

Councilman Barsness noted that removal of the hill/trestle could be done at a later date and not be included in the bid for the project. The storm water pond would be located between the parking lot and the hill.

According to Engineer Rhein, the most current cost estimate is $2.91 million and includes the three alternates identified previously. Corey Brunton noted that having the alternate/deducts identified before going to bids will give the contractors flexibility. The plans and specifications will have to be approved by the Council. Several of the council members commented that eight bays will not be sufficient for storage of the equipment. Brunton noted that the costs in the bid will be broken down

by division (electric, plumbing, site work etc.), and we can ask for a schedule of values from the lowest bidders. Fire Chief Lee noted that a company may be donating the gear lockers.

Chief John Lee noted that the mezzanine would hold items that are used periodically. Lee requested that the alternate options would include supports for a mezzanine if it becomes eliminated in the final plans.

Authorize Final Design Work Including Preparation of Plans and Specifications for Fire Facility Project

Motion by Engel, second by Henke to authorize the engineer and architect to perform the final design and prepare plans and specifications to preserve the building size with ten apparatus bays plus any and all alternates determined to include in the project, including changes to the roof, the entrance, and eliminating the mezzanine. Motion carried 4-1-0 with Nielsen voting against the motion.

Meeting adjourned to Fire Hall to view the new pumper.

Motion by Engel, second by Nielsen to adjourn the meeting at 8:15 p.m. Motion carried 5-0-0.

_____ _____

Pam Blow, Administrative Assistant Michael Engel, Mayor

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MEMORANDUM

Date: January 12, 2016
To: Kenyon City Council
City Administrator Mark Vahlsing
From: City Engineer Joe Rhein
Subject: First Street Improvement Project
Consider Plan Approval

At their meeting on November 10, 2015 the Kenyon City Council held a public hearing on the proposed improvements for the segment of First Street from Red Wing Avenue to Bullis Street. Following the public hearing the Council approved the Feasibility Report for the proposed improvements and officially ordered the project.

Based on the direction of the City Council, work has proceeded on the bidding documents for the proposed project. Transmitted with this memo are the following materials associated with the bidding documents:

- Draft Plan Set (partial – 11 sheets of 32 total sheets)
- Engineer's Estimate prepared on the Draft Plan Set
- Draft Advertisement for Bid

A brief review of each item follows:

Draft Plan Set

The entire plan set prepared for the First Street Improvement Project is 32 sheets. For the sake of brevity, a partial set of 11 representative sheets is provided for review by the City Council. A hard copy of the complete 32 sheet plan has been provided to the City Administrator and is available for review at City Hall as needed.

The Feasibility Report identified base utility and street improvements for First Street from Red Wing Avenue to Bullis Street. It also identified a number of optional improvements that could be included in the project. In their action to order the project, the City Council directed to include the base work, as well as the optional improvement of a sidewalk extension along the north side of First Street from Spring Street to Depot Park. The optional improvement was to be included as an alternate to the base improvements. No other optional improvements were chosen for inclusion in the project.

The draft plan set has been prepared in accordance with the direction from the City Council.

Additionally, during development of the draft plans KMU Superintendent Randy Eggert requested the hydrant at the intersection of First Street and Spring Street be excluded from the project. The Feasibility Report had proposed to replace that hydrant. KMU indicated their preference is to address this hydrant outside of the project. The request from KMU has been incorporated, and the draft plans include no work on the existing hydrant.

Engineer's Estimate

An Engineer's Estimate based on the complete draft plan set has been prepared and is included with this memo for review by the City Council. A summary of the current Engineer's Estimate is shown in the table below, compared to the estimated costs from the Feasibility Report.

Estimated Construction Cost Comparison				
Item	**Feasibility Report**	**Draft Plan**	**Difference**	**%**
Part 1 – Sanitary Sewer[A]	$ 120,615	$ 111,681	- $ 8,934	- 7.4%
Part 2 – Water System	$ 26,372	$ 18,347	- $ 8,025	- 30.4%
Part 3 – Storm Sewer	$ 22,970	$ 26,472	$ 3,502	15.3%
Part 4 – Street Improvements[B]	$ 392,730	$ 382,482	- $ 10,248	- 2.6%
Total Base Bid	**$ 562,687**	**$ 538,982**	**- $ 23,705**	**- 4.2%**
Alternate - Sidewalk to Park	$ 11,494	$ 13,143	$ 1,649	14.3%

[A] *Includes sanitary sewer services*

[B] *Includes sidewalk replacement*

It should be noted the amounts shown in the preceding table are for construction costs only, and do not include things such as Administration, Engineering, Legal, and Fiscal costs associated with the project.

As seen in the table, the current Engineer's Estimate for the base bid construction cost is consistent with the costs from the Feasibility Report, with the current estimate approximately 4.2% lower than the costs from the report. The reason for the difference between the estimated costs in the report and the current estimate is due to minor changes in estimated item quantities and/or prices during final plan preparation.

The current estimated construction cost for the Alternate Sidewalk Extension to Depot Park is approximately $1,649 higher than in the Feasibility Report. This is due to accounting for the increased pavement thickness that would be required where the sidewalk crosses driveways and the alley.

Draft Advertisement for Bid

A draft Advertisement for Bids has been prepared and is provided for consideration. Minnesota Statutes require the ad be published at least once each in the official newspaper and an industry trade journal, at least 21 days prior to the opening of bids. The proposed publication schedule is shown at the end of the advertisement and complies with Statute. In addition to publication, the advertisement would also be placed electronically.

Items that need to be verified on the final advertisement submitted for publication are: location for the opening of bids (City Hall is recommended) and the time and date for opening of bids. Those items have been highlighted on the draft advertisement. The time and date recommended for the bid opening is 2:00 pm on Thursday, February 25th.

Schedule

Based on the information contained in this memo, listed below is a summary of the upcoming milestones in the project schedule. The schedule shown here is consistent with the schedule provided in the Feasibility Report.

- January 12th — Approve Plans; Set Time and Date for Bid Opening; Authorize Ad.
- February 25th — Open bids.
- March 8th — Consider award of construction contract.
- Mid-May — Start Construction
- July 29th — Construction Substantially Complete

Action

If the City of Kenyon wishes to proceed with the First Street Improvement Project, the following actions are recommended via Resolution:

- Approve the plans and specifications.
- Set the time and date for the opening of bids.
- Approve the advertisement for bids and authorize publication.

We will be present at the City Council meeting on January 12th to review this information. If you wish to discuss this matter in advance of the meeting, please contact me at 651-968-7384.

Attachments:

- Draft Construction Plan Excerpt (11 pages)
- Engineer's Estimate
- Draft Advertisement for Bids

ENGINEER'S ESTIMATE

FIRST STREET IMPROVEMENT PROJECT
CITY OF KENYON, MINNESOTA
BMI PROJECT NO. N15.109279

BASE BID
$538,982.00

Prepared 1-6-16

PART 1 - SANITARY SEWER

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	REMOVE SEWER PIPE (SANITARY)	72	LF	$7.50	$540.00
2	REMOVE MANHOLE	3	EA	$500.00	$1,500.00
3	SANITARY SEWER BYPASS	1	LS	$5,000.00	$5,000.00
4	CONNECT TO EXISTING SANITARY PIPE	4	EA	$500.00	$2,000.00
5	CONNECT TO EXISTING SEWER SERVICE	21	EA	$400.00	$8,400.00
6	4" SDR-26 SANITARY SEWER SERVICE	703	LF	$24.00	$16,872.00
7	8" SDR-35 SANITARY SEWER PIPE	965	LF	$38.00	$36,670.00
8	12" SDR-35 SANITARY SEWER PIPE	72	LF	$42.00	$3,024.00
9	IMPROVED PIPE FOUNDATION	1740	LF	$5.00	$8,700.00
10	8"x4" SDR-26 SANITARY SEWER WYE	21	EA	$75.00	$1,575.00
11	CONSTRUCT MANHOLE - 48"	4	EA	$3,000.00	$12,000.00
12	CONSTRUCT MANHOLE OVER EXISTING EXISTING PIPE - 48"	2	EA	$3,250.00	$6,500.00
13	CASTING ASSEMBLY, SANITARY	6	EA	$650.00	$3,900.00
14	EXPLORATORY EXCAVATION	20	EA	$250.00	$5,000.00
	TOTAL PART 1 - SANITARY SEWER:				$111,681.00

PART 2 - WATER SYSTEM

15	CONNECT TO EXISTING WATER MAIN - 6"	2	EA	$500.00	$1,000.00
16	CONNECT TO EXISTING WATER MAIN - 2"	1	EA	$2,000.00	$2,000.00
17	REMOVE WATER MAIN PIPE	10	LF	$10.00	$100.00
18	6" DIP WATERMAIN, CL. 52	66	LF	$60.00	$3,960.00
19	WATERMAIN OFFSET	40	LF	$100.00	$4,000.00
20	6" GATE VALVE & BOX	1	EA	$1,750.00	$1,750.00
21	WATERMAIN FITTINGS	245	LB	$7.60	$1,862.00
22	CUT IN 6" X 6" TEE	1	EA	$1,500.00	$1,500.00
23	2" CORPORATION STOP	1	EA	$300.00	$300.00
24	2" WATER SERVICE	45	LF	$35.00	$1,575.00
25	ADJUST VALVE BOX	1	EA	$300.00	$300.00
	TOTAL PART 2 - WATER SYSTEM:				$18,347.00

PART 3 - STORM SEWER

26	REMOVE SEWER PIPE (STORM)	146	LF	$15.00	$2,190.00
27	REMOVE MANHOLE (STORM)	1	EA	$500.00	$500.00
28	REMOVE CATCH BASIN	4	EA	$400.00	$1,600.00
29	12" RCP STORM SEWER, CLASS 5	78	LF	$36.00	$2,808.00
30	15" RCP STORM SEWER, CLASS 5	10	LF	$42.00	$420.00
31	18" RCP STORM SEWER, CLASS 3	29	LF	$46.00	$1,334.00
32	30" RCP STORM SEWER, CLASS 3	20	LF	$66.00	$1,320.00
33	4" DRAINTILE	40	LF	$15.00	$600.00
34	ADJUST CATCH BASIN CASTING	3	EA	$500.00	$1,500.00
35	ADJUST FRAME & RING CASTING	1	EA	$500.00	$500.00
36	CONNECT TO EXISTING STORM PIPE	4	EA	$750.00	$3,000.00
37	CONNECT EXISTING DRAIN TILE TO CATCH BASIN	4	EA	$250.00	$1,000.00
38	CONST DRAINAGE STRUCTURE DES. 4020-60"	1	EA	$3,200.00	$3,200.00
39	CONST DRAINAGE STRUCTURE DES. R-1 (2'X3')	2	EA	$2,500.00	$5,000.00
40	CASTING ASSEMBLY, STORM	3	EA	$500.00	$1,500.00
	TOTAL PART 3 - STORM SEWER:				$26,472.00

PART 4 - STREET IMPROVEMENTS

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
41	MOBILIZATION	1	LS	$25,000.00	$25,000.00
42	CLEARING & GRUBBING	6	TREE	$1,400.00	$8,400.00
43	TRAFFIC CONTROL	1	LS	$2,500.00	$2,500.00
44	TEMPORARY ROCK CONSTRUCTION ENTRANCE	1	EA	$2,000.00	$2,000.00
45	REMOVE BITUMINOUS	5242	SY	$3.50	$18,347.00
46	REMOVE CURB & GUTTER	2675	LF	$4.60	$12,305.00
47	REMOVE CONCRETE DRIVEWAY PAVEMENT	77	SY	$7.25	$558.25
48	REMOVE CONCRETE WALK	3817	SF	$1.25	$4,771.25
49	SAWING BITUMINOUS PAVEMENT	237	LF	$4.00	$948.00
50	SAWING CONCRETE PAVEMENT	265	LF	$5.25	$1,391.25
51	COMMON EXCAVATION (P)	2330	CY	$12.00	$27,960.00
52	SUBGRADE EXCAVATION	233	CY	$15.00	$3,495.00
53	GEOTEXTILE FABRIC	6381	SY	$2.50	$15,952.50
54	TOPSOIL BORROW (LV)	100	CY	$25.00	$2,500.00
55	AGGREGATE BASE CL 5 (LV)	3288	TON	$18.50	$60,828.00
56	STABILIZING AGGREGATE (LV)	420	TON	$14.50	$6,090.00
57	CONCRETE DRIVEWAY PAVEMENT (6")	108	SY	$50.00	$5,400.00
58	CONCRETE DRIVEWAY PAVEMENT (8")	16	SY	$65.00	$1,040.00
59	CONCRETE CURB & GUTTER, DES. B624	2688	LF	$15.00	$40,320.00
60	TYPE SP 9.5 WEARING COURSE (3,B)(1.5")	479	TON	$82.00	$39,278.00
61	TYPE SP 12.5 NON WEARING COURSE (3,B)(2")	640	TON	$82.00	$52,480.00
62	BITUMINOUS TACK COAT	264	GAL	$2.50	$660.00
63	4" CONCRETE WALK	3148	SF	$4.25	$13,379.00
64	6" CONCRETE WALK	748	SF	$5.25	$3,927.00
65	TRUNCATED DOMES	112	SF	$60.00	$6,720.00
66	INLET PROTECTION	9	EA	$200.00	$1,800.00
67	SODDING, TYPE LAWN	3410	SY	$5.20	$17,732.00
68	SILT FENCE	273	LF	$3.25	$887.25
69	HYDROMULCH - TEMPORARY SEEDING	1450	SY	$1.25	$1,812.50
70	STREET SWEEPER	20	HR	$125.00	$2,500.00
71	WATER FOR DUST CONTROL	10	MGAL	$50.00	$500.00
72	SALVAGE AND REINSTALL STREET SIGN	10	EA	$100.00	$1,000.00
	TOTAL PART 4 - STREET IMPROVEMENTS:				$382,482.00

BASE BID SUMMARY:

TOTAL PART 1 - SANITARY SEWER:	$111,681.00
TOTAL PART 2 - WATER SYSTEM:	$18,347.00
TOTAL PART 3 - STORM SEWER:	$26,472.00
TOTAL PART 4 - STREET IMPROVEMENTS:	$382,482.00
TOTAL BASE BID:	**$538,982.00**

ALTERNATE BID: SIDEWALK EXTENSION - SPRING STREET TO DEPOT PARK

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
A-1	REMOVE CONCRETE DRIVEWAY PAVEMENT	21	SY	$7.25	$152.25
A-2	REMOVE CONCRETE WALK	175	SF	$1.25	$218.75
A-3	COMMON EXCAVATION (P)	57	CY	$15.00	$855.00
A-4	AGGREGATE BASE CL 5 (LV)	51	TON	$22.00	$1,122.00
A-5	CONCRETE DRIVEWAY PAVEMENT (6")	36	SY	$50.00	$1,800.00
A-6	CONCRETE DRIVEWAY PAVEMENT (8")	22	SY	$65.00	$1,430.00
A-7	4" CONCRETE WALK	1780	SF	$4.25	$7,565.00
	TOTAL ALTERNATE BID:				$13,143.00

SECTION 00100 - ADVERTISEMENT FOR BIDS

First Street Improvement Project

City of Kenyon
Kenyon, MN

RECEIPT AND OPENING OF PROPOSALS: Sealed proposals for the work described below will be received at the Office of the City Administrator, City of Kenyon, 709 2nd Street, Kenyon, MN 56343-0156 until 2:00 PM on February 25, 2016 at which time the bids will be opened and publicly read.

DESCRIPTION OF WORK: The work includes the construction of approximately:

1,000	LF	PVC Sanitary Sewer
4	EA	4' Diameter Manholes
21	EA	Sanitary Sewer Services
100	LF	6" DIP Water Main
140	LF	12" to 30" RCP Storm Sewer
3	EA	Storm Sewer Structures
5,200	SY	Bituminous Surface Removal
2,300	CY	Common Excavation
3,250	TN	Aggregate Base Class 5
1,100	TN	Bituminous Pavement
2,675	LF	B624 Concrete Curb and Gutter
3,850	SF	Concrete Sidewalk
120	SY	Concrete Driveway Aprons
3,400	SY	Sodding

together with numerous related items of work, all in accordance with Plans and Specifications.

This project is subject to Responsible Contractor Certification in accordance with Minnesota Statutes.

PLANHOLDERS LIST, ADDENDUMS AND BID TABULATION: The planholders list, addendums and bid tabulations will be available for download on-line at www.bolton-menk.com or www.questcdn.com. Any addendums may also be distributed by mail, fax or email.

TO OBTAIN BID DOCUMENTS: Complete digital project bidding documents are available at www.bolton-menk.com or www.questcdn.com. You may view the digital plan documents for free by entering Quest project #_____ on the website's Project Search page. Documents may be downloaded for $20.00. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, viewing, downloading, and working with this digital project information. An optional paper set of project documents is also available for a nonrefundable price of $50.00 per set, which includes applicable sales tax and shipping. Please make your check to payable to Bolton & Menk, Inc. and send it to 2035 County Road D East, Suite B, Maplewood, MN 55109-5314, (651) 704-9970, fax (651) 704-9971.

Direct inquires to Engineer's Project Manager, **Joseph Rhein** at **651-968-7384**.

BID SECURITY: A certified check or proposal bond in the amount of not less than 5 percent of the total amount bid, drawn in favor of the City of Kenyon shall accompany each bid.

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OWNER'S RIGHTS RESERVED: The Owner reserves the right to retain the deposits of the 3 lowest Bidders for a period not to exceed 60 days after the date and time set for the Opening of Bids. No Bids may be withdrawn for a period of 60 days after the date and time set for the Opening of Bids.

OWNER'S RIGHTS RESERVED: The Owner reserves the right to reject any or all bids and to waive any irregularities and informalities therein and to award the Contract to other than the lowest bidder if, in their discretion, the interest of the Owner would be best served thereby.

Mark Vahlsing
City Administrator

Published:

Kenyon Leader:	February 3, 2016
Finance and Commerce:	February 3, 2016; February 10, 2016

******END OF SECTION******

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CITY OF KENYON

CONSTRUCTION PLANS FOR

FIRST STREET IMPROVEMENT PROJECT

SANITARY SEWER, STORM SEWER, WATER MAIN, CONCRETE CURB & GUTTER
CONCRETE DRIVEWAYS & SIDEWALKS, AGGREGATE BASE & BITUMINOUS PAVEMENT

JANUARY, 2016

SHEET INDEX

SHEET NO.	TITLE
G0.01	TITLE SHEET
G0.02	LEGEND
C0.01-C0.04	EXISTING CONDITIONS & REMOVAL PLANS
C1.01-C1.04	TYPICAL SECTIONS & DETAILS
C2.01-C2.04	SWPPP
C4.01-C4.04	UTILITY PLAN & PROFILES
C6.01-C6.05	STREET PLAN & PROFILES
C9.01-C9.09	CROSS SECTIONS

* THIS PLAN CONTAINS 32 SHEETS *

RESOURCE LIST

CITY OF KENYON

City Hall
709 Second Street
Kenyon, MN 55946
507-789-6415

City Administrator
Mark Vahlsing

Public Works Director
Steve Baalson

Kenyon Municipal Utility Superintendent
Randy Eggert

Mayor: Mike Engel

City Council Members
Richard Nieber
John Mortensen
Doug Henke
Fred Barnes

City Engineer
(Consultant)
Joseph R. Rhein, P.E.
Bolton & Menk, Inc

City Attorney
Scott Riggs
Kennedy & Graven

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JOSEPH R. RHEIN

LIC. NO. 23781 DATE 01/07/2016

DATE: _____

PLAN REVISIONS		
DATE	SHEET NUMBER	APPROVED BY

N

0 500 1000
SCALE FEET

MAP OF THE
CITY OF KENYON
GOODHUE COUNTY, MN

MAP LEGEND

- PROJECT LIMITS
- BID LOCATION
- BITUMINOUS MILLINGS STOCKPILE SITE

PROJECT DATUM:
HORIZONTAL: HARN 2011 COUNTY COUNTY COORDINATE SYSTEM

VERTICAL: NAVD 1988

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2035 County Road D East, Suite B
Maplewood, Minnesota 55109-5314
ph:651-704-9970 fax:651-704-9971

	CITY OF KENYON, MINNESOTA	SHEET
	FIRST STREET IMPROVEMENT PROJECT	G0.01
	TITLE SHEET	

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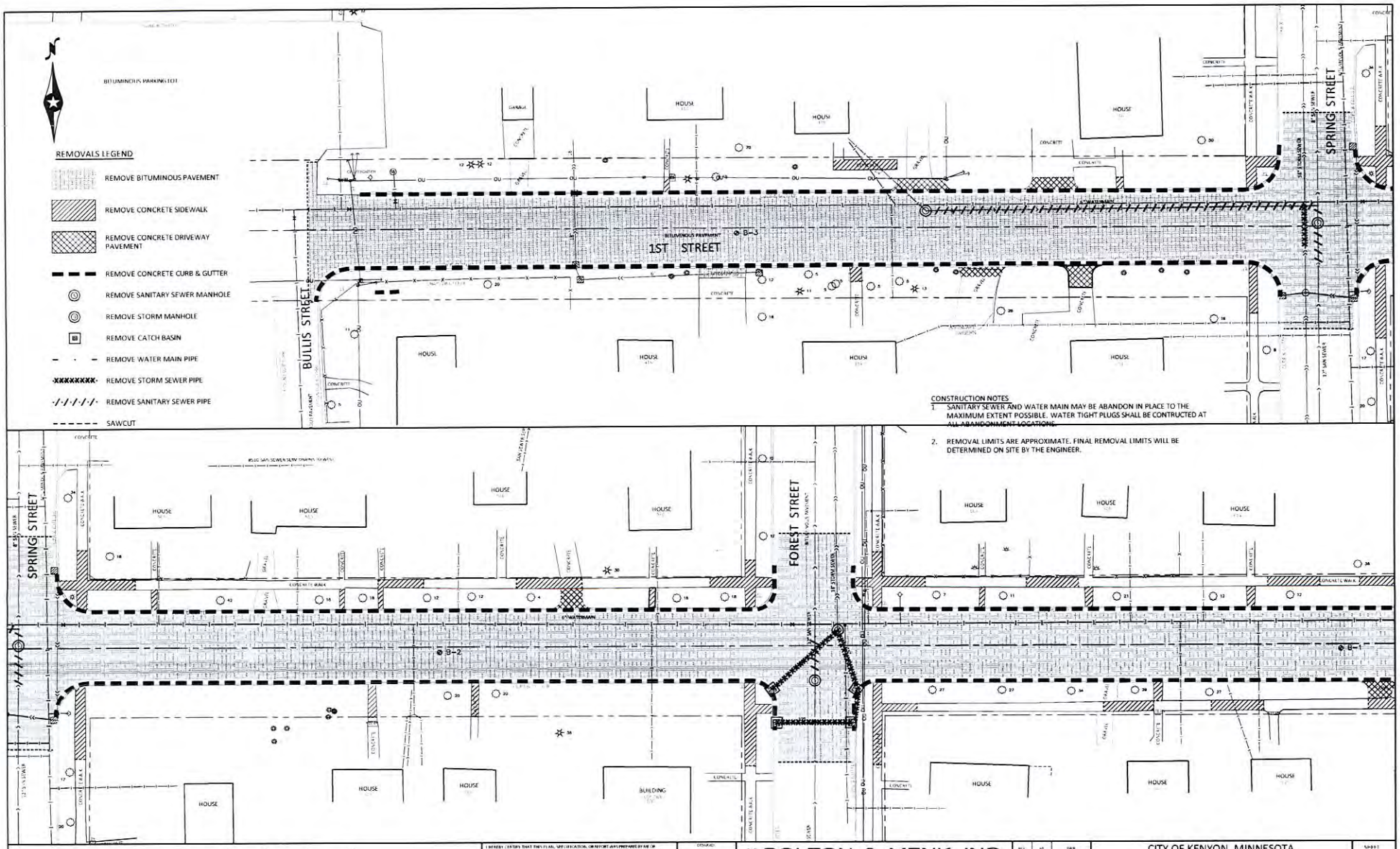

CONSTRUCTION NOTES

1. SANITARY SEWER AND WATER MAIN MAY BE ABANDON IN PLACE TO THE MAXIMUM EXTENT POSSIBLE. WATER TIGHT PLUGS SHALL BE CONTRUCTED AT ALL ABANDONMENT LOCATIONS.
2. REMOVAL LIMITS ARE APPROXIMATE. FINAL REMOVAL LIMITS WILL BE DETERMINED ON SITE BY THE ENGINEER.

HORZ SCALE 0 20 40 FEET

VERT SCALE 0 5 10 FEET

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JOSEPH R. RHEIN

LIC. NO. 23781 DATE 01/07/2016

DESIGNED BH
DRAWN BH
CHECKED JR

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2035 County Road D East, Suite B
Maplewood, Minnesota 55109-5314
ph 651-704-9970 fax 651-704-9971

REV.	BY	DATE

CITY OF KENYON, MINNESOTA
FIRST STREET IMPROVEMENT PROJECT
REMOVALS - FIRST STREET
8+00-20+00

SHEET C0.03

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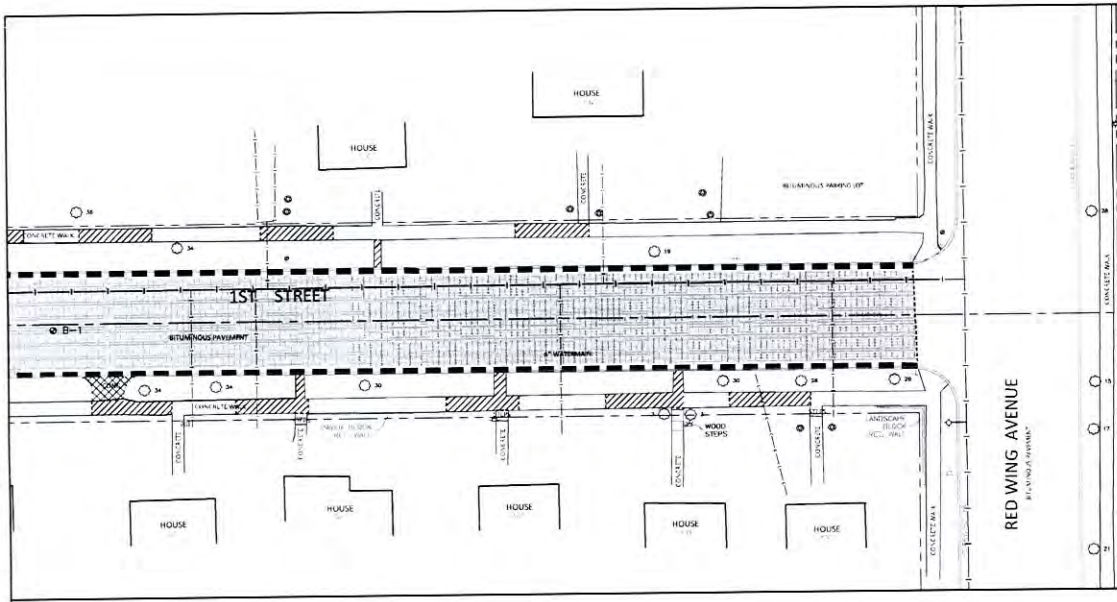

REMOVALS LEGEND

- REMOVE BITUMINOUS PAVEMENT
- REMOVE CONCRETE SIDEWALK
- REMOVE CONCRETE DRIVEWAY PAVEMENT
- REMOVE CONCRETE CURB & GUTTER
- REMOVE SANITARY SEWER MANHOLE
- REMOVE STORM MANHOLE
- REMOVE CATCH BASIN
- REMOVE WATER MAIN PIPE
- REMOVE STORM SEWER PIPE
- REMOVE SANITARY SEWER PIPE
- SAWCUT

CONSTRUCTION NOTES:

1. SANITARY SEWER AND WATER MAIN MAY BE ABANDON IN PLACE TO THE MAXIMUM EXTENT POSSIBLE. WATER TIGHT PLUGS SHALL BE CONTRUCTED AT ALL ABANDONMENT LOCATIONS.
2. REMOVAL LIMITS ARE APPROXIMATE. FINAL REMOVAL LIMITS WILL BE DETERMINED ON SITE BY THE ENGINEER.

HORZ 0 20 40 SCALE FEET
VERT 0 5 10 SCALE FEET

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JOSEPH R. RHEIN
Lic. No. 23781 Date 01/07/2016

DESIGNED BH
DRAWN BH
CHECKED JR

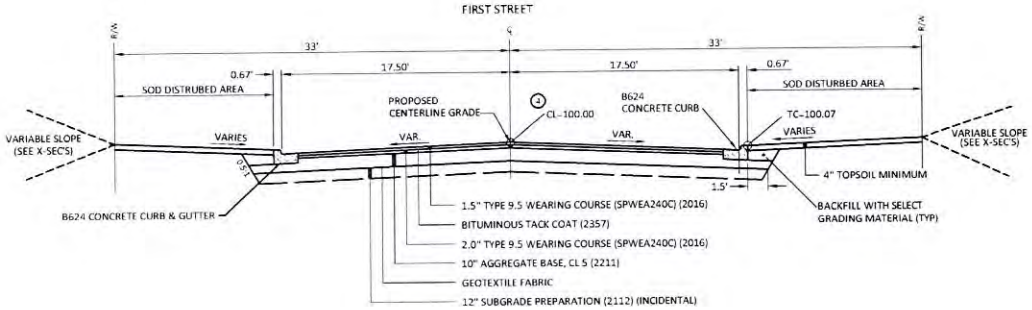
BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2035 County Road D East, Suite B
Maplewood, Minnesota 55109-5314
ph 651-704-9970 fax 651-704-9971

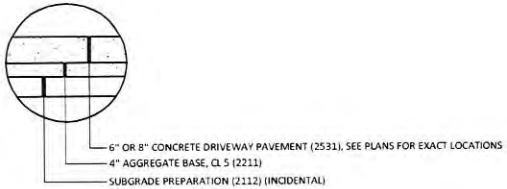
No.	BY	DATE

CITY OF KENYON, MINNESOTA
FIRST STREET IMPROVEMENT PROJECT
REMOVALS - FIRST STREET
20+00-25+50

SHEET C0.04

TYPICAL SECTION





CONCRETE DRIVEWAY PAVEMENT

NOT TO SCALE

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JOSEPH R RHEIN

LIC. NO. 23781 DATE 01/07/2016

DESIGNED BH
DRAWN BH
CHECKED JR

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2035 County Road D East, Suite B
Maplewood, Minnesota 55109-5334
ph 651-704-9970 fax 651-704-9971

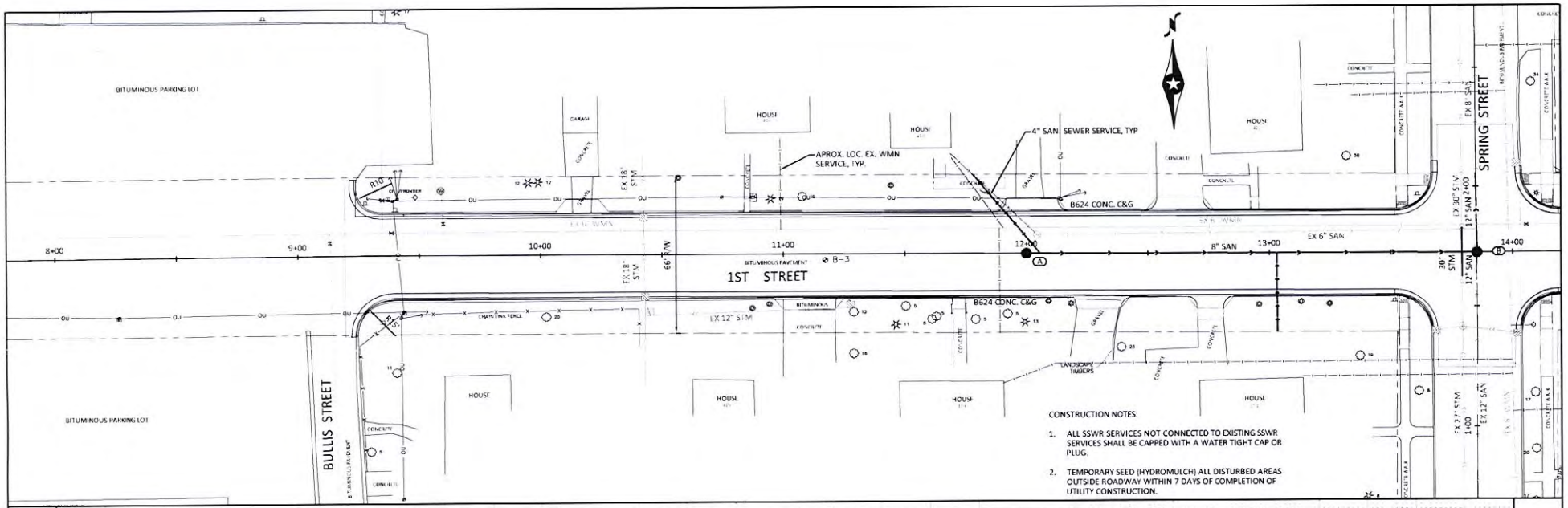
REV.	BY	DATE

CITY OF KENYON, MINNESOTA

FIRST STREET IMPROVEMENT PROJECT

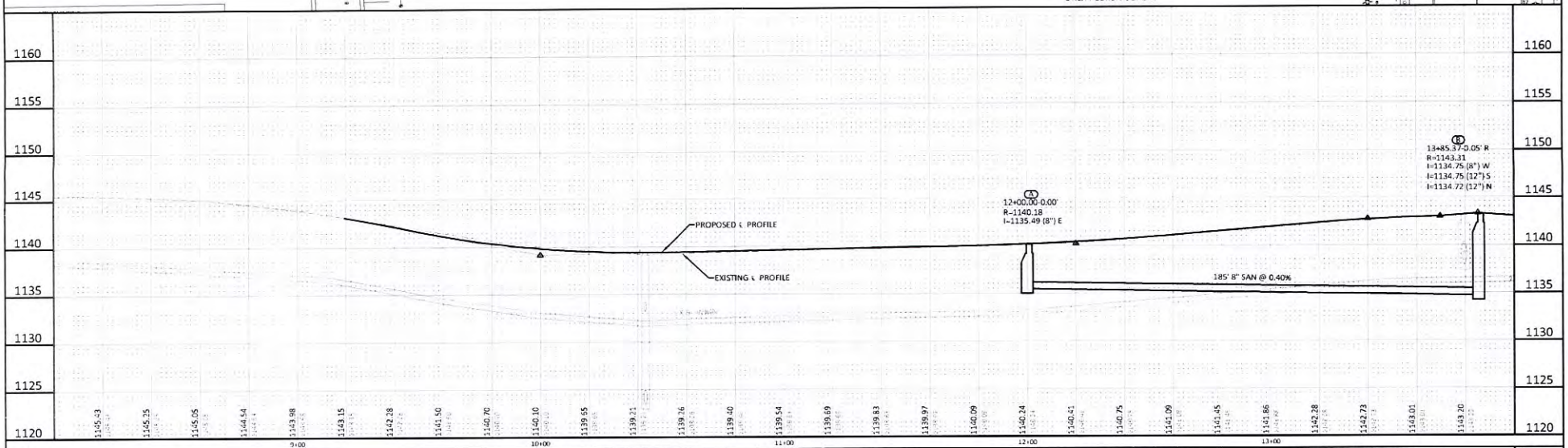
TYPICAL SECTIONS

SHEET C1.01



CONSTRUCTION NOTES:

1. ALL SSWR SERVICES NOT CONNECTED TO EXISTING SSWR SERVICES SHALL BE CAPPED WITH A WATER TIGHT CAP OR PLUG.
2. TEMPORARY SEED (HYDROMULCH) ALL DISTURBED AREAS OUTSIDE ROADWAY WITHIN 7 DAYS OF COMPLETION OF UTILITY CONSTRUCTION.



HORZ SCALE 0 20 40 FEET
VERT SCALE 0 5 10 FEET

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JOSEPH R. RHEIN
LIC. NO. 23781 DATE 01/07/2016

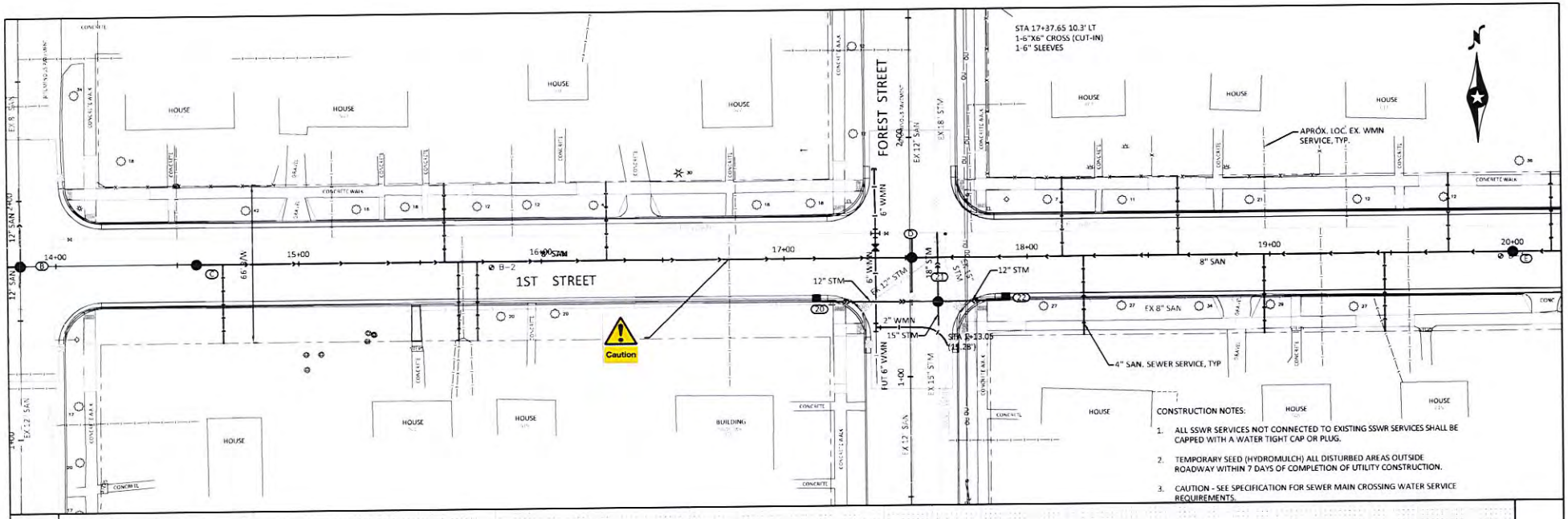
DESIGNED BH
DRAWN BH
CHECKED JR

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2035 County Road D East, Suite B
Maplewood, Minnesota 55109-5314
ph 651-704-9970 fax 651-704-9971

REV	BY	DATE

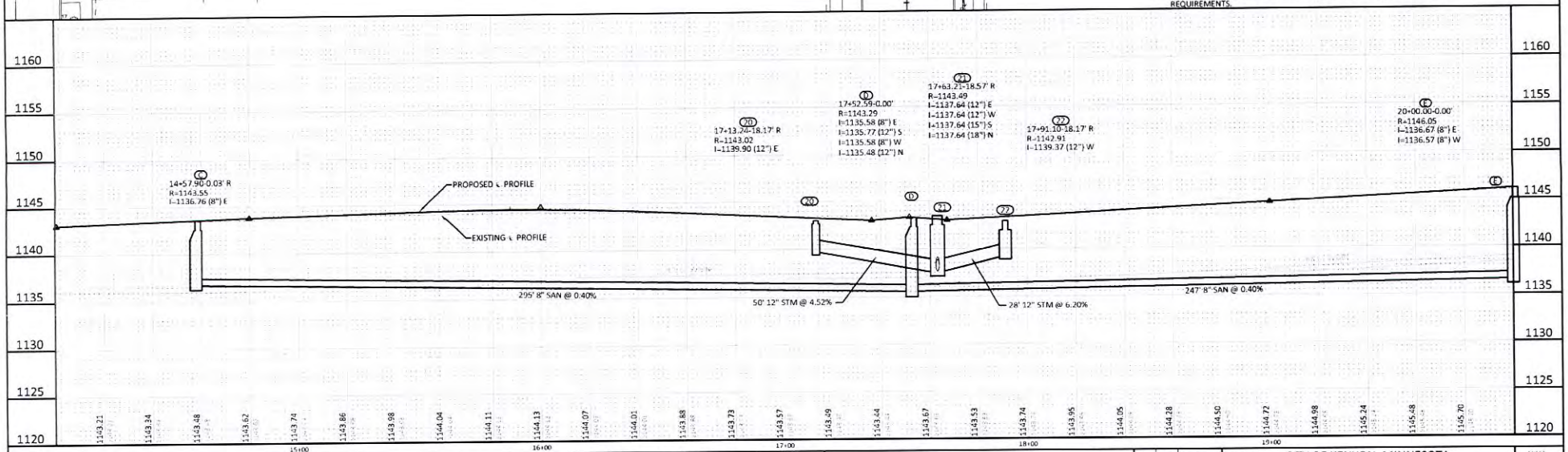
CITY OF KENYON, MINNESOTA
FIRST STREET IMPROVEMENT PROJECT
UTILITY PLAN & PROFILE - FIRST STREET
8+00-14+00

SHEET C4.01



CONSTRUCTION NOTES:

1. ALL SSWR SERVICES NOT CONNECTED TO EXISTING SSWR SERVICES SHALL BE CAPPED WITH A WATER TIGHT CAP OR PLUG.
2. TEMPORARY SEED (HYDROMULCH) ALL DISTURBED AREAS OUTSIDE ROADWAY WITHIN 7 DAYS OF COMPLETION OF UTILITY CONSTRUCTION.
3. CAUTION - SEE SPECIFICATION FOR SEWER MAIN CROSSING WATER SERVICE REQUIREMENTS.



HORZ SCALE 0 20 40 FEET
VERT SCALE 0 5 10 FEET

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JOSEPH R. RHEIN
LIC. NO. 23781 DATE 01/07/2016

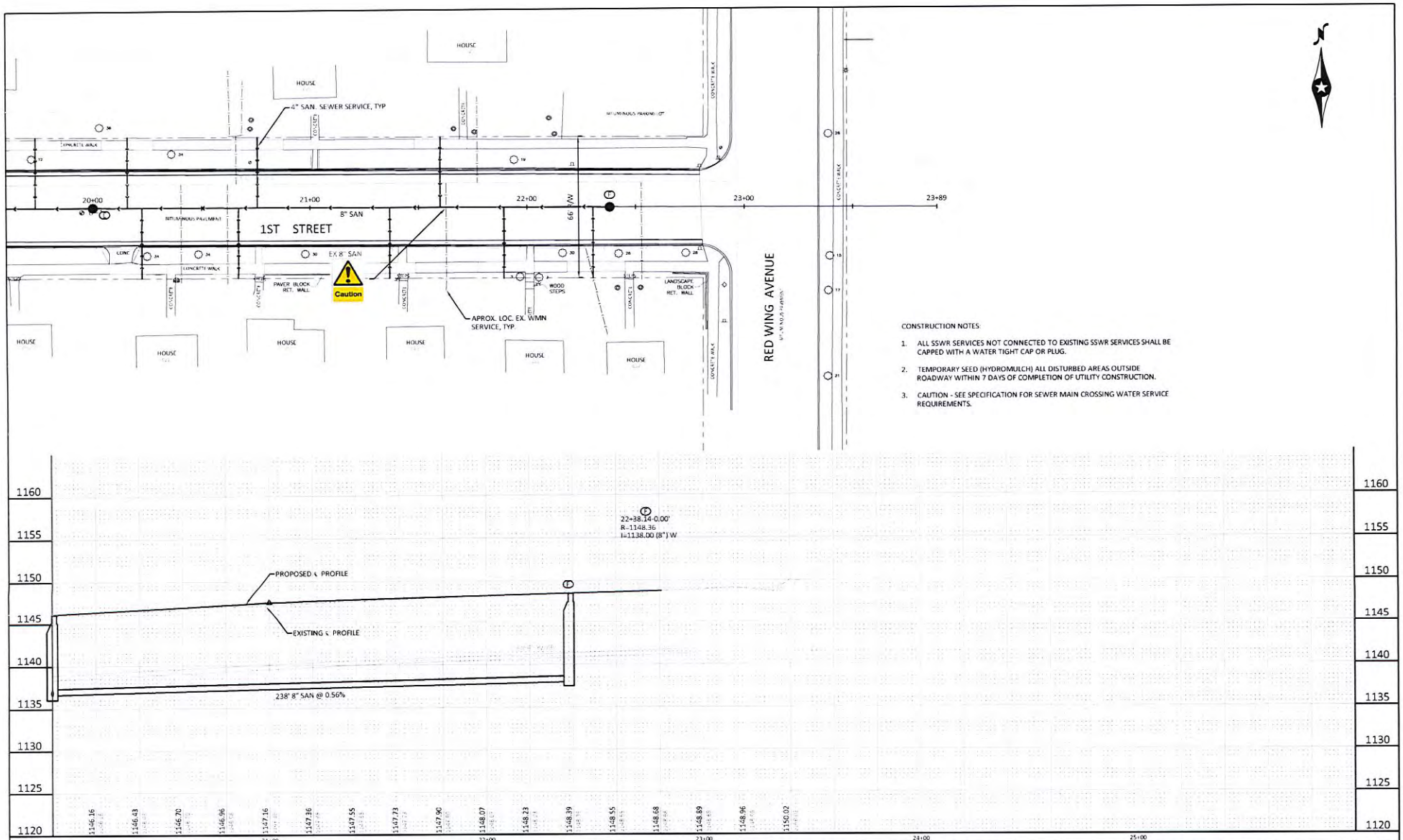
DESIGNED BH
DRAWN BH
CHECKED JR

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2035 County Road D East, Suite B
Maplewood, Minnesota 55109-5314
ph 651-704-9970 fax 651-704-9971

REV	BY	DATE

CITY OF KENYON, MINNESOTA
FIRST STREET IMPROVEMENT PROJECT
UTILITY PLAN & PROFILE - FIRST STREET
14+00-20+00

SHEET C4.02



CONSTRUCTION NOTES:

1. ALL SSWR SERVICES NOT CONNECTED TO EXISTING SSWR SERVICES SHALL BE CAPPED WITH A WATER TIGHT CAP OR PLUG.
2. TEMPORARY SEED (HYDROMULCH) ALL DISTURBED AREAS OUTSIDE ROADWAY WITHIN 7 DAYS OF COMPLETION OF UTILITY CONSTRUCTION.
3. CAUTION - SEE SPECIFICATION FOR SEWER MAIN CROSSING WATER SERVICE REQUIREMENTS.

HORZ. SCALE: 0 20 40 FEET
VERT. SCALE: 0 5 10 FEET

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JOSEPH R. RHEIN
LIC. NO. 23781 DATE 01/07/2016

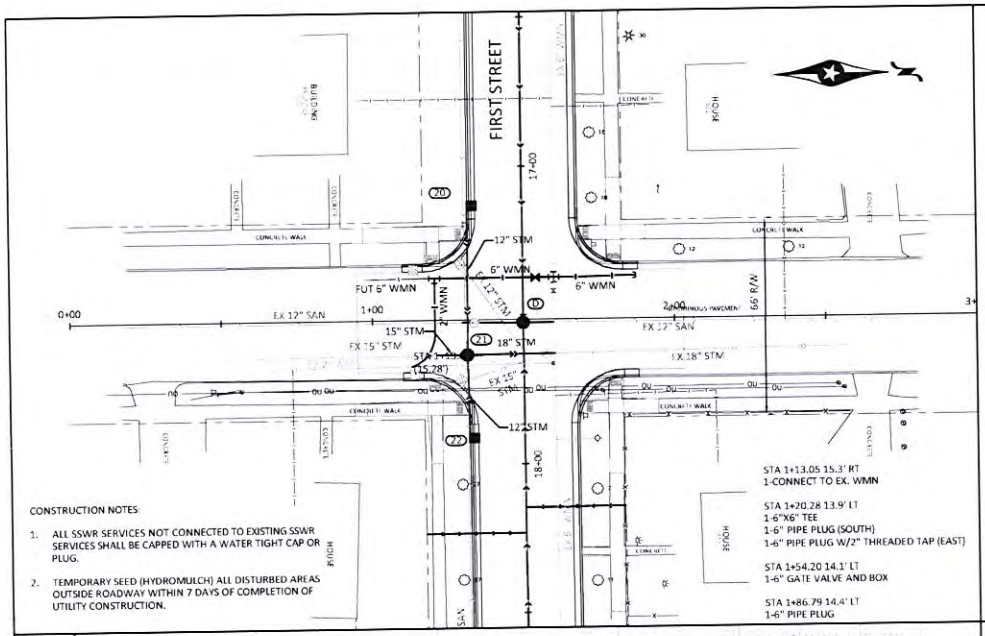
DESIGNED BH
DRAWN BH
CHECKED JR

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2035 County Road D East, Suite B
Maplewood, Minnesota 55109-5314
ph 651-704-9970 fax 651-704-9971

REV	BY	DATE

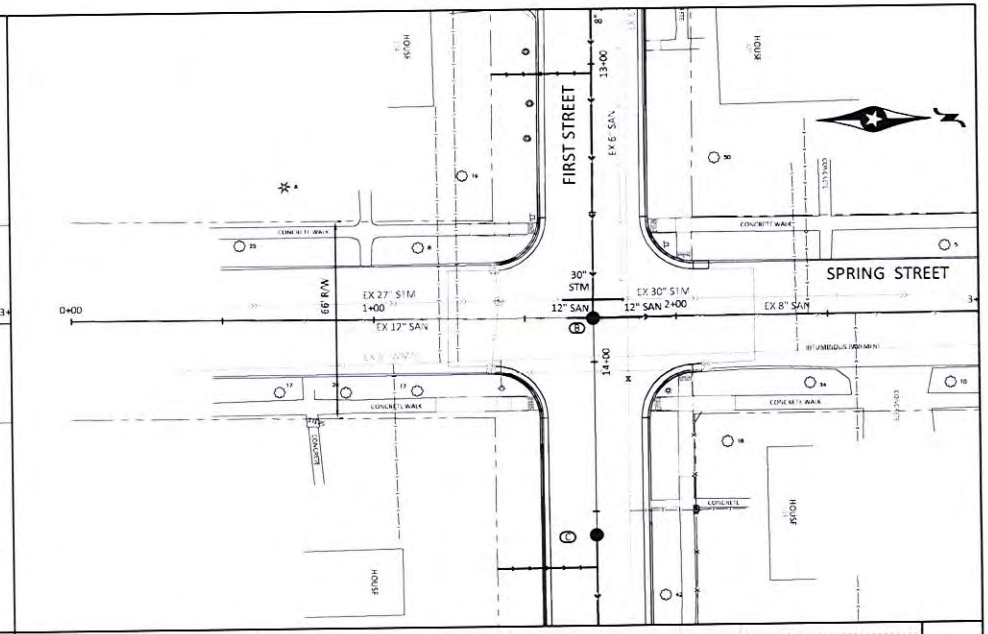
CITY OF KENYON, MINNESOTA
FIRST STREET IMPROVEMENT PROJECT
UTILITY PLAN & PROFILE - FIRST STREET
20+00-25+50

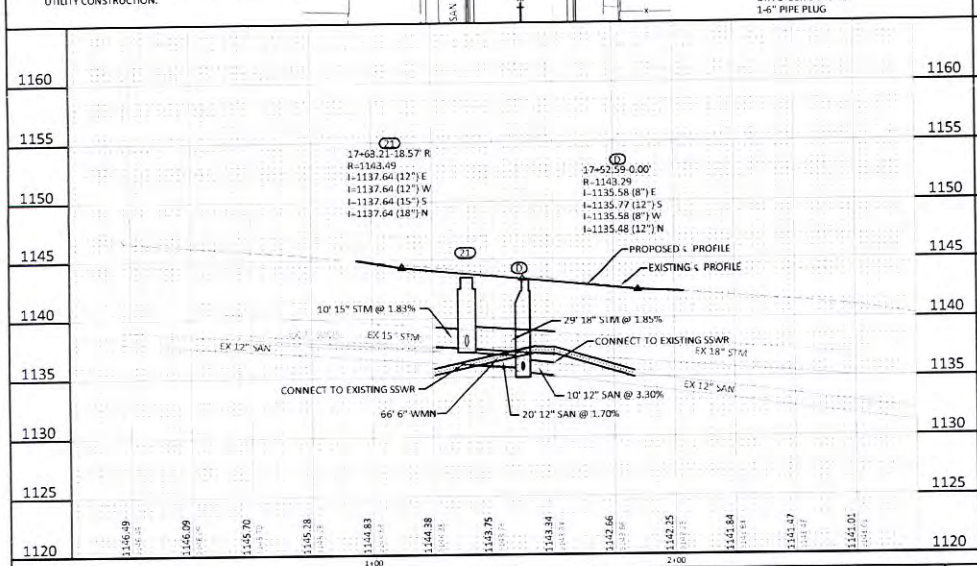
SHEET C4.03

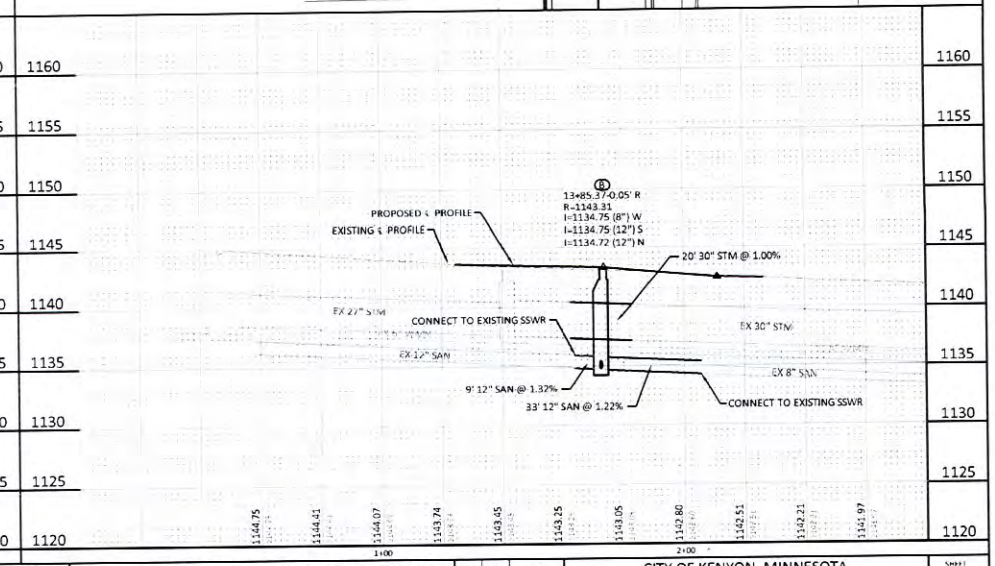


CONSTRUCTION NOTES:

1. ALL SSWR SERVICES NOT CONNECTED TO EXISTING SSWR SERVICES SHALL BE CAPPED WITH A WATER TIGHT CAP OR PLUG.
2. TEMPORARY SEED (HYDROMULCH) ALL DISTURBED AREAS OUTSIDE ROADWAY WITHIN 7 DAYS OF COMPLETION OF UTILITY CONSTRUCTION.







HORZ SCALE 0 20 40 FEET
VERT SCALE 0 5 10 FEET

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JOSEPH R. RHEIN
LIC. NO. 23781 DATE 01/07/2016

DESIGNED BH
DRAWN BH
CHECKED JR

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2035 County Road D East, Suite B
Maplewood, Minnesota 55109-5314
ph 651-704-9970 fax 651-704-9971

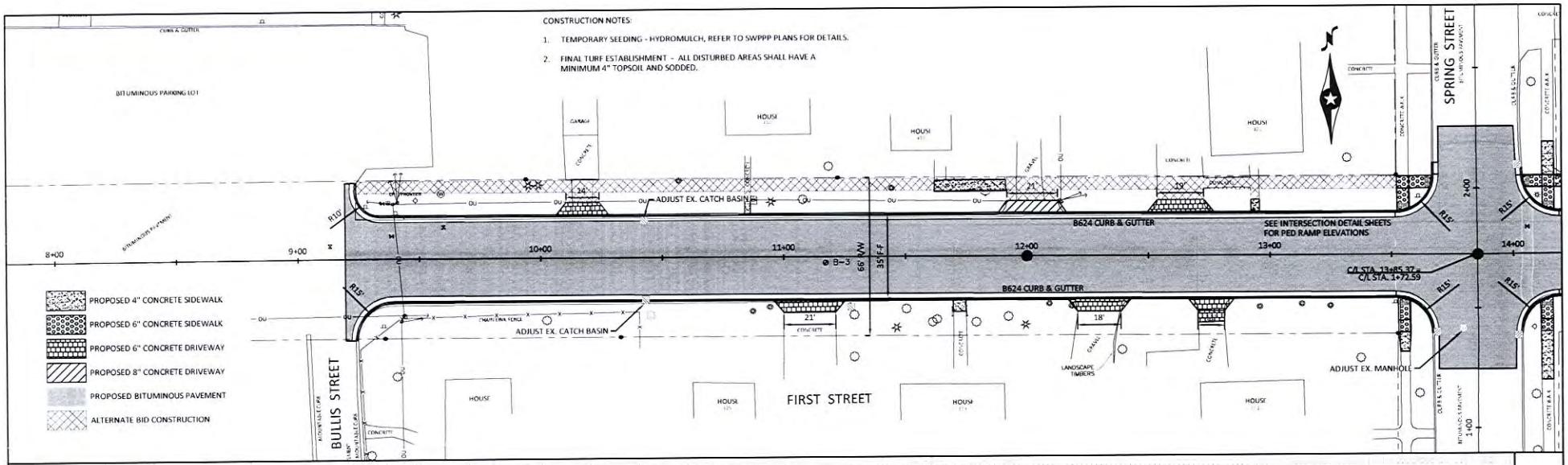
REV	BY	DATE

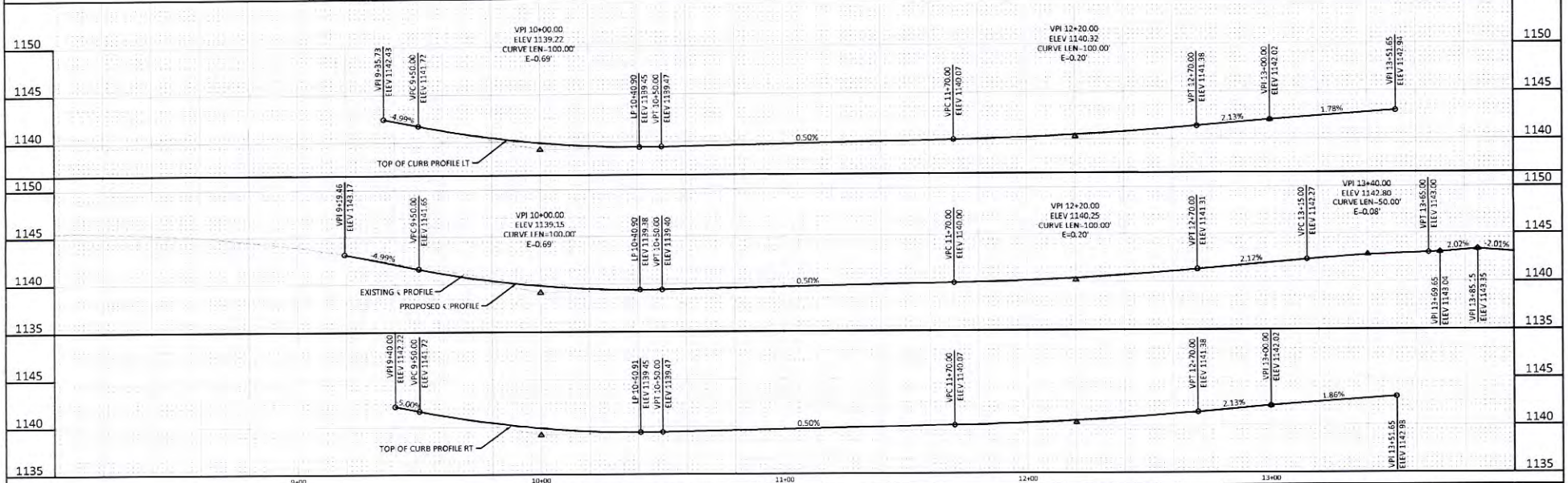
CITY OF KENYON, MINNESOTA
FIRST STREET IMPROVEMENT PROJECT
UTILITY PLAN & PROFILE - SPRING ST. & FOREST ST.
0+50-2+50

SHEET C4.04

CONSTRUCTION NOTES:

1. TEMPORARY SEEDING - HYDROMULCH, REFER TO SWPPP PLANS FOR DETAILS.
2. FINAL TURF ESTABLISHMENT - ALL DISTURBED AREAS SHALL HAVE A MINIMUM 4" TOPSOIL AND SODDED.





HORZ SCALE 0 20 40 FEET
VERT SCALE 0 5 10 FEET

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JOSEPH R. RHEIN
LIC. NO. 23781 DATE 01/07/2016

DESIGNED BH
DRAWN BH
CHECKED JR

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2035 County Road D East, Suite B
Maplewood, Minnesota 55109-5314
phone 651-704-9970 fax 651-704-9971

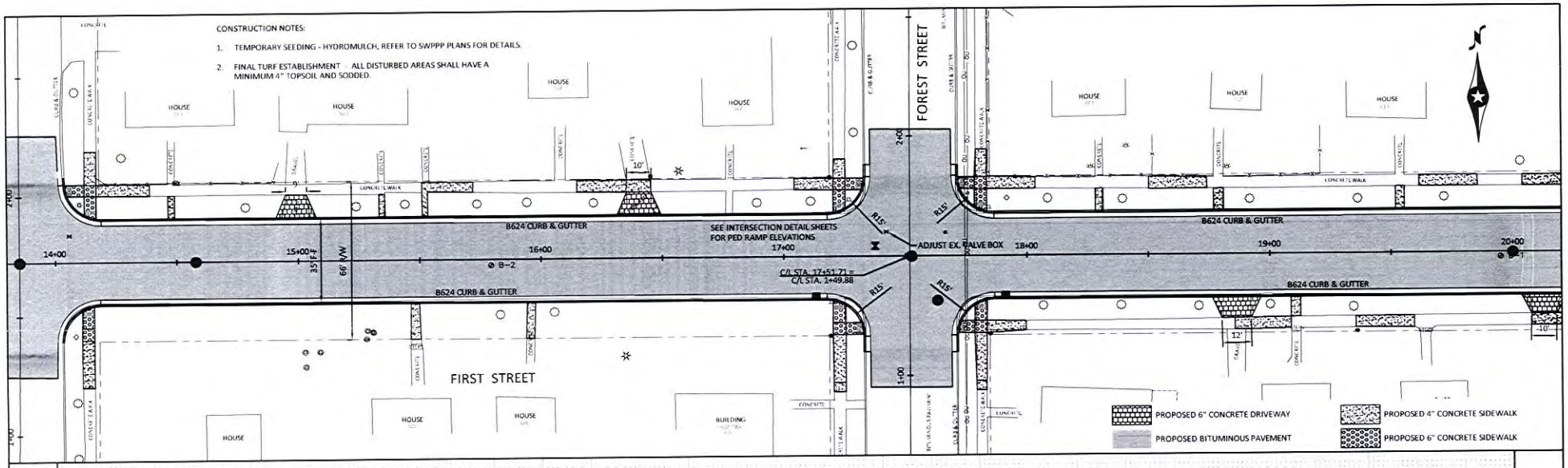
REV	BY	DATE

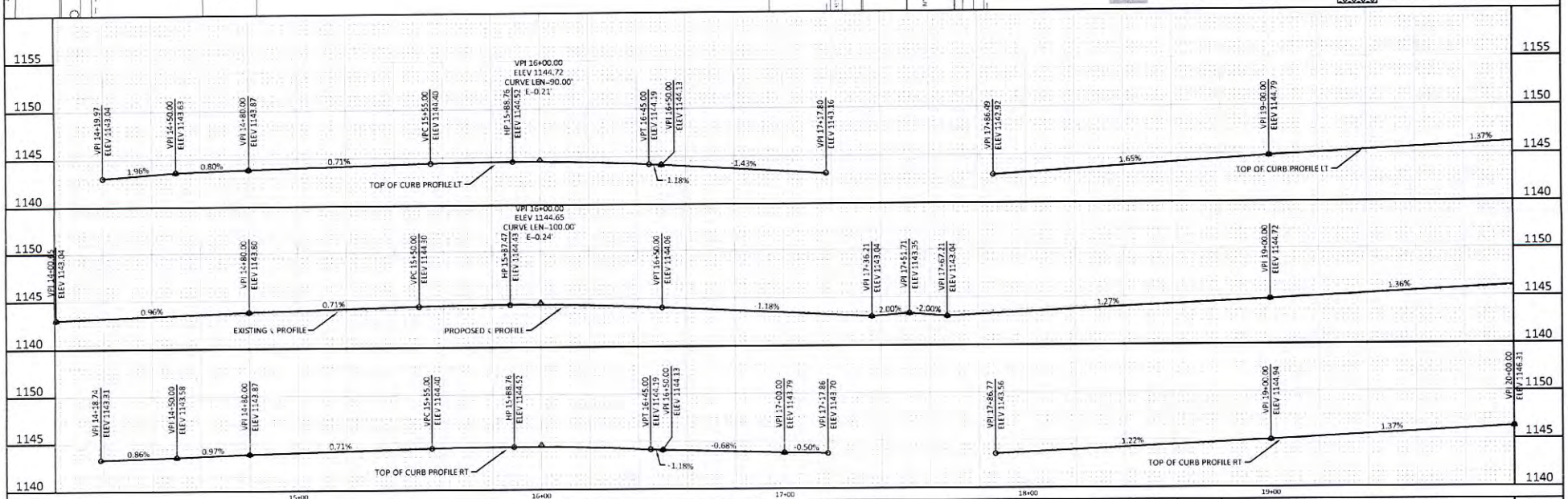
CITY OF KENYON, MINNESOTA
FIRST STREET IMPROVEMENT PROJECT
STREET PLAN & PROFILE - FIRST STREET
8+00-14+00

SHEET C6.01

CONSTRUCTION NOTES:

1. TEMPORARY SEEDING - HYDROMULCH, REFER TO SWPPP PLANS FOR DETAILS.
2. FINAL TURF ESTABLISHMENT - ALL DISTURBED AREAS SHALL HAVE A MINIMUM 4" TOPSOIL AND SODDED.





HORZ 0 20 40 SCALE FEET
VERT 0 5 10 SCALE FEET

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JOSEPH R. RHEIN
LIC. NO. 23781 DATE 01/07/2016

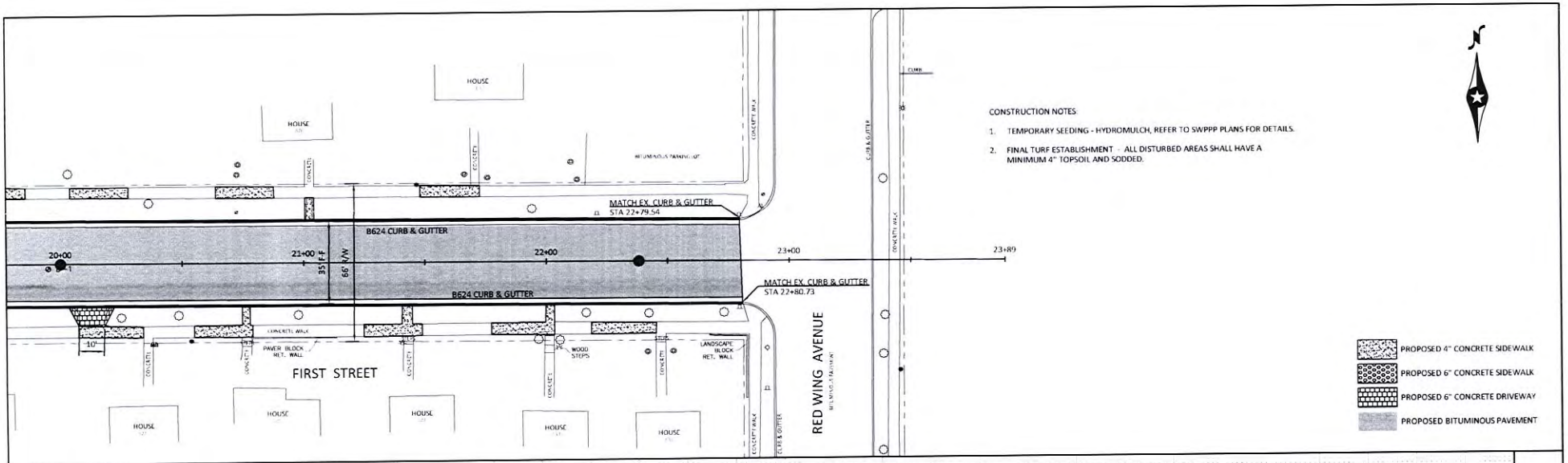
DESIGNED BH
DRAWN BH
CHECKED JR

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2035 County Road D East, Suite B
Maplewood, Minnesota 55109-5314
ph 651-704-9970 fax 651-704-9971

REV	BY	DATE

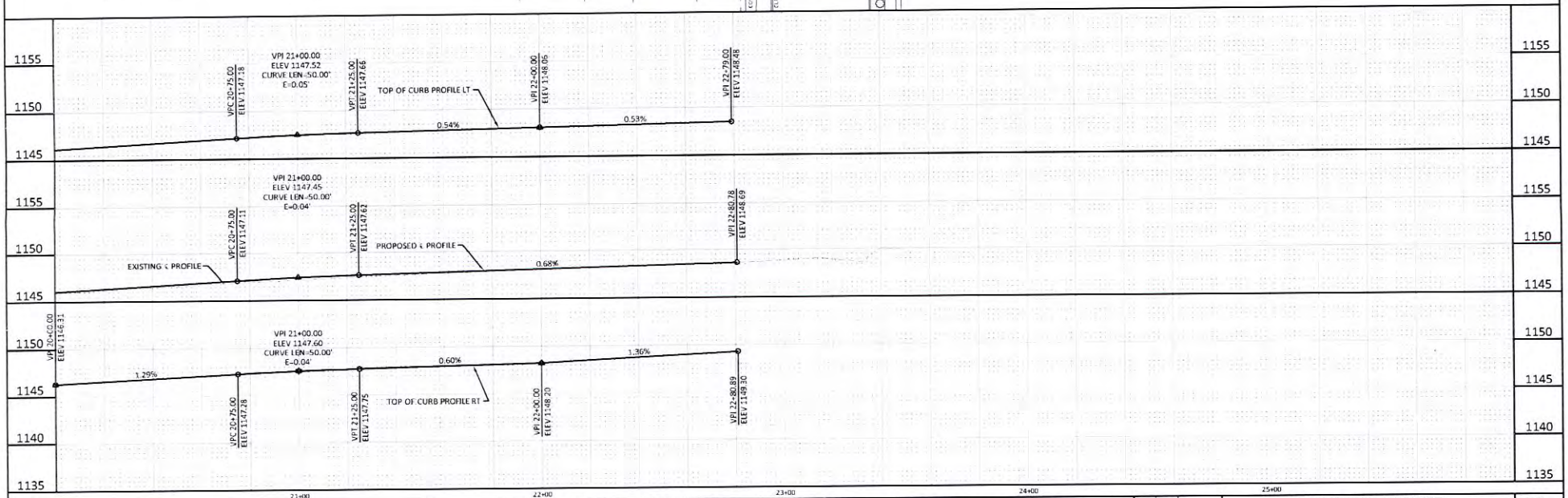
CITY OF KENYON, MINNESOTA
FIRST STREET IMPROVEMENT PROJECT
STREET PLAN & PROFILE - FIRST STREET
14+00-20+00

SHEET C6.02



CONSTRUCTION NOTES:

1. TEMPORARY SEEDING - HYDROMULCH, REFER TO SWPPP PLANS FOR DETAILS.
2. FINAL TURF ESTABLISHMENT - ALL DISTURBED AREAS SHALL HAVE A MINIMUM 4" TOPSOIL AND SODDED.



HORZ 0 20 40 SCALE FEET

VERT 0 5 10 SCALE FEET

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JOSEPH R. RHEIN

LIC. NO. 23781 DATE 01/07/2016

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Consulting Engineers & Surveyors
2035 County Road D East, Suite B
Maplewood, Minnesota 55109-5314
ph 651-704-9970 fax 651-704-9971

REV.	BY	DATE

CITY OF KENYON, MINNESOTA
FIRST STREET IMPROVEMENT PROJECT
STREET PLAN & PROFILE - FIRST STREET
20+00-26+00

SHEET C6.03

RESOLUTION NO. 2016-04
CITY OF KENYON
COUNTY OF GOODHUE
STATE OF MINNESOTA

A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING CALL FOR BIDS

WHEREAS, on November 10, 2015, the City Council of the City of Kenyon ordered the improvement and preparation of plans for the proposed 1st Street Improvement Project involving work on sanitary and storm sewer, curb, gutter and streets; and

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

1. Joe Rhein of Bolton and Menk, the designated engineer for this improvement, has prepared plans and specifications for the making of such improvement and the City Council hereby approves said plans and specifications.

2. The City Council hereby authorizes the call for bids for the completion of the project.

Adopted by the City Council of the City of Kenyon on this 12th day of January, 2016.

_____
Michael Engel
Mayor

ATTEST:

_____
Mark R. Vahlsing
City Administrator

RESOLUTION 2016-01

A RESOLUTION TO ESTABLISH LICENSE FEES AND COMPENSATION

WHEREAS, Section 1000.03 of the Kenyon City Code provides that license fees for licenses and compensation not specifically set by the Code, shall be fixed and determined by resolution of the City Council.

NOW, THEREFORE BE IT RESOLVED, that the following license fees and compensation shall be effective on or after January 1, 2013.

License	**Fee**
Tobacco	$50.00
Liquor On-Sale	$1,000.00
Liquor On-Sale Sunday	$200.00
On-Sale 3.2 Beer	$500.00
Wine – On-Sale	$500.00
Special On-Sale 3.2 Beer (Temporary)	$25.00/day
Off-Sale 3.2 Beer	$100.00
Club On-Sale	$300.00
Liquor License Training Verification Fee	$100.00
Caterer's Permit (Special Event Fee)	$250.00
Dance	$25.00
Garbage	$100.00
Recycling	$100.00
Peddlers, Canvassers, Transient Merchants	$100.00 Investigation
	$100.00 Daily
	$500.00 Annual
Mobile Merchant	$100.00 Initial Application
	$75.00 Annual
Sidewalk Obstruction	$10.00 License
	$20.00 Inspection
Golf Cart Registration	$25.00
Golf Cart Annual Renewal	$5.00

Animal Control	**Fee**
Cat/Dog License, Spayed/Neutered	$5.00
Cat/Dog License, Not Spayed/Neutered	$10.00
Penalty after May 1	$2.00
Duplicate License	$1.00

Public Safety	**Fee**
Police or Fire Report	$20.00
Disorderly Properties Service Call	$100.00
**Fire Call	$1,000.00
**Extraordinary Time / Equipment	See Attachment B
Fire Dept. / First Responder Repeated Non-Fire or Non- Medical Calls *(More than 3 calls in 12 months)*	$75.00

Planning and Zoning	**Fee**
Conditional Use Permit	$150.00
Rezoning	$150.00

Variance	$150.00
Parcel Split or Lot Combination	$150.00 (plus Recording Fees)
Street Excavation and Right-of-Way Permit	$200.00
Excavation Permit per lineal foot	$.30 / lineal ft.
Obstruction Permit (rolloff, dumpster)	$15 per day over 8 hrs.
Demolition Permit	$25.00 Residential $50.00 Commercial
Sign Permit	$25.00
Moving Permit	$50.00
Burning Permit	$10.00
Building Permit	Per U.B.C.

General Government Charges	**Fee**
Comprehensive Plan	$75.00/Book
City Code	$150.00/Book
Downtown Sidewalk Snow Removal	$.05/Lineal Foot
Bad Check Charge	$25.00
Copies	$.25/Page
Notary	$1.00
Video Copy	$25.00
Video Tape	$15.00
Fax Use	Incoming: $.50/Page Outgoing: $1.00/ 1st Page, $.25 subsequent pages
Special Council Meeting or Planning Committee Meeting On behalf of one individual	$500.00

General Government Compensation	**Fee**
Mileage	IRS Rate

Park and Recreation	**Fee**
Depot Park	
Deposit	$50.00
Monday through Friday Rent	$25.00
Saturday & Sunday Rent	$35.00

Utility Costs	**Fee**
Sanitary Sewer	See Attachment A
Storm Sewer Maintenance	See Attachment A
Storm Sewer Utility	See Attachment A

Adopted by the City Council of the City of Kenyon on this 12th day of January, 2016.

ATTEST:

_____ _____

Mark Vahlsing, City Administrator Mike Engel, Mayor

ATTACHMENT A

SANITARY SEWER

(effective October 2011 billing)

Residential and commercial sanitary sewer rates	
Sewer per M	$3.13
Base Rate	
1" service line or less	$ 13.90 per month
1.5" service line	$ 40.58 per month
2" service line	$ 63.77 per month
3" service line or less	$ 110.15 per month
Sewer Connection Fee for new homes *(effective 1/1/07)*	$844

STORM SEWER

Residential	$ 7.28 per month
Other land uses	Determined by REF Schedule

STORM SEWER MAINTENANCE FEE

Approved 1/10/2012 (used to pay for maintenance of storm sewer mains, outlets & culverts)

Residential	$3 per parcel per month
Non- Residential	$6 per parcel per month
Multi-Family Res.	$1.50 multiplied by units

ATTACHMENT B

FIRE DEPARTMENT EXTRA FEES/CHARGES

Equipment	**Fee per hour**
Engine	$150
Tanker	$150
Grass Rig/Mini Pumper/Equip.	$100

Supplies: (All supplies that are incurred will be billed out at the cost incurred)

Class A Foam	$150 per pail

Kennedy & Graven
CHARTERED

Offices in
Minneapolis
Saint Paul
St. Cloud

470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402
(612) 337-9300 telephone
(612) 337-9310 fax
www.kennedy-graven.com
Affirmative Action, Equal Opportunity Employer

SCOTT J. RIGGS
Attorney at Law
Direct Dial (612) 337-9260
email: sriggs@kennedy-graven.com

December 30, 2015

City of Kenyon City Council
c/o Mark Vahlsing
City Administrator
City of Kenyon
709 Second Street
Kenyon, MN 55946

RE: 2016 Rates for Legal Services

Dear Honorable Mayor and Council Members:

I am writing to thank you for allowing me the opportunity to serve as legal counsel for the City of Kenyon and in reference to proposed rates for legal services for the upcoming year.

For 2016, I propose that legal rates for the City of Kenyon would be as follows: $155.00 per hour for general civil and prosecution matters, $155.00 to $190.00 per hour for litigation, $190.00 per hour for general city development projects, including real estate, cable and telecommunication related matters, and employment matters, and $220.00 per hour for reimbursable/developer pass through matters (e.g., projects for which the City is to be reimbursed for legal costs by a developer). Rates for bond work would be charged in accordance with our regular governmental rates for this type of work. These are the same rates that I will be generally charging in 2016 to other clients that I serve as the city attorney.

I have thoroughly enjoyed both being involved in the growth and development of the City and working with the city council and staff members. Thank you once again for allowing me to continue to serve the City as legal counsel.

Sincerely,

KENNEDY & GRAVEN, CHARTERED

Scott J. Riggs (jms)

Scott J. Riggs
Kenyon City Attorney

SJR:jms

LTD Broadband

October 9, 2015

City of Kenyon

Dear City of Kenyon Municipal Utility Commission,

LTD Broadband is interested in bringing wireless high speed internet to the City of Kenyon and the surrounding area by placing antennas on your water tower.

LTD Broadband's goal is to provide affordable, reliable high speed broadband service to rural areas that have had few choices in broadband providers. Service is as little as $30/mo for 3 mbps service with no hidden or tack on fees, no limits on data usage and no contracts. We offer speeds up to 10 mbps and charge the same rates for businesses and residences.

LTD Broadband uses the latest fixed-wireless technology and our service is equivalent in latency and throughput to fiber. We offer speeds up to 200 mbps to schools and businesses at pricing that is very affordable (we have several school systems that now have 10x the previous bandwidth they had and are saving >$10,000/year)

As you may know, Verizon shut down their Clearwave service in Iowa so many folks have lost an internet choice.

LTD Broadband currently offers service off of water towers in Wanamingo, Ostrander, Rose Creek and Grand Meadow, Trimont, Sherburn, Welcome, Kasota, Easton, Minnesota Lake, Floyd, Kensett, Chester, Meservey, Northwood, Delavan, just to name a few, well as over 350 coop elevators, ethanol plants and farmers' grain legs in southern Minnesota and northern Iowa.

Just like the other cities that have allowed us to place equipment on their water towers, the city of Kenyon will get free (uncapped speed) internet service at all city buildings in exchange for power (roughly $2/mo of electric usage) and space on the water tower. This includes fire halls, maintenance buildings or any other city owned buildings.

I look forward to meeting with the commission and answering any questions you might have. I think this service will be a positive for the city of Kenyon.

Sincerely,

Corey Hauer

Corey Hauer

2846 Grande Valley Dr Las Vegas NV 89135 507-369-6669 coreyhauer@gmail.com

LTD Broadband

WIRELESS INTERNET NOW AVAILABLE

VERY FAST
(3, 6 or 10 MBPS)

UNLIMITED
(No Download Caps)

INEXPENSIVE

(as low as $30/mo)

AVAILABLE NOW!
(over 400 towers in Minnesota and Iowa)

Our wireless equipment is located on Kenyon water tower. We also have technology that goes through trees and will use the right equipment to give you fast, reliable service.

- **NO HIDDEN FEES**
- **NO TAXES**
- **NO CONTRACT REQUIRED**

PRICING

*Pricing includes use of the wireless modem.

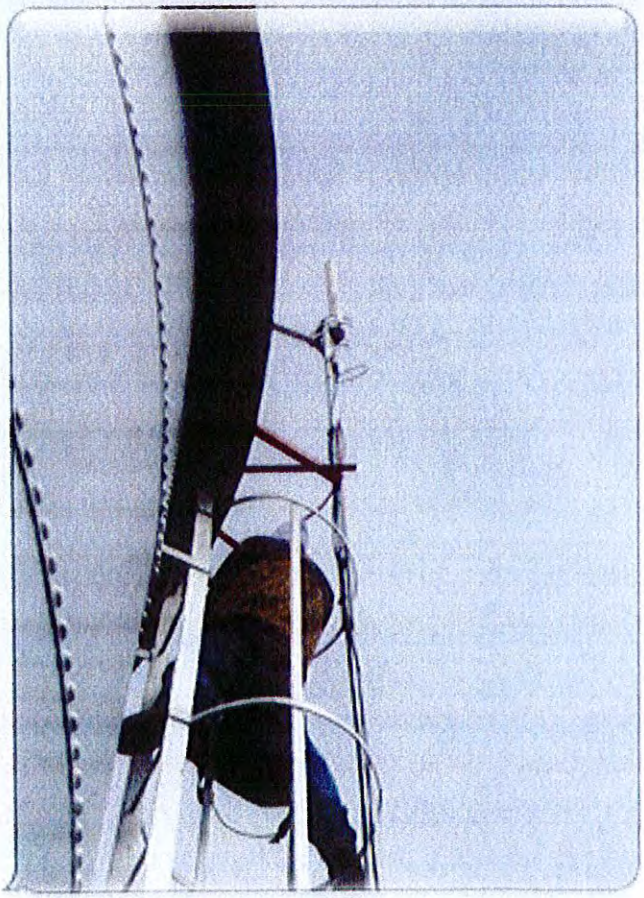
3 Mbps	6 Mbps	10 Mbps
3 Months for $105	3 Months for $165	3 Months for $225
$35.00/month	$55.00/month	$75.00/month
6 Months for $198	6 Months for $318	6 Months for $438
$33.00/month	$53.00/month	$73.00/month
12 Months for $360	12 Months for $600	12 Months for $840
$30.00/month	$50.00/month	$70.00/month

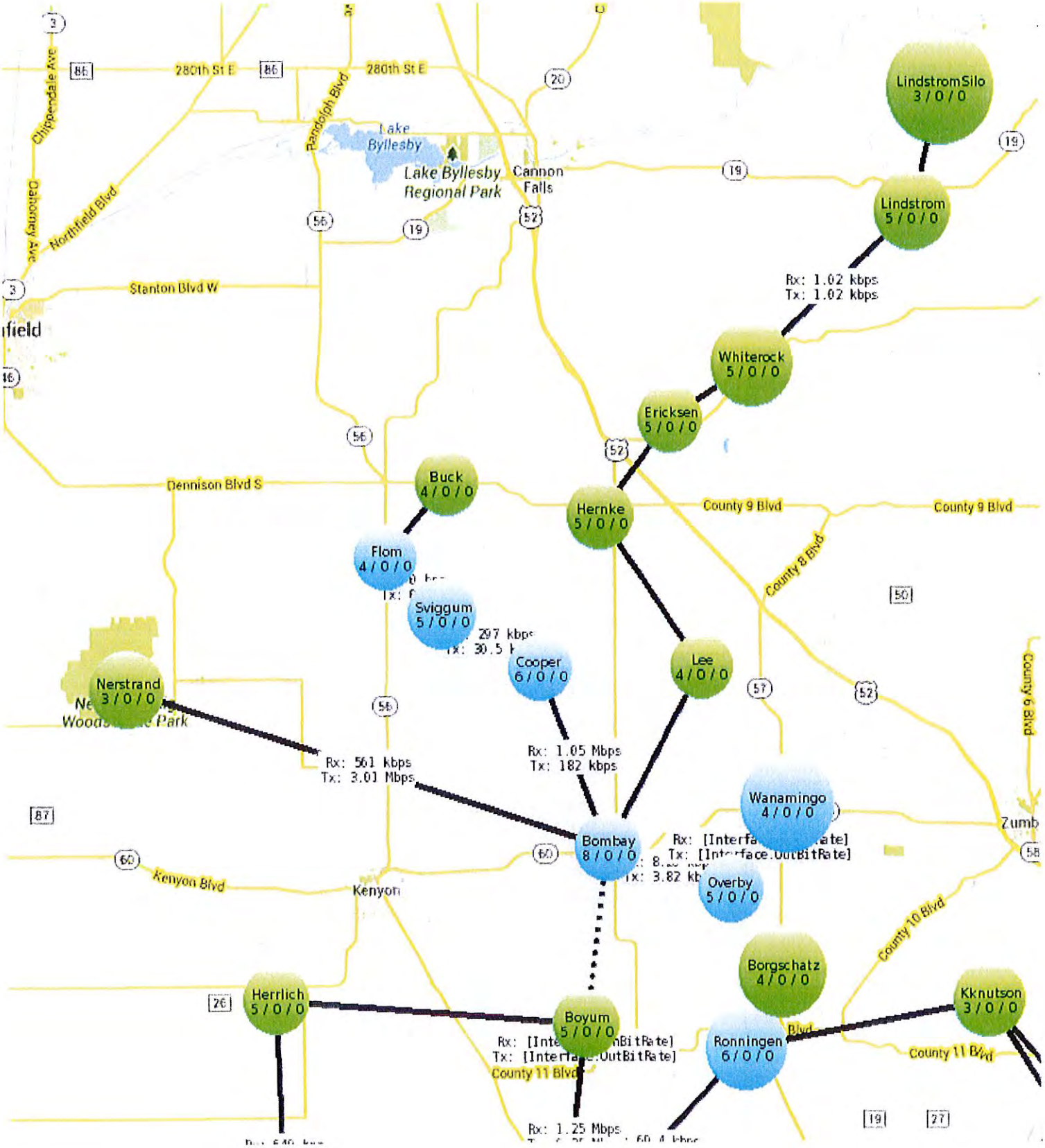
INSTALLATION

Installation is $99 and includes mounting bracket, up to 150 feet of outdoor ethernet cable and hooking up to one computer. More complicated installs may cost more (such as relays) but we'll inform you of this should the technician determine that will be required. You can use a router to support more computers. If you don't have a router we can recommend or sell one to you.

507-369-6669 voice/text

www.ltdbroadband.net • ltdbroadband@gmail.com




LindstromSilo
3 / 0 / 0
Lindstrom
5 / 0 / 0
Rx: 1.02 kbps
Tx: 1.02 kbps
Whiterock
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Ericksen
5 / 0 / 0
Hernke
5 / 0 / 0
Buck
4 / 0 / 0
Flom
4 / 0 / 0
Sviggum
5 / 0 / 0
Cooper
6 / 0 / 0
Lee
4 / 0 / 0
Nerstrand
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Tx: 3.01 Mbps
Rx: 1.05 Mbps
Tx: 182 kbps
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Overby
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Borgschatz
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Herrlich
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Boyum
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Ronningen
6 / 0 / 0
Kknutson
3 / 0 / 0
Rx: 1.25 Mbps
Lake Byllesby
Lake Byllesby Regional Park
Cannon Falls
280th St E
Randolph Blvd
Chippendale Ave
Dahoney Ave
Northfield Blvd
Stanton Blvd W
Dennison Blvd S
County 9 Blvd
County 8 Blvd
County 6 Blvd
Kenyon Blvd
Kenyon
County 10 Blvd
County 11 Blvd

APPLIATION DATE: _____

CITY OF KENYON
709 2ND St.
Kenyon, MN 55946
507-789-6415

CITY OF KENYON HAS UP TO 60 DAYS TO MAKE A FINAL DECISION ON APPROVAL

APPLICATION FOR WATER TOWER RENTAL SPACE

APPLICANT NAME: Corey Hauer

BUSINESS NAME: LTD Broadband LLC

BUSINESS ADDRESS:
2846 Grande Valley Dr. Las Vegas NV 89135

TELEPHONE: 507-369-6669

PLEASE GIVE A DESCRIPTION OF ALL PUBLIC LOCATIONS, AMOUNT OF SPACE REQUIRED, AND ANY ADDITIONALS NEEDS SUCH AS ELECTRICITY THAT YOU WOULD NEED SPACE FOR THE PRIVATE INSTALLATION:

We need a single 110 ac outlet at the water tower. We would have a 2 ft. dish on each side of the water tower and a 3ft and 2ft antenna at the top

---

PLEASE LIST ANY FUTURE SPACE NEEDS FOR EQUIPMENT:
____Potentially we would put In a 900MHZ Dual Yagi which would be 3ft. long

---

- Please Include Installation details for City Engineer review and comment; and
- Installers are aware that the City of Kenyon treats all Internet Installers the same for compensation - $150/month rental and availability for free Internet provided to City by installer at locations of City's choice.
- Installers will need to verify that their equipment is compatible with all currently installed equipment on Water Tower.
- City reserves right to decline agreement based on availability of current space and future needs space.
- All costs Incurred by the City for private installations shall be paid by private Installer. The City shall not be responsible for any costs for damaged equipment

_____ _____
Signature of Applicant Date

Approval by City Administrator: _____ Date: _____

Please note that once application approved by the City Administrator and City Engineer, a written Water Tower Lease agreement needs approval from the Kenyon City Council before construction is to begin. If you have any questions, please call the City Administrator at 507-789-6415.

WATER TOWER LEASE AGREEMENT

THIS WATER TOWER LEASE AGREEMENT ("Lease") is made and entered into as of this _____ day of _____, 2016, by and between the City of Kenyon, a municipal corporation, having as its principal place of business at 709 2nd Street Kenyon, Minnesota 55983, hereinafter designated ("Landlord" or "City"), and LTD Broadband, a Nevada Corporation, having offices located at 2846 Grande Valley Dr. Las Vegas, NV 89135, hereinafter called ("Tenant").

In consideration of the mutual covenants herein, the parties agree as follows:

1. PREMISES

Landlord is the owner of certain real property and a water tower located on the City-owned lot (PIN 66-680-0080) at Red Wing Avenue and 7th Street (hereinafter referred to as "Property"), in Goodhue County, State of Minnesota and, tenant desires to Lease certain space upon the aforesaid water tower and grounds, the Leased portion of which shall hereinafter referred to as "Premises", including rights-of-way and easements for ingress, egress and utilities thereto, described in Exhibit "A" and its subparts, attached hereto and incorporated herein by this reference.

2. USE

Landlord hereby leases to tenant for tenant's use, space for antennas and equipment, and all necessary connecting waveguide and appurtenances, to be mounted on Landlord's water tower (said antennas and space hereinafter referred to as "Premises"). The equipment may be installed by Tenant or by any of Tenant's agents or contractors. Tenant has the right to make alterations to its facilities from time to time as Tenant determines to be necessary or desirable. Tenant shall use the premises for the purpose of constructing, maintaining, and operating a wireless facility and uses incidental thereto, related directly to Tenant's business. All improvements shall be installed at the Tenant's expense. Tenant shall maintain its premises in reasonable condition. Any construction plans and specifications are subject to Landlord's approval; such approval shall not be unreasonably withheld or delayed. Subsequent maintenance and replacement shall be the responsibility and discretion of Tenant.

3. ACCESS

Landlord grants to Tenant the non-exclusive right for ingress and egress, seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks, and for the installation and maintenance of utility wires, cables, conduits, and pipes over and under, or along a twenty (20) foot wide right-of-way and easement which shall not exceed the dimensions of the existing road to the property. Tenant may improve the Access Easement by grading, graveling and/or paving. Tenant shall pay along with other users, a

prorated share of maintenance and repair expenses for said right-of-way and easement. Tenant shall also have access seven (7) days a week, twenty-four (24) hours a day to antennas, waveguide and appurtenances on Landlord's Tower upon reasonable notice to Landlord. Landlord agrees, without delay, to execute any such easement documents as may be required by any and all utility companies In connection with the Tenant's use of said Property, right-of-way and easement ingress, egress and utilities which are described herein in Exhibit "A" and its subparts, attached hereto and made a part hereto by this reference.

Landlord also agrees that Tenant shall have the right to perform an environmental survey and to obtain metes and bounds legal description and/or survey of said Property, which shall be attached hereto and made a part hereof, and shall control in the event discrepancies between it and Exhibit "A" and its subparts. Cost of such work shall be paid by Tenant.

4. TERM

This Agreement shall be for an initial term of five (5) years, commencing upon the first day of the month following the commencement of physical construction of the site, and terminating at Midnight on the last day of the month in which the fifth anniversary of the Commencement Date shall have occurred. Tenant shall have the right to extend this Agreement for three (3) additional five (5) year terms ("Renewal Terms"). Each of which will be automatically exercised without any action by either party unless Tenant gives written notice of its decision not to exercise any renewal term to Landlord at least six (6) months before the expiration of the then current term. Each renewal term shall be on the same terms and conditions as set forth herein.

5. RENT

Upon the commencement Date Tenant shall pay to the Landlord the sum of $150 per month and provide as service credit in lieu of additional rent payments, the following free services to City:

1. free internet service to City Hall, and up to 3 additional City buildings

6. HOLDING OVER

If at the end of the third renewal term, this Agreement has not been terminated by either party by giving six (6) months written notice of an intention to terminate, this Agreement shall continue in force upon the same covenants, terms, and conditions, and at the rental provisions, for a further term of one (1) year and for annual terms thereafter until terminated by either party giving six (6) months written notice of its intention to so terminate.

7. CONTINGENCIES

Notwithstanding anything contained herein to the contrary, and in addition to and not in limitation of Tenant's other rights hereunder, it is understood and agreed that Tenant's ability to use the premises is contingent upon:

A. Tenant's satisfaction, in its sole discretion, that the premises may be used for the intended purpose.
B. Tenant's obtaining, after the execution of this agreement all the certificates, permits, and all other approvals that may be required by any Federal, state or local authorities.

8. PERMITS

Landlord acknowledges that Tenant will be contacting the appropriate governmental authorities for the purpose of obtaining permits, approvals, zoning changes and/or approvals, variances, use permits and other governmental permits and approvals (collectively "Permits") necessary for the Installation, construction, operation and maintenance of Tenant's facilities. Landlord shall cooperate with Tenant in its efforts to obtain such approvals and shall take no action which would adversely affect the status of the Property with respect to the proposed use thereof by Tenant.

9. INTERFERENCE

Tenant will conduct an interference study to determine that the placement of an antenna on the subject water tower presents (at that time) no interference with the City's use of said water tower, or that of any other tenant who has an antenna and equipment on water tower. The results of any study must be provided to the City Engineer for review. Landlord will not permit or suffer the installation and existence of any other improvement including without limitation, transmission or receptive devices, upon the water towers or any other portion of the Property if such improvement interferes with the transmission or reception of Tenant's facilities in any manner whatsoever.

However, this agreement shall not be construed so as to preclude additions, deletions, or modifications by Landlord to Landlord's own facilities at this location.

10. TERMINATION

In addition to any termination provisions contained herein, this lease may be terminated at any time upon any of the following events:

A. Tenant shall have the right to terminate this Agreement in the event that any applications should be finally rejected or any certification, permit, license, or approval issued to Tenant is cancelled, expires, lapses or is otherwise withdrawn or terminated by governmental authority so that Tenant, In is sole discretion, will be unable to use the Premises for its intended purpose.
B. Tenant is otherwise, within its sole discretion, precluded from using the Property for its intended purpose.
C. IfTenant determines that the Premises are not appropriate for locating the facilities for

technological reasons, including, but not limited to signal or physical interference.

Notice of the Tenant's exercise of its right to terminate shall be given to Landlord in writing by certified mall, return receipt requested, and shall be effective upon receipt of such notice by the Landlord as evidenced by the return receipt. Should Tenant elect to terminate this Agreement as specified in this Section herein above, this agreement shall become null and void and all parties shall have no further obligations. Tenant, upon termination of this agreement, shall within a reasonable period, remove its personal property and fixtures and restore the Property to its original condition, reasonable wear and tearexcepted. Landlord intends to continue to use the Property as a water tower for an indefinite period of time. In the event that such use is discontinued at any location for any reason, as may be determined by Landlord is its sole discretion, Landlord shall have the right to terminate this agreement by giving notice thereof to Tenant in writing by certified mail, return receipt requested, and such notice shall be effective Six (6) months after receipt of such notice by Tenant as evidenced by the return receipt. Notwithstanding any other term of this lease, Landlord reserves the right to terminate this lease upon the giving of sixty (60) days' written notice should it be determined that the antenna placed by the Tenant is causing interference to Landlord's use of such water towers for the sanitary lift station and water tower telemetry. It is specifically understood and agreed between the parties that Landlord's use of such water towers is absolutely necessary and paramount for such telemetry purposes and accordingly, the right to terminate is reserved by Landlord. However, Tenant shall have said sixty (60) day notice to cure any such interference and upon the elimination of said interference within the time period, Landlord shall withdraw its termination notice and Tenant may continue to operate its facilities in accordance with the terms and conditions of this lease. Notwithstanding any other term or condition of this lease, Landlord reserves the right to terminate this lease upon the giving of thirty (30) days written notice should it be determined that the free services to be provided in paragraph five herein have been terminated or otherwise made unavailable to the Landlord for any reason.

11. IMPROVEMENTS

Tenant shall have the right, at its expense, to place and maintain its equipment on the towers and on the Premises, including improvements, personal property and antenna facilities. The antenna and equipment shall remain the exclusive property of Tenant, and Tenant shall have the right to remove the antenna facilities and equipment at all times during and following any termination of this lease.

12. MAINTENANCE

Landlord will maintain the tower in a proper operating and safe condition. All costs associated with the maintenance and repair of the tower, including painting, will be paid by the Landlord, unless the repair to the tower caused by the Tenant, in which case the Tenant shall repair the damage or, at Tenant's option, reimburse Landlord for the costs and expenses incurred by the Landlord to repair the damage. Tenant understands and agrees that the water towers and the site may, from time to time, require repair and/or

maintenance including, but not limited to, painting of the tower. Upon notification by Landlord, Tenant agrees to protect its own property during the time of any such repairs and/or maintenance and further agrees that its use of the subject premises, including the tower, may be temporarily interfered with by reason of such activities. Tenant agrees that Landlord shall not be responsible to tenant for temporary cessation of use provided that the rentals due hereunder shall be suspended during any necessary cessation of use. Tenant agrees to relocate or protect any equipment or facilities under such repairs or maintenance activities said relocation or protection to be at Tenant's expense.

13. INSURANCE

Tenant shall obtain and maintain Comprehensive General Liability Insurance in an aggregate amount of $1,000,000, and name Landlord as an additional insured on the policy or policies. Tenant may satisfy this requirement by obtaining appropriate endorsement to an umbrella policy of liability insurance Tenant may maintain.

Landlord and Tenant hereby mutually release each other and their successors or assigns and all entities claiming under them from liability and waive all right of recovery against the other for any loss or damage covered by their respective first party property insurance policies for all perils insured thereunder in connection with property on, or activities conducted on, the property, regardless of the cause of the damage or loss. In the event of such insured loss, neither party's insurance company shall have a subrogation claim against the other.

14. LIABILITY AND INDEMNITY

Tenant shall indemnify and hold Landlord harmless against any claim (Including costs or expenses of defending against such claims) arising from any breach of this Lease by Tenant, or loss from personal injury or property damage resulting from or arising out of the use and occupancy of the Premises by the Tenant.

Landlord shall indemnify and hold Tenant harmless against any claim (including costs or expenses of defending against such claims) arising from any breach of this Lease by Landlord, or loss from personal injury or property damage resulting from or arising out of the use and occupancy of the property of the Landlord.

15. DESTRUCTION OF PROPERTY

If the Tower, antenna facilities or equipment are destroyed or damaged so as, in Tenant's judgment to hinder the effective use of the antenna facilities, Tenant may elect to terminate this Lease as of the date of the damages or destruction by notifying Landlord not more than forty-five (45) days following the date of damage. In such event, all rights and obligations of the parties shall cease as of the date of the damage or destruction.

16. CONDEMNATION

If a condemning authority takes all of the Property, or a portion sufficient, in Tenant's

determination, to render the Premises and the Tower unsuitable for the use which tenant was then making of the Premises and the Tower, this lease shall terminate as of the date the title vests in the condemning authority. The parties shall be entitled to share in the condemnation proceeds in proportion to the values of their respective interests in the property (which for tenant shall include, where applicable, the value of its antenna facilities, moving expenses, prepaid rent, and business relocation expenses). Sale of all or part of the Property to a purchaser with the power of eminent domain in the face of the exercise of the power, shall be treated as a taking by condemnation.

17. HOLD HARMLESS

Tenant agrees to hold Landlord harmless from any and all claims arising from the installation, use, maintenance, repair or removal of Tenant's antenna facilities except for claims arising from the negligence or intentional acts of the Landlord, its agents or independent contractors.

18. ENVIRONMENTAL MATIERS

Landlord shall hold Tenant harmless from and indemnify Tenant against and from any damage, loss, expenses, or liability resulting from the discovery by any person of hazardous substance generated, stored, disposed of or transported to or over the property, as long as such substance was not stored, disposed of, or transported to or over the property by Tenant, its agents, contractors, employees, or invitees. Tenant will be responsible for any and all damages, losses, and expenses and will indemnify Landlord against and from any discovery by any person of such hazardous wastes generated, stored or disposed of as a result of Tenant's equipment and use of the aforementioned Property.

19. QUIET ENJOYMENT

Landlord covenants that Tenant, on satisfying the rental provisions and performing the covenants by it herein made shall and may peacefully and quietly have, hold and enjoy the leased Premises, Access and Utility Easement(s) for the purpose stated herein during the term of the Lease, as it may be extended, without hindrance, ejection or molestation by Landlord or any person(s) or entity(ies) claiming from the Landlord.

20. NOTICE

All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested, addressed as follows (or any other address that the party to be notified may have designated to the sender by like notice):

LANDLORD: City of Kenyon
709 2nd St. Kenyon, MN 55946

TENANT: LTD Broadband
2846 Grande Valley Dr
Las Vegas, NV 89135

21. ASSIGNMENT AND SUBLETTING

Tenant may, without Landlord's consent, assign or sublet this lease to any person controlling, or controlled by, or under common control with Tenant. Provided that Landlord's rights and interests are not adversely affected, Tenant may assign or sublet this Lease upon approval by Landlord, which approval will not be unreasonably withheld, delayed or conditioned, to any person or entity that, after first receiving FCC or state regulatory agency approvals, acquires Tenant's radio communications business, and assumes all obligations of Tenant under this Lease. Upon such assignment or sublet, Tenant shall be relieved of all liabilities and obligations hereunder and Landlord shall look solely to the assignee for performance under this Lease and all obligations hereunder. Such assignment or sublease shall be subject to the provisions of this Lease.

22. SUBORDINATION

At Landlord's option this Agreement shall be subordinate to any mortgage by Landlord which, from time to time, may encumber all or part of the Property and any or all rights-of-way and easements thereto; provided however, every such mortgage shall be recognized the validity of this Agreement in the event of a foreclosure of Landlord's interest and also Tenant's right to remain in occupancy of and have access to the Property as long as Tenant is not in default of this Agreement. Tenant shall execute whatever instruments may be reasonably be required to evidence this subordination clause.

23. SUCCESSORS AND ASSIGNS

This Lease shall run with the Property. This Lease shall be binding upon and inure to the benefit of the parties, their respective successors, personal representatives and assigns.

24. ENTIRE AGREEMENT AND BINDING EFFECT

It is hereby mutually agreed that this Agreement contains all agreements, promises, and understanding between the Landlord and Tenant and that no verbal or oral agreements, promises, or understandings shall or will be binding upon either the Landlord or Tenant in any dispute, controversy, or proceeding at law, and any addition, variation, or modification to this Agreement shall be void and ineffective unless in writing and signed by the parties hereto.

25. GOVERNING LAW

This agreement and the performance thereof shall be governed, interpreted, construed, and regulated by the Jaws of the state in which the Property is located.

In the event that either party hereto shall institute suit to enforce any rights hereunder, the prevailing party shall be entitled to recover court costs and reasonable attorney's fee if the state law so provides. Upon appeal, the prevailing party shall be entitled to recover court costs and reasonable attorneys' fees incurred as a result of such appeal to the extent allowable by law.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their respective seals the day and year above written.

LANDLORD: City of Kenyon

By: _____

Its: Mayor

Date: _____

By: _____

Its: City Administrator

Date: _____

TENANT: LTD Broadband

By: _____ Its:
Corey Hauer

Owner

Date: _____

CITY OF KENYON
RESOLUTION NO. 2016-02

A RESOLUTION APPROVING A WATER TOWER SPACE RENTAL AGREEMENT FOR THE INSTALLATION OF ANTENNA BY LTD BROADBAND

WHEREAS, Corey Hauer, owner of LTD Broadband, has requested to install an antenna and equipment on the city water tower located at 7th Street and Red Wing Avenue ; and

WHEREAS, the City staff have reviewed the completed application for water tower rental space; and,

WHEREAS, the City of Kenyon desires to enter into an agreement with LTD Broadband in accordance with the terms of said lease.

NOW, BE IT RESOLVED that City of Kenyon approves and authorizes the Mayor and City Administrator, to sign the agreement.

Adopted by the City Council of the City of Kenyon, Minnesota, this 12th day of January, 2016.

_____
Michael G. Engel, Mayor

ATTEST:

_____
Mark R. Vahlsing, City Administrator

City of Kenyon, Minnesota
Fire Hall Financing Scenarios

assumes City provides general obligation pledge to USDA / 39-year term

	$450,000 USDA Note $2,331,000 USDA Loan * Refinance 2007A Bond	$450,000 USDA Note $2,532,000 USDA Loan * Refinance 2007A Bond	
BOND AMOUNT (USDA Note & Loan)			
USDA Note & Mortgage	$ 450,000	$ 450,000	
USDA Direct Loan	$ 2,300,000	$ 2,500,000	
USDA Interim Interest (during construction)	$ 31,000	$ 32,000	
Total Financing Amount	**$ 2,781,000**	**$ 2,982,000**	
DEBT SERVICE (USDA Note & Loan)			
Bond term (Years)	39	39	
Avg. Interest Rate	3.625%	3.625%	
Total Net Debt Service	$ 5,246,570	$ 5,625,476	
Avg. Annual Debt Service	$ 134,527	$ 144,242.97	
100% Statutory Annual Debt Service	***$ 134,527***	***$ 144,243***	**(A)**
2007 BOND AMOUNT (refinance of the $775,000 G.O. Capital Improvement Plan Bonds, 2007)			
Principal balance following 2016 payment	$ 315,000	$ 315,000	
Final Maturity following Refinance	2029	2042	
Approx. Annual Debt Service	***$ 30,575***	***$ 20,113***	**(B)**
TAX IMPACT			
Annual Tax Levy Required	***$ 165,102***	***$ 164,356***	**(A + B)**
Tax Impact Information			
Net Tax Capacity Value (Pay 2015)	$ 826,527	$ 826,527	
Estimated Net Tax Rate Increase	19.9754%	19.8851%	
Market Value of Residential Property			
75,000	$ 89.89	$ 89.48	
100,000	$ 143.34	$ 142.70	
125,000	$ 197.78	$ 196.88	
150,000	$ 252.21	$ 251.07	
175,000	$ 306.64	$ 305.26	
200,000	$ 361.07	$ 359.44	
Mkt Value of Commerical-Industrial Property			
100,000	$ 299.63	$ 298.28	
250,000	$ 848.96	$ 845.12	
500,000	$ 1,847.73	$ 1,839.37	

* NOTE - the interest cost on the USDA Temporary Bond is included in the long term USDA Direct Loan.

FIRE HALL FINANCING

	Scenario 1	Scenario 2
Fire Hall portion	$2,750,000	$2,950,000
Term (years)	39	39
Mature date	2056	2056
City Hall portion if refinanced with Fire Hall project	$315,000	$315,000
Term (years)	12	25
Mature date	2029	2042

City Hall remaining portion included in financing

Total Financed	**$3,065,000**	**$3,265,000**
Avg. annual debt service on Fire Hall portion	$132,601	$142,273
Avg. annual debt service on City Hall portion	$30,575	$20,113
Total annual debt service	**$163,176**	**$162,386**
TOTAL PRINCIPAL & INTEREST OVER TERM OF BOND	**$5,538,339**	**$6,051,472**

City Hall pay off existing bonds - not included in Fire Hall finance

Total Financed	**$2,750,000**	**$2,950,000**
Avg. annual debt service on Fire Hall portion	$132,601	$142,273
* Debt service on City Hall year 2018	$248,505	$248,505
Total debt service 2018	**$381,106**	**$390,778**
Debt service on Fire Hall portion years 2019-2056	$5,038,838	$5,406,374
TOTAL PRINCIPAL & INTEREST OVER TERM OF BONDS	**$5,506,562**	**$5,883,770**

Total City Hall interest		
If refinanced with Fire Hall project	$51,900	$187,825
If existing bond paid off in 2018	$20,123	$20,123

** includes additional $165,000 prinicipal payment to pay off City Hall debt*

Fire Hall annual bond payment	$132,601
City Hall annual bond payment	$79,000
Difference	$53,601
2016 levy dedicated to future Fire Hall debt	$48,000
Additional annual levy amount needed for Fire Hall debt for years 2019-2056	$5,601

01NOV2015

To: Kenyon Fire Department,

From: Scott Quamme Fire Department member

Subj: Request to resign my volunteer Fire Fighter position.

I respectfully request to resign my position with the Kenyon Volunteer Fire Department effective 01 Feb 2016. I have not been able to give the required time and attention that should be given since coming back from my deployment and going back to work full time and it is not fair to the rest of the members. It would be in the best interest of the Department to be able to put someone on that can be more beneficial to our community needs. Thank you all for the time I had serving with a great bunch of Fire Fighters and First Responders over the past 24 years. I hope you will consider my request.

V/r,

Scott Quamme

HERO, JORSTAD & JACOBSEN
LAW FIRM, P.A.
www.hjjlaw.com

Steven A. Jorstad, Attorney | David W. Jacobsen, Attorney | Michael W. Hero, Of Counsel

January 6, 2016

VIA US MAIL AND EMAIL

Chief Lee G. Sjolander
Kenyon Police Department
709 Second Street
Kenyon, Minnesota 55946
lsjolander@cityofkenyon.com

Mark Vahlsing, Kenyon City Administrator
City of Kenyon
709 Second Street
Kenyon, Minnesota 55946
mvahlsing@cityofkenyon.com

RE: Request for Increase in Monthly Fee for Prosecution Services
City of Kenyon

Dear Chief Sjolander and Administrator Vahlsing,

This letter is a request to increase the monthly flat fee for prosecution services to the City of Kenyon.

My office has contracted with the City of Kenyon to provide municipal prosecution legal services on a flat monthly fee basis since June of 2010. The compensation over the years has been as follows:

2010	$850 monthly	2013	$950 monthly
2011	$900 monthly	2014	$950 monthly
2012	$900 monthly	2015	$950 monthly

My firm has not requested an increase since 2013. As such, I respectfully request the Kenyon City Council approve an increase of $50.00/month to bring the compensation for such services to $1,000.00 per month. I believe that such compensation shall be fair and reasonable to both my firm and the City of Kenyon for the next few years.

It has been my pleasure serving the City of Kenyon as its prosecuting attorney and I look forward to continuing that public service. If you have any questions, please feel free to contact me.

Sincerely,

HERO, JORSTAD & JACOBSEN LAW FIRM, P.A.

David W. Jacobsen
KENYON CITY PROSECUTOR

Wanamingo Office*
200 Main St. - P.O. Box 216W
Wanamingo, Minnesota 55983
Phone: (507) 824-2221

Northfield Office
507 Division St. - P.O. Box 27
Northfield, Minnesota 55057
Phone: (507) 786-9090
Fax: (507) 786-9092

Kenyon Office*
634 2nd Street
Kenyon, Minnesota 55946
Phone: (507) 786-9090

*By Appointment Only

RESOLUTION 2016-03

A RESOLUTION AUTHORIZING ACCEPTANCE OF 2015 DONATIONS

WHEREAS, the City of Kenyon received various donations in the amount of $18,051.71 in 2015; and

NOW THEREFORE, BE IT RESOLVED, that the City of Kenyon authorizes the acceptance of 2014 donations in the amount of $18,051.71.

Adopted by the Kenyon City Council on this 12th day of January 2016.

_____
Mike Engel
Mayor

ATTEST:

_____
Mark R. Vahlsing
City Administrator

709 Second Street
Kenyon, MN 55946

City of Kenyon

Phone 507.789.6415
Fax 507.789.5604

MEMO:

January 5, 2016

To: Mayor Engel and City Council

Re: Carriage and Cutter Parade – February 27, 2016

REQUESTED STREET CLOSINGS:

- 8 a.m. – 4 p.m.: On Forest St. from 2nd St. to the North for ½ block for petting zoo and pony rides.
- Noon - 4 p.m.: 2nd St. between Red Wing Ave. and Spring St.

NO PARKING:

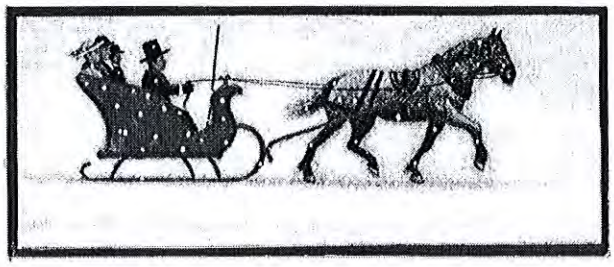
- Noon - 4 p.m.: Along the south side of 3rd Street (parade route) and along the north side of 1st Street (detour route).

PARADE PERMIT:

- No change in route from last year.

ACTION REQUESTED:

- Approve Parade Route / Permit, street closings / detour, parking restrictions
- Approve use of Fire Hall for pre-parade meal.
- Approve $1,000 donation to Carriage and Cutter Parade



Dear Friends:

Kenyon's 37th Annual Carriage and Cutter Day will be held on Saturday, February 27, 2016. You are invited to come and join us! Complete and return the entry form below.

LOCATION: Kenyon, MN, about 50 miles south of Mpls./St. Paul at the intersection of US Hwy 56 and 60.

PLACE: The Staging and Registration area is the Foldcraft Co. parking lot, *(615 Centennial Dr.)* located on Hwy. 56 South.

Dinner is at the Kenyon Fire Department, which is located on Main Street, on the east side of town, next to the BP Gas Station and across from Kenyon City Hall. A shuttle bus will be provided for participant and spectator convenience.

TIME: Unloading starts at 9:30 a.m. Mounted riders will assist you in finding a place to park.
Registration is from 10:00 a.m. until 12:30 p.m.
Dinner will be served from 11:00 a.m. to 12:30 p.m.
The parade will leave the staging area at 1:15, and start on Main St. at 1:30.

DINNER: There will be a free hog roast dinner for all parade participants, provided by the City of Kenyon and the Goodhue County Pork Producers Association.

****Early entry is very much encouraged. In order to speed the entry process, all unit numbers will be assigned, and the parade order will be done prior to parade day. Your registration materials will be ready to pick up when you sign in. (Parade day entries will be taken unti112:30 on parade day.)

If you know of anyone who has not received an invitation and would like to participate, please invite them or contact the City of Kenyon at 507-789-6415 or Nicole Brandon at 507-319-7971. Thank-you and we hope to see you on the 28th!

Visit our website at: www.cityofkenyon.com or email us at: info@cityofkenyon.com

Return to: **Carriage and Cutter Day**
City of Kenyon
709 2nd St.
Kenyon, MN 55946

Please clip and return this form to the name and address above.

NON-MOTORIZED UNITS ONLY

NAME_____

ADDRESS_____

_____

PHONE _____ Email:_____

NAMES OF PEOPLE RIDING ON YOUR UNIT:

_____

_____

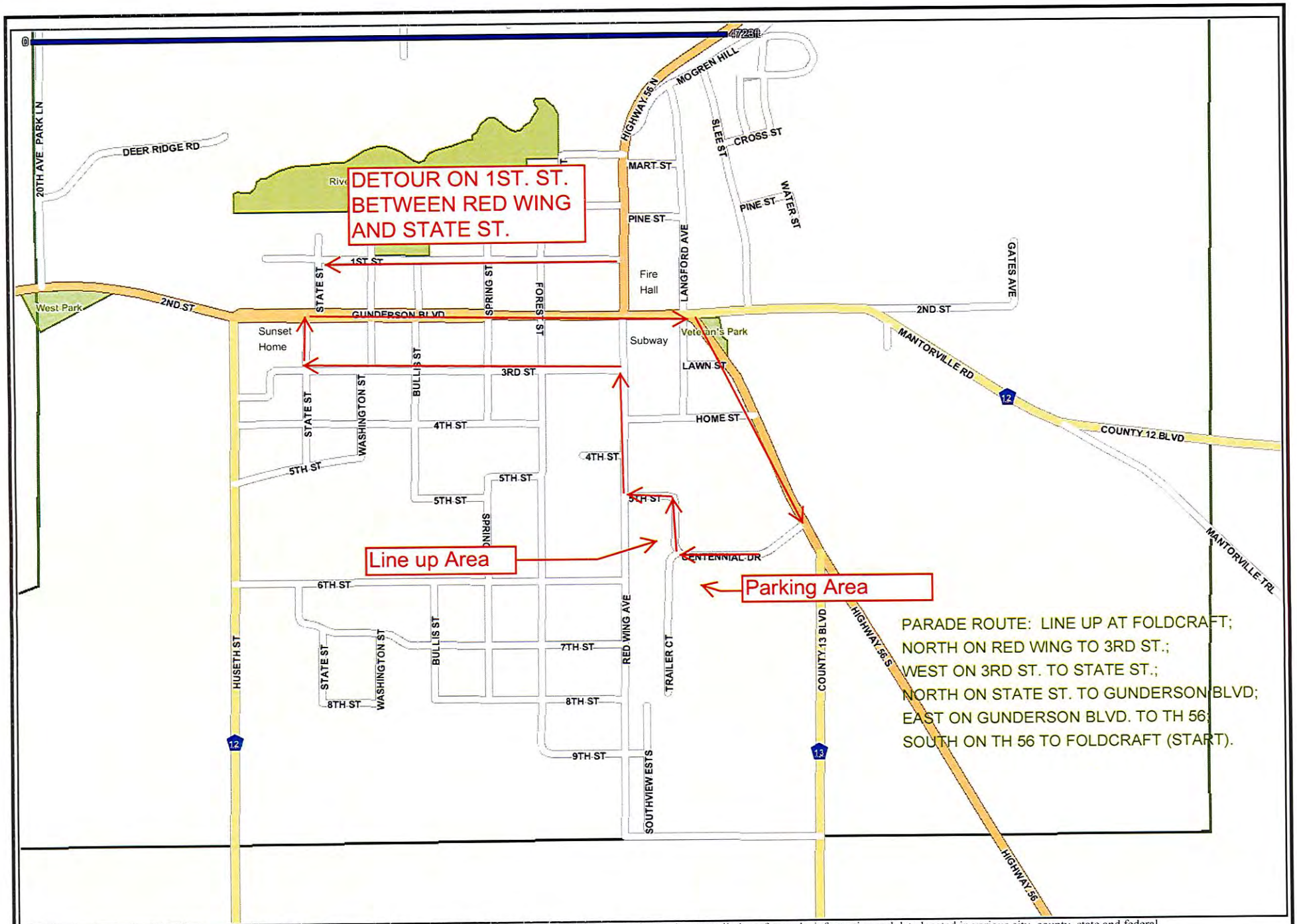
_____

DESCRIPTION OF YOUR UNIT_____

_____

_____

The City of Kenyon and the Carriage and Cutter Day committee are not responsible for accidents or injuries.



This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. Created From Kenyon Online Mapping Site. Sources: Goodhue County, MN; City of Kenyon, MN. Map Created: 2/7/2015

Cities in the counties of
Dodge
Fillmore
Goodhue
Houston
Mower
Olmsted
Wabasha
Winona

SEMLM

Southeastern Minnesota League of Municipalities

www.semlm.org

Annual Meeting
Wednesday
January 27, 2016

Johnny Mango's
505 Frontage Road NW Byron
Directions at this link:
http://mapq.st/1iqzAEs

2:30 – 5:45 **Grant Writing Workshop** (Coffee and cookies for afternoon snack!)
6:00 pm Social Time with cash bar
6:30 pm Dinner *Pork Tenderloin (Blackberry Zinfandel Rosemary Garlic Au Jus), Garlic Potato Mash, Roasted Veg., Salad, Roll*
Welcome from City of Byron
7:00 pm SEMLM Business – Randy Staver, SEMLM President
7:15 pm New Legislative Proposals and 2016 Legislative Policy Adoption
(Please have your city represented for voting)
Presentations from SE MN Lawmakers, CEDA, and others,
Topics: **SE MN Regional Study Bill Proposal, SE MN Healthcare Insurance Rates, Regional Airport Bonding Project, Others TBA**
8:28 pm Closing remarks from SEMLM President Staver. Adjourn meeting. **Open time for networking.**

Hosted by the City of Byron

Registrations Due Friday, January 22

Send to: Mary Blair-Hoeft, Byron City Administrator
680 Byron Main Ct. NE, Byron, MN 55920
mhoeft@byronmn.com
507-775-3418 Direct
507-775-3400 City Hall
507-775-3401 Fax

==========

Registration from _____

Contact Person: _____

Phone: _____ E-mail: _____

Number snack/meals member city _____ x $30 = $_____ (current paid SEMLM member)

Number snack/meals nonmember city _____ x $35 = $_____ (no membership fee paid)

Make checks payable to "City of Byron"

Names of attendees for this registration:

_____ _____

_____ _____

_____ _____

_____ _____