AGENDA
CITY COUNCIL MEETING
November 15, 2016
Note Change in Date

Recite Pledge of Allegiance

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 non-controversial 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. Special City Council Meeting Minutes of October 11, 2016
B. City Council Meeting Minutes of October 11, 2016
C. City Council Work Session Minutes of October 28, 2016

VI. PRESENTATIONS/PUBLIC HEARINGS RECOGNITIONS/PROCLAMATIONS

A. K-W Public Schools Facilities Improvement Plan – Jeff Pesta, Superintendent

VII. ENGINEERING

A. Update on Fire Facility Project
    1. Pay Request #3 – Mohs Contracting

VIII. LEGAL

A. Update on Property Abatement at 411 Bullis St.
B. Todd Bauernfeind Property Requests:
    1. Lot Split for PID 66-640-0190
    2. Rezoning for New Parcel: Ordinance 83, Third Series: An Ordinance of the City of Kenyon to Rezone a Parcel of Land from A (Agricultural) to R-1 (One and Two Family Residential)
    3. Lot Combination – 3 Lots
C. Update on Shirley Erickson / Foldcraft Property Requests
    1. Lot Split & Lot Combination
D. Updates to Data Practices Policy

IX. FINANCIAL

**A. October 2016 Treasurer's Report
**B. Payment of Claims

X. OLD BUSINESS

XI. NEW BUSINESS

A. Resolution 2016-29: Resolution Adopting Assessment for Delinquent Utility Bills
B. Canvass 2016 Election Returns and Declare Results
C. Wellhead Protection Plan, Part I
D. Digital Speed Sign Cost Sharing with Goodhue County

XII. OTHER BUSINESS

A. Schedule of Upcoming Meetings
1. Township Fire Contract Meeting: Tuesday, December 6th @ 6 p.m.
2. 2017 Budget & Levy Public Meeting: Tuesday, December 6th @ 6:30 p.m.
3. City Council Meeting: Tuesday, December 13th @ 7 p.m.

XIII. COUNCIL AND STAFF GENERAL COMMENTS

8:00 **XIV. ADJOURNMENT**

M E M O R A N D U M

TO: Honorable Mayor and City Council
FROM: Mark Vahlsing, City Administrator
RE: Meeting of November 15, 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:
Special City Council Meeting Minutes of October 11, 2016
City Council Meeting Minutes of October 11, 2016
City Council Work Session Minutes of October 28, 2016
October 2016 Treasurer's Report
Payment of Claims

MOTION NEEDED

V. APPROVAL OF MINUTES

Consent Agenda Item

VI. PRESENTATIONS/PUBLIC HEARINGS

K-W Public Schools Facilities Improvement Plan – Jeff Pesta, Superintendent of Schools

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

Update on Fire Facility Project
See attached memo from City Engineer

Pay request #3 – Mohs Contracting
See attached pay request form in the Council packet in the amount of $440,382.26
MOTION NEEDED

VIII. LEGAL *(Scott Riggs will be in attendance at the meeting)*

Update on Property Abatement at 411 Bullis St.
The City attorney will provide an update on the abatement action.

Todd Bauernfeind Property Requests:
Lot Split for PID 66-640-0190
Bauernfeinds are seeking approval to split and combine parcels that they own located at 102 2nd St. A map showing the parcels is included in the meeting packet.

MOTION NEEDED

Rezoning for New Parcel: Ordinance 83, Third Series: An Ordinance of the City of Kenyon to Rezone a Parcel of Land from A (Agricultural) to R-1 (One and Two Family Residential)
Bauernfeinds are seeking approval to rezone the parcels that were combined with their residential property from A to R-1. The Planning Commission will be reviewing rezoning application on Monday November 14. Further information is included in the meeting packet.

MOTION NEEDED – Roll Call Vote

Lot Combination – 3 Lots
See above

MOTION NEEDED

Update on Shirley Erickson / Foldcraft Property Requests
The lot split and rezoning applications have been withdrawn at this time by the Erickson estate. No further action is necessary at this time

Updates to Data Practices Policy
The City Attorney has been in the process of updating the City Data Practices policy. The revisions to the policy are needed to bring it into compliance with current state and federal laws. The revisions are general in nature. The City Attorney will forward the City a marked up copy of the policy. If I receive it prior to the packets being distributed it will be included, otherwise it will be distributed at the Council meeting.

IX. FINANCIAL

October 2016 Treasurer's Report – Consent Agenda Item
Payment of Claims – Consent Agenda Item

X. OLD BUSINESS

XI. NEW BUSINESS

Resolution 2016-29: Resolution Adopting Assessment for Delinquent Utility Bills
MOTION NEEDED

Canvass 2016 Election Returns and Declare Results
Council action to approve election results

MOTION NEEDED

Wellhead Protection Plan, Part I
The Minnesota Department of Health requires all cities to complete a well head protection plan every 10 years. The purpose of the plan is to help delineate a well protection, and water supply management area in and around the City. The plan has 2 parts. The first part was completed by the Department of Health. It is mainly an assessment of the vulnerability of the drinking water of the City and surrounding area. Phase 1 showed a low vulnerability to the wells and drinking water in this area.

The plan has been coordinated through KMU. The second Phase will be prepared by KMU and the City Engineer. This phase will deal more with the steps that the City will take to protect the water system. Further information is contained in the meeting packet.

MOTION MAY BE NEEDED

Digital Speed Sign Cost Sharing with Goodhue County

The City was contacted recently about a possible cost sharing agreement with Goodhue County for digital speed limit signs to be placed at the entrance to town on County Roads. The County has approved a 50%/50% cost split for the cost of the signs. The proposal would be for each interested City to place sign posts at the entrance to each City of applicable County Roads. In the case of Kenyon there could potentially be 3 locations that the posts would be placed. The City would then be able to rotate the sign between the posts. I have discussed the City also using the signs on the three entrances to town on the State Highways. If the City wanted to use the sign on the State highways, it would have to pay a higher percentage of the sign costs. This amount would have to be negotiated with the County. My best estimate if that the County would pay 25% vs 50%.

The County is proposing to purchase the Safe Pace 100 signs from Tapco Inc. The total cost for the sign would be $2500. The mounting bracket would cost approximately $135.00. Based on the above formula the City's share could be either $1250 or $1875 if the signs were used on the state highways. The final amount would have to be determined between the City and County. Further information on the signs is included in the meeting packet.

MOTION MAY BE NEEDED

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.

Pursuant to due call and notice thereof, a Special City Council Meeting was duly held in the City Hall Council Chambers at 6:00 p.m. on the 11th day of October, 2016. The following members were present: Mayor Mike Engel, Council members, Fred Barsness, John Mortensen, Richard Nielsen, and Doug Henke. Also present: City Administrator Mark Vahlsing, City Engineer Joe Rhein, Attorney Scott Riggs and Administrative Assistant Pam Blow.

Mayor Engel opened the Public Hearing on the 2016 1st Street Improvement Assessments at 6:00 p.m.

2016 1st Street Improvement Public Hearing on Assessments

Engineer Rhein noted that this is the second Public Hearing on the assessments for this project. Engineer Rhein reviewed the various aspects and costs of the project. He also reviewed the proposed assessments related to the project. The improvements included streets, sewer, storm sewer, curb/gutter and sidewalks. The project is being financed by a bond, and the assessments are based on front footage of each parcel per the Assessment Policy of the City. A notice was published in the newspaper, and mailed to each property owner. The cost of the project was originally estimated at $712,000, and cost $688,000, which is 3.5% under the amount budgeted.

Engineer Rhein stated that other improvements included in the project, but not assessed were storm sewer, water main upgrades, repair to existing sewer lines and some sidewalk replacement. Assessable costs were $466,119, or 11% under the original estimate. Nine properties were connected to the new sewer, and eight properties need to get connected. He also noted the final assessments by type of work, and that the assessed portion is 23.43% of the project and the City's costs is 76.57%. The assessments will be spread out over ten years, with 4.4% interest per year. Property owners have the right to object to the assessment, and must do it in writing by the close of this hearing. Any appeals must be made within 30 days. Councilman Nielsen mentioned that there is a deferred assessment available for hardship or age.

Property owner Richard Westphal commented that he was impressed by how well the project was run. The contractor and engineer did an excellent job. Property owner Carol Lozon noted that she had difficulties with flooding prior to the project. She hopes the improvement works as designed. She noted that cooperation and good will that existed during the construction project. Ms. Lozon thanked Engineer Rhein. She also noted that the sidewalk extension was a good addition to the neighborhood. Mayor Engel noted that he was glad to hear the comments.

Attorney Riggs noted that because there were no objections, the public hearing could be closed.

Mayor Engel closed the public hearing and adjourned the meeting at 6:30 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 7:00 p.m. on the 11th day of October, 2016. The following members were present: Mayor Mike Engel, Council Members, Fred Barsness, Richard Nielsen, Doug Henke and John Mortensen. Also present: Administrator Mark Vahlsing, Engineer Joe Rhein, Attorney Scott Riggs, Police Chief Lee Sjolander, Fire Chief John Lee and Administrative Assistant Pam Blow.

CITIZEN COMMENTS

Bailey Ament addressed the problems she has escorting her children to the bus stop at St. Michael's Church and the lack of crosswalks on Gunderson Boulevard/ Minnesota Highway 60. She stated that cars don't stop for people waiting to cross, and she has been almost been hit when attempting to cross the street. Mayor Engel noted that because that street is also a State highway, MNDOT dictates what kind of signage can be used. The cost for a lighted cross walk signage system would be $8,000 to $9,000 for each crosswalk. Councilman Barsness asked if a crossing guard could be an option, and asked whose responsibility it would it be to provide this service. Attorney Riggs suggested that the school district be asked to review this problem. Chief Sjolander stated that he would meet with School District Liaison Officer Deputy Nurenberg. Councilman Henke commented that the crosswalk on Highway 60 is definitely a problem.

ADOPT AGENDA

Motion by Nielsen second by Mortensen to approve the agenda as published. Motion carried 5-0-0.

CONSENT AGENDA

Motion by Henke second by Nielsen to approve the Consent Agenda, which includes payment of check numbers, 65617 through 65742; 2644E through 2658E; and additional checks 65743 through 65753. Motion carried 5-0-0.

PRESENTATIONS

Hearing on Order to Abate Nuisance and Hazardous Building

Mayor Engel opened the hearing at 7:12 p.m.

Attorney Riggs noted that the notice to abate the property is similar to the one that was served on the property at 411 Bullis St. in 2014. According to Attorney Riggs, City Code and State law allows the process to abate nuisance conditions. The notice was sent to the owner of record who lives in Montana, and it was also given to the tenants living at the property citing the code and state law violations. The building official's report noted structural, electrical, plumbing, foundation, heating and egress problems. The conclusion of the building official's report is that all these deficiencies are public nuisances and must be abated, or the structure be removed. The property should be vacated until such time that it is improved or removed. The report concluded that due to the extensive major renovations that must be abated most likely the structure would need to be demolished. Attorney Riggs noted Chief Sjolander's report from June, 2016 as well. According to Attorney Riggs, there are photographs that document the condition of the property, and are part of the record. There is one set of photos from June, 2016, and one set taken by the building official, Doug Morem. Apparently, the tenants have been doing some cleanup on the property.

Attorney Riggs noted that there are two resolutions for consideration by the Council. Those resolutions require that the owner mitigate all violations, and the recommendation would be demolition if the property owner doesn't rectify the problem. Attorney Riggs noted that we have not had any response from the owner of record of the property. The costs for abatement, including taxes which are overdue would be more than $50,000. The costs of this action can be assessed to the property. If the taxes and assessments aren't paid, the property would go into tax forfeiture. Councilman Barsness commented that the City has spent many thousands of dollars on the property. Attorney Riggs noted that this process has been ongoing for over four

months, but that everything is in place to take action.

One of the tenants stated that they have a quit claim deed signed by the owner of record. Attorney Riggs stated that it has not been verified, or recorded. There are taxes and special assessments that remain unpaid. According to Attorney Riggs, Eugene Sherbondy is the property owner. Ownership of the property doesn't change the report, and ultimately the condition of the property. There is a 20 day time limit to address all the issues of the property.

Mayor Engel closed the public hearing at 7:33 p.m.

ENGINEERING

Update on 1st Street Reconstruction Project

According to City Engineer Rhein, the final inspection on the sewer mains still needs to be completed. The project assessments have been calculated. The legal notice was published in the official City newspaper and sent out to the affected property owners. The project cost came in 3.5% under the original estimate, and the assessments were 10% under the original amounts. No written objections to the assessments were received by the City.

Resolution 2016-25: Resolution Adopting Assessment for the 2016 First Street Improvement Project

Motion by Nielsen, second by Mortensen to approve Resolution 2016-25. Motion carried 5-0-0.

Update on Fire Facility Project

According to Engineer Rhein, the site clearing is done, grading is in progress, and utilities were installed. The sanitary sewer main was deeper than anticipated, so we will be able to reduce the amount of insulation; resulting in a credit for that portion of the project. The foundation has been poured, and the wall panels are under manufacture. The panels will be delivered next week after the parking lot is done. The USDA has approved Pay Request #1 and Change Request #1 & #2.

Pay Request #2 – Mohs Construction

Engineer Rhein stated that the pay request includes payment on the wall panels, and we have to hold this until the panels are delivered according to the USDA.

Motion by Nielsen, second by Mortensen to approve the pay request in the amount of $339,414.55, contingent on the concurrence of the USDA. Motion carried 5-0-0.

Change Order #3

Parking Lot: Engineer Rhein noted that the test roll was conducted on the parking lot on October 3rd. According to the field report, the west parking lot meets design standards, but the east parking lot had excessive yielding during the test roll. The soil testing firm recommended that one foot of soil be removed and replaced with engineered fill in the east parking lot. It is possible that the soil in the east parking lot could dry, but would take up to 6 months. This would shut the project down. The estimated cost for the required soil correction from the contractor is $28,932, including drain tile.

Councilman Barsness commented that the contractor should have bid the job knowing that we have rain and wet conditions. Engineer Rhein explained that the contract did not call for a bid on this item. According to Engineer Rhein, if it were earlier in the year, we could have waited to get the parking lot soils corrected. Councilman Henke commented that he wondered how often and how deep the soil borings were, and he felt that the people who did the testing should have been aware of the condition of the soils. According to Engineer Rhein, it is out of the contractor's control when we have had so much rain, and in order to keep on schedule, we will have to correct the soils in the east parking lot. According to Rhein, his role is to

recommend options, and the scope of work is expanded when you have unseen conditions. Administrator Vahlsing noted that as a City Administrator and EDA Director, he has been involved in many projects, and there is no way to know how to provide specifications for every contingency. If it were earlier in the season, the soils could have been turned and dried out. Also, more soil borings wouldn't have shown anything different. Geotechnical testing in the field is normal for a project like this. If the contract would have been written to include installing more fill in the parking lot, it would have been higher no matter what the weather. The City would pay for the soil correction even if had not been needed. By leaving the soil correction out of the contract, if there had been less moisture the work would not have been needed, and the contract would lower. Mayor Engel commented that the contractor and engineers are not fortune tellers. Engineer Rhein noted that what was found was consistent with the soil borings.

Motion by Engel, second by Nielsen to approve Change Order #3 in the amount of $28,932, contingent on the concurrence of the USDA. Motion carried 3-2-0, with Engel, Nielsen, and Mortensen voting in favor, and Barsness and Henke voting against the motion.

Construction Materials Testing Services Quote

City Engineer Rhein stated that the soil testing taken in the field during construction is separate from the soil borings taken prior to the property being purchased. The project owner hires a firm to conduct these soil tests separate from the contractor. The City Engineer stated that soil testing quotes had been received Quotes were received from Braun Intertec, and Chosen Valley Testing. He recommended that approval be given for the low quote from Chosen Valley Testing,

Motion by Nielsen, second by Mortensen to accept the proposal given by Chosen Valley Testing in the amount of $15,844, plus $1,770 for bituminous testing. Motion carried 5-0-0.

Update on Trondheim Road Drainage Issues

Engineer Rhein noted that the drainage survey was conducted to determine the street drainage from Bergen Circle. The conclusions from the survey show that Bergen Circle was constructed as the original 1999 construction plans indicated. The drainage area and the amount of drainage from the cul-de-sac are normal. The amount of drainage is within normal levels. Additionally, the depth of flow is reasonable to from the curb cuts. According to Connie Ugland, in 1999, the City wanted to install a culvert and a pond on her property. She stated that she did not want the drainage system proposed by the City. Further they do not agree to any assessments to fund drainage improvements. Ms. Ugland commented that there should have been drain tile installed to take water away from her property. Administrator Vahlsing noted that Ugland's request is for the city to go in and fix the issue. There may be other solutions that involve assessment to benefiting properties. The residents, including Ms. Ugland, do not want to be assessed for this issue. Engineer Rhein commented that the drainage of Bergen Circle is working according to design. The issues to Ms Uglands property are also being caused by drainage from abutting properties. Ms. Ugland stated that the City should still take care of the drainage that impacts her property since some of it comes from Bergen Circle. According to Engineer Rhein, the entire cul-de-sac would have to be rebuilt to get it high enough to drain in another direction. He felt that drain tile will not help with the runoff, because the surface water has to be collected first. Water from other surrounding properties is also affecting Uglands property.

Removal of a Portion of the Former Railroad Trestle – John Lee, Fire Chief

Fire Chief Lee stated that a local business would like to excavate a portion of the old trestle area. According to Engineer Rhein, part of the hill is in the MN Department of Transportation's right-of-way area. The City would need to get permission from MNDOT to cross their right-of-way. Administrator Vahlsing stated he would contact MNDOT, but it doesn't appear that there is time to do this before winter.

LEGAL

Update on Property Abatement at 411 Bullis St.

City Attorney Riggs stated that the hearing had been held on the possible abatement action by the City. The next step would be adoption of resolution 2016-27 followed by a district court hearing. Depending on the outcome of the Court Hearing, the property could be demolished by the City.

Resolution 2016-27: Resolution Ordering the Abatement of Conditions Creating a Hazardous Property Existing at 411 Bullis St. Kenyon MN

Motion by Henke, second by Nielsen to approve Resolution 2016-27. Motion carried 5-0-0.

Resolution 2016-28: Resolution Setting Forth the Findings of Fact and Decision of the City Council with Respect to the Nuisance Conditions on the Property Located at 411 Bullis St. in the City of MN

Motion by Nielsen, second by Mortensen to approve Resolution 2016-28. Motion carried 5-0-0.

Lot Combination for ISD #2172

Motion by Barsness, second by Nielsen to approve the lot combination request. Motion carried 5-0-0.

OLD BUSINESS

Review City Audit Services Quotes

According to Administrator Vahlsing, four quotes were received, and all have municipal clients. Vahlsing noted that there have been not issues with Smith Schafer. He also stated that he has worked with two of the other firms and not had any issues with them.

Motion by Nielsen, second by Engel to approve the quote from CliftonLarsonAllen. Motion carried 5-0-0.

SEMMCHRA Small Cities Development Program – Karen DuCharme

Buffy Beranek, Deputy Director and Karen DuCharme, Community Development Director, at SEMMCHRA were present to update the Council on the status of Small Cities Development program grant application. According to Ms. DuCharme, a survey has been completed for single-family, commercial and rental rehabilitation programs. There were 67 persons eligible who completed the survey. SEMMCHRA will use $100,000 revolving loan, and commercial rehabs won't have any out of pocket expenses. 60% of the cost is deferred for five years, 20% is in the form of a low-interest loan, and 20% is a loan from SEMMCHRA. Goodhue County and SEMMCHRA have contributed $5,000 to the program, and they will be asking that same contribution from the City from Kenyon.

Motion by Mortensen, second by Nielsen to approve the application proposal and allow the mayor to sign with any changes, and approve $5,000 contribution to the program. Motion carried 5-0-0.

NEW BUSINESS

Resolution 2016-24: Resolution Adopting General Election Judges

Motion by Nielsen, second by Mortensen to approve Resolution 2016-24. Motion carried 5-0-0.

Update on Purchase of Swelland Property - EDA

According to Administrator Vahlsing, the EDA is in the process of purchasing the property at a cost of $236,000. A Phase I environmental study will be done on the property and CEDA will be assisting with funding for development and marketing. This land is intended to be a long term development and the area could be used for community solar.

Replace Spiral Screen in the Control Room of WWTP

According to Administrator Vahlsing, the current screen is non-functioning and needs replacing. The new equipment is for the same type as the current screen. The cost of the screen was $31,000 not including

installation. It would take up to 14 weeks for the screen to be manufactured and delivered.

Motion by Barsness, second by Nielsen to approve the purchase at a cost of $31,000. Motion carried 5-0-0.

Steve Baalson Retirement
Appointment of Interim Public Works Superintendent
Administrator Vahlsing noted that the Personnel Committee has recommended that Wayne Erich be appointed as interim Public Works Superintendent. He stated that the other Public Works employee did not want to be considered for the position. Steve Baalson informed the Personnel Committee that he will retire on January 20, 2017. He stated that he was willing to step down as superintendent in order for Wayne Erich to take over the position. This change would be effective as soon as the council approves the appointment.

Motion by Nielsen, second by Henke to appoint Wayne Ehrich as Interim Public Works Superintendent, on a date to be determined by the Administrator. Mr. Ehrich would have a six month probationary period as Interim Superintendent. Motion carried 5-0-0.

Authorize Hiring of Replacement Public Works Worker
Motion by Nielsen, second by Barsness to approve hiring a replacement Public Works Worker. Motion carried 5-0-0.

Change Date of November Council Meeting
Motion by Mortensen, second by Engel to change the date of the November City Council Meeting to November 15, 2016 at 7 p.m. Motion carried 5-0-0.

Resolution 2016-26: Approving a Cooperative Snow Removal Agreement with the MN Department of Transportation
Motion by Engel, second by Nielsen to approve Resolution 2016-26. Motion carried 5-0-0.

Firemen's Relief Assn. Liquor and Dance Permit
Motion by Barsness, second by Henke to approve the Dance Permit and temporary liquor license for November 26, 2016, beginning at 5:00 p.m. Motion carried 5-0-0.

OTHER BUSINESS
Schedule of Upcoming Meetings
City Council Meeting: Tuesday, November 15th @ 7 p.m.
Township Fire Contract Meeting: Tuesday, December 6th @ 6 p.m.
2017 Budget & Levy Public Meeting: Tuesday, December 6th @ 6:30 p.m.

COUNCIL AND STAFF GENERAL COMMENTS
Engineer Rhein thanked the council for their patience and input on the various projects.

Councilman Henke apologized to Engineer Rhein. Mr. Henke also commented that KPD Officer Nguyen has taken over the challenge of getting vehicles out of peoples' yards when they are inoperable. So far, he has dealt with 18 vehicles.

Councilman Nielsen and Barsness thanked Steve Baalson for his service to the City, and welcomed Wayne Ehrich as the Interim Public Works Superintendent.

Councilman Mortensen thanked everyone who has worked on the issues regarding 411 Bullis St.

Administrator Vahlsing extended his congratulations to Officer Rehbein, who got married last weekend. Further thanks to Doug Henke for finding all the properties with junk cars. Vahlsing also thanked Steve and Wayne. He stated that there will be a budget work session toward the end of the month.

Motion by Nielsen, second by Henke, to adjourn the meeting at 9:55 p.m. Motion carried 5-0-0.

_____ _____

Pam Blow, Administrative Assistant Michael Engel, Mayor

Pursuant to due call and notice thereof, a City Council Work Session was duly held in the City Council chambers at 1:30 p.m. on the 28th day of October, 2016. 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, Fire Chief John Lee, Library Director Michele Otte, Liquor Store Manager Matt Bartel, Police Chief Lee Sjolander, Street Superintendent Steve Baalson, Bookkeeper Sue Dodds, and Interim Public Works Superintendent Wayne Erich.

Review 2017 Department Budgets

Library - Michelle Otte, Director
According to Director Otte, most of the increases in the library budget were due to salary and benefits increases. Automation fees paid to SELCO had also increased. She stated that the relationship with Goodhue County was very good. Funding through the County agreement has been increasing annually. There are no major changes in the revenue budget for the library. Mayor Engel asked why the maintenance expenditures had been so high the last two years. Library Director Otte stated that the a/c unit had needed service two or three times the last year. If we are lucky it may last one or two more years.

Police Department – Chief Lee Sjolander
Police Chief Sjolander stated that the Department had hosted Nar can training. He stated that both vehicles were still in good working condition. City Administrator Vahlsing noted that he would like to see the PD move to the Ambulance building possibly in 2017. Chief Sjolander stated that he would also like to look at the current Fire Hall as a future office for the PD. He stated that it could also be used for a community center, and other community uses.

Public Works Department – Wayne Ehrich, Interim Public Works Superintendent
Administrator Vahlsing reviewed the proposed 2016 Street, Sewer, Park, and Storm Sewer budgets with the Council. Interim Public Works Superintendent Erich stated that the Ford Ranger would need replacing in 2017. Erich also reviewed the Pool budget. He stated that in Trondheim Park a rubber base needed to be installed under the playground. In the Sanitary Sewer budget, several items in the Wastewater Treatment Plant were discussed including repairs to the clarifier, replacement of the screener, and various plumbing repairs.

Liquor Store – Matt Bartel, Manager
According to Muni Manager Bartel, the Restaurant Manager point of sale, and credit card processing system costs have increased. He would like to find a different card processing company. Administrator Vahlsing stated that there is an increase in the budget for support services and credit card fees. This increase is partly because more people are using credit/debit cards for purchases. Manager Bartel told the Council that $25,000 was included in the budget for siding and related repairs to the east side of the building.

Mayor Engel asked about the general condition of the roof. Manager Bartel stated that he inspects the roof every month and that it currently looks good.

Fire Department/First Responders – Chief John Lee
Administrator Vahlsing stated that there were no major changes in the Fire Department budget. Fire Chief Lee stated that the SCVA system would need to be upgraded when the department moves to the new facility. He also said that lockers would also be needed in the new facility. They would be purchased separately.

Other areas of the proposed 2016 budget
Administrator Vahlsing reviewed the remainder of the proposed budget. He reviewed that status of the Storm Sewer Fund. The fund would be negative in 2017 without some type of rate increase. He reviewed options for revenue increases that would bring the fund back to a positive amount. A minimum increase of the .35 cents a month would be needed to bring the fund out the red.

Administrator Vahlsing distributed the 2016 fee resolution for reference.

Mayor Engel adjourned the meeting at 3:10 p.m.

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Mark R. Vahlsing, City Administrator

_____
Michael Engel, Mayor

Dream Like a Knight Facilities Plan

Welcome to the campuses of the K-W Public Schools! We are in the first year of our facilities improvement plan. You will have the opportunity to observe the results and provide direction on the next steps.

Year 1:

- Improvements such as the west HS parking lot, the main gym floor and scoreboards, and numerous remodels and repairs at both schools.
- Completion of the Wanamingo baseball/softball complex.

Year 2:

- Complete HS parking lot resurfacing in conjunction with a new entrance and front plaza and create plans for new early childhood and elementary school entrances.
- An engineering study of the Kenyon athletic complex and competition ready track surface.
- Phase I of roof maintenance cycle for both schools.

Year 3:

- Possible voter approved projects to increase our capacity for athletics, fine arts, and community education spaces.

Please watch for a parent/student survey this fall and a district-wide household survey to follow, which will help identify the "dreams" of our community.

Kenyon-Wanamingo Public Schools

District 2172 Office
225 Third Avenue
Wanamingo, MN 55983
Phone 507-789-7001
Fax 507-789-7032

Middle-High School
400 Sixth Street
Kenyon, MN 55946
Phone 507-789-7007
Fax 507-789-6188

Elementary School
225 Third Avenue
Wanamingo, MN 55983
Phone 507-824-2211
Fax 507-789-7033

RE: Branding Work Session 9/12/16

I. Official District Logos
- Historical/retro images (K,W, or K-W) can be used for clothing and other purposes.
- Official logos only for district correspondence, presentations, website, and social media.

Little Knights

Knights in Training

Knights

II. Slogan vs. Vision and Mission
- The Vision and Mission can be reviewed and approved when ready. They will appear on appropriate documents; however they don't distinguish our district from others (add customized education?)
- Slogan Storm:
  - Country strong, country smart!
  - Striving to be a model rural school district.
  - Honoring our past while we prepare students for their future.
  - ..... like a Knight!
  - We're glad you're here!
  - Our wrestlers can pin your honor student☺
  - Others?

III. Core Values
- Are intended to be a more user friendly way to communicate the district's vision and mission.
- Connect directly to student management, KISS, and PBIS.
- Engage the greater communities as partners by reflecting what is important to them.
  - Respectful, responsible and safe
  - Love
  - Family
  - Stewardship
  - Others?

Jeff Pesta
Superintendent

Matt Ryan
Principal 7-12

Katy Schuerman
Principal K-6

Kenyon-Wanamingo Public Schools

District 2172 Office
225 Third Avenue
Wanamingo, MN 55983
Phone 507-789-7001
Fax 507-789-7032

Middle-High School
400 Sixth Street
Kenyon, MN 55946
Phone 507-789-7007
Fax 507-789-6188

Elementary School
225 Third Avenue
Wanamingo, MN 55983
Phone 507-824-2211
Fax 507-789-7033

Enrollment Goal Options for Strategic Planning 2016

I. Status Quo

- Relies upon local families that participate in educational and community education programs based on convenience or loyalty/tradition.
- Most likely will lead to a moderate decrease in enrollment and frequent fluctuation due to external variables.
- Will require regular "right-sizing" of instructional, extra-curricular, and community education programming and budgets.
- Allows market forces to work without interference.
- May lead to consolidation of some or all programs with neighboring districts long term.
- Requires only a LTFM plan to provide adequate space and improvements.
- Less risk and effort required with strategic planning.

II. Balanced Census (900 Plan)

- Strives for a balance between incoming and outgoing students based on statewide enrollment options for an intermediate term.
- Requires limiting open enrollment to application deadlines, and restricting non-resident transportation short term.
- Benefits from partnerships within Kenyon and Wanamingo that strengthen the appeal and convenience.
- Benefits from a defined school/community identity and branding.
- May or may not accommodate mandatory preschool without facilities additions.
- Requires flexibility, innovation and competitive quality for most programs.
- Maximizes the use of currently available facilities with only moderate construction or repurposing necessary.
- Medium risk and effort required with strategic planning.

III. Targeted Growth

- Seeks sustained growth through key programs (i.e. early childhood, immersion, magnets, activities specialization or unique facilities).
- Requires net growth in enrollment options and/or community demographics or possibly partnership in a desegregation plan.
- Requires assertive marketing outside of district boundaries and multiple sources of partnerships.
- Will require bonding and/or referendum to build new facilities.
- High risk and effort required with strategic planning.

Jeff Pesta
Superintendent

Matt Ryan
Principal 7-12

Katy Schuerman
Principal K-6

BOLTON & MENK
Real People. Real Solutions.

2035 County Road D East
Maplewood, MN 55109-5314

Ph: (651) 704-9970
Fax: (651) 704-9971
Bolton-Menk.com

MEMORANDUM

Date: November 7, 2016

To: Kenyon City Council
City Administrator Mark Vahlsing

From: City Engineer Joe Rhein

Subject: Fire Station Project Update

This memo provides an update on the Fire Station Project since the last City Council meeting.

Construction Status

- Site clearing is complete.
- Site grading is nearing completion.
- Installation of sanitary sewer, water main, and storm sewer is complete.
    - Water main pressure test has passed. Awaiting bacteria test results.
- Gas service installation began November 2nd.
- Electric service installation is scheduled to begin week of November 7th.
- All foundations and footings are complete.
- The second monthly progress meeting with the USDA was held November 3rd.

Parking Lot Subgrade and Gravel

- Subgrade soil corrections on the east parking area have been completed in accordance with approved Change Order No. 3.
- The majority of the gravel base on the east and west parking areas has been placed.
- Gravel base on the south parking lot is complete.

- It should be noted the contractor furnished and installed geotextile fabric under the gravel base of all three parking lots – east, west, and south. This fabric was not required per the construction documents, and the decision to provide the fabric was made by the contractor. They want to ensure the quality of the work on the parking lots has the best possible outcome. The contractor furnished and installed the fabric at their expense, and will not be requesting compensation through the contract. Based on the area of the parking lots and the typical cost of such fabric, the value of the fabric provided by the contractor is estimated to be over $8,000.

Parking Lot Curbing and Paving

- Concrete curb and adjacent sidewalk have been poured in the south parking lot.
- The contractor will be focusing on the concrete stoops, aprons, and interior floor slabs before proceeding with the concrete curb on the east and west parking lots.

- Bituminous plants will be closing for the season during the week of November 7th.
- The first lift of bituminous pavement on the south parking lot has been paved.
- Given the schedule for plant closings and completion of the concrete curbs, it will not be possible to get the first lift of bituminous pavement on the east and west parking lots in 2016. That work will need to be done in spring 2017.

- Since the first lift of bituminous pavement was completed in the south parking lot, building access in accordance with ADA requirements (Americans with Disabilities Act) should be able to be met from that parking lot. The project status update from last month mentioned the possibility of a temporary building access plan using the east concrete apron and Door 102 in the east wall of the building. That temporary plan should no longer be necessary due to the paved status of the south parking lot.

Pre-Cast Wall Panels

- Delivery and placement of the pre-cast wall panels began on October 17th and all panels were placed by the end of October. Representative photos taken during placement are included with this memo for information.
- During placement of the wall panels, an error in the brick pattern was noted on the south wall. The error affected 4 of the pre-cast panels.
- The panels in question were reviewed with the City, and the consensus was the wall panels could be left in place, if an appropriate reduction in price for those panels was provided.
    - The price reduction for those wall panels will be reflected in a future change order to the project.

USDA Concurrence - Pay Request No. 2, Change Order No. 3

- Payment Request No. 2 was approved by the City Council on October 11th, subject to USDA concurrence.
- Change Order No. 3 for soil corrections in the east parking lot was also approved by the City Council on October 11th, subject to USDA concurrence.
- The USDA concurred with Payment Request No. 2 on October 25th, and with Change Orders No. 3 on September 19th.
    - Copies of the documents signed by USDA are on file with the Administrator.

Payment Request No. 3

- The Contractor has submitted an application for Payment Request No. 3, including:
  - General Conditions: approx. 16% of (44.4% total to date).
  - Earthwork: approx. 30% (56% total to date).
  - Pre-cast Wall Panels: approx. 45% (95% total to date).
  - Concrete Work: approx. 29%.
  - Electrical: approx. 38%.
  - Fire Suppression: approx. 10%.
- A copy of the payment request as submitted on form AIA G702 is attached.
- Based on the submittal, a draft of the payment request was prepared on USDA form RD 1924-18. A copy of that form is also attached with this memo.
- Recommend approval of Payment Request No. 3, contingent on USDA concurrence.

Schedule

Following are some main project activities that will be happening in the upcoming weeks:

- Roofing – will start week of November 7th.
- Doors (pedestrian) and windows – starting the week of November 14th.
- Interior floors and drains – starting the week of November 7th.
- Overhead garage doors – will be installed after floor are in place.

Attached is a 4-week schedule provided by the contractor as of November 4th.

At this time, the contractor feels they are slightly ahead of schedule on the building and interior work, and approximately 1-week behind schedule on exterior work, with the exception that bituminous will not be done until 2017.

Actions

Based on the information provided in this memo and attachments, the following action is recommended for consideration by the City Council:

- Approve Pay Request No. 3, contingent upon concurrence from the USDA.

We will be present at the City Council meeting on Nov. 15th to review this information. If discussion is desired in advance of the meeting, please contact me at 651-968-7384 or at joerh@bolton-menk.com.

Attachments:

- *Pay Request No. 3 – Form AIA G702.*
- *Pay Request No. 3 – Form RD 1924-18.*
- *Photos of Pre-Cast Wall Panels.*
- *4-week construction schedule*

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: City of Kenyon
709 2nd Street
Kenyon, MN 55946

PROJECT: Kenyon Volunteer Fire Department

APPLICATION NO: 003
PERIOD TO: October 31, 2016
CONTRACT FOR: General Construction
CONTRACT DATE: July 20, 2016
PROJECT NOS: 1480-16 / 16-005 /

Distribution to:
OWNER:
ARCHITECT: X
CONTRACTOR:
FIELD:
OTHER:

FROM CONTRACTOR: Mohs Contracting, Inc.
969 39th Ave. NW Suite A
Owatonna, MN 55060

VIA ARCHITECT: Brunton Architects
225 Belgrade Ave.
North Mankato, MN 56003

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. **ORIGINAL CONTRACT SUM** ..... $ 2,113,900.00
2. **NET CHANGE BY CHANGE ORDERS** ..... $ 43,331.68
3. **CONTRACT SUM TO DATE** (Line 1 ± 2) ..... $ 2,157,231.68
4. **TOTAL COMPLETED & STORED TO DATE** (Column G on G703) ..... $ 947,627.70
5. **RETAINAGE:**
   a. 10 % of Completed Work (Column D + E on G703) $ 94,762.77
   b. 0 % of Stored Material (Column F on G703) $ 0.00
   Total Retainage (Lines 5a + 5b or Total in Column I of G703) ..... $ 94,762.77
6. **TOTAL EARNED LESS RETAINAGE** ..... $ 852,864.93
   (Line 4 Less Line 5 Total)
7. **LESS PREVIOUS CERTIFICATES FOR PAYMENT** ..... $ 412,482.67
   (Line 6 from prior Certificate)
8. **CURRENT PAYMENT DUE** ..... $ 440,382.26
9. **BALANCE TO FINISH, INCLUDING RETAINAGE**
   (Line 3 less Line 6) $ 1,304,366.75

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$ 14,399.68	$ 0.00
Total approved this Month	$ 28,932.00	$ 0.00
TOTALS	$ 43,331.68	$ 0.00
NET CHANGES by Change Order	$ 43,331.68	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By: _____ Date: 10-24-16
State of: MN
County of: Steele
Subscribed and sworn to before me this 24 day of OCTOBER
Notary Public:
My Commission expires:

SHANE ALAN PETTIS
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2021

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... $ 440,382.26
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: Stephen Mydlajek Date: 11-4-2016

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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User Notes:

AIA® Document G703™ – 1992

Continuation Sheet

AIA Document, G702™–1992, Application and Certification for Payment, or G736™–2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 003
APPLICATION DATE: 10/25/2016
PERIOD TO: 10/31/2016
ARCHITECT'S PROJECT NO: 1480-16

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1	01 00 00: General Conditions	318,439.68	90,484.06	50,789.64	0.00	141,273.70	44.36 %	177,165.98	14,127.34
2	03 00 00: Common Works for Concrete	155,086.00	0.00	45,229.00	0.00	45,229.00	29.16 %	109,857.00	4,522.90
3	03 41 00: Precast Wall Panels	610,000.00	309,880.00	270,880.00	0.00	580,760.00	95.21 %	29,240.00	58,076.00
4	04 00 00: Common Work Results for Masonry	15,600.00	0.00	0.00	0.00	0.00	0.00 %	15,600.00	0.00
5	05 12 00: Structural Steel Framing	65,101.00	0.00	0.00	0.00	0.00	0.00 %	65,101.00	0.00
6	05 50 00: Misc. Metals	19,934.00	0.00	0.00	0.00	0.00	0.00 %	19,934.00	0.00
7	06 11 00: Wood Framing	10,000.00	0.00	0.00	0.00	0.00	0.00 %	10,000.00	0.00
8	06 22 00: Millwork	5,000.00	0.00	0.00	0.00	0.00	0.00 %	5,000.00	0.00
9	06 41 00: Casework	12,533.00	0.00	0.00	0.00	0.00	0.00 %	12,533.00	0.00
10	07 21 19: Foamed-In-Place Insulation	3,600.00	0.00	0.00	0.00	0.00	0.00 %	3,600.00	0.00
11	07 53 00: Adhered EPDM Membrane	87,400.00	0.00	0.00	0.00	0.00	0.00 %	87,400.00	0.00
12	07 84 00: Firestopping	3,500.00	0.00	0.00	0.00	0.00	0.00 %	3,500.00	0.00
13	07 90 05: Joint Sealers	4,500.00	0.00	0.00	0.00	0.00	0.00 %	4,500.00	0.00

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User Notes:

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
14	08 11 13: Hollow Metal Doors and Frames	25,125.00	0.00	0.00	0.00	0.00	0.00 %	25,125.00	0.00
15	08 36 13: Sectional Doors	30,200.00	0.00	0.00	0.00	0.00	0.00 %	30,200.00	0.00
16	08 43 13: Aluminum Framed Storefronts	13,987.00	0.00	0.00	0.00	0.00	0.00 %	13,987.00	0.00
17	09 30 00: Tiling	17,295.00	0.00	0.00	0.00	0.00	0.00 %	17,295.00	0.00
18	09 51 00: Acoustical Ceilings	9,760.00	0.00	0.00	0.00	0.00	0.00 %	9,760.00	0.00
19	09 68 13: Tile Carpeting	10,899.00	0.00	0.00	0.00	0.00	0.00 %	10,899.00	0.00
20	09 77 33: Glass Fiber Reinforced Plastic Panels	710.00	0.00	0.00	0.00	0.00	0.00 %	710.00	0.00
21	09 90 00: Painting and Coatings	16,000.00	0.00	0.00	0.00	0.00	0.00 %	16,000.00	0.00
22	10 00 00: Common Work Results for Specialties	7,929.00	0.00	0.00	0.00	0.00	0.00 %	7,929.00	0.00
23	10 75 00: Flagpole	10,638.00	0.00	0.00	0.00	0.00	0.00 %	10,638.00	0.00
24	14 60 00: Electric Chain Hoist	7,070.00	0.00	0.00	0.00	0.00	0.00 %	7,070.00	0.00
25	21 00 00: Common Work Results for Fire Suppression	24,000.00	0.00	2,400.00	0.00	2,400.00	10.00 %	21,600.00	240.00
26	22 00 00: Common Work Results for Plumbing	114,140.00	0.00	0.00	0.00	0.00	0.00 %	114,140.00	0.00
27	23 00 00: Common Work Results for HVAC	64,900.00	0.00	0.00	0.00	0.00	0.00 %	64,900.00	0.00

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ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
28	26 00 00: Common Work Results for Electrical	119,646.00	0.00	45,615.00	0.00	45,615.00	38.12 %	74,031.00	4,561.50
29	31 00 00: Common Work Results for Earthwork	235,713.00	57,950.00	74,400.00	0.00	132,350.00	56.15 %	103,363.00	13,235.00
30	32 14 00: Unit Paving	97,953.00	0.00	0.00	0.00	0.00	0.00 %	97,953.00	0.00
31	32 16 00: Curbs and Gutter	29,448.00	0.00	0.00	0.00	0.00	0.00 %	29,448.00	0.00
32	32 92 00: Turf and Grasses	11,125.00	0.00	0.00	0.00	0.00	0.00 %	11,125.00	0.00
	GRAND TOTAL	$2,157,231.68	$458,314.06	$489,313.64	$0.00	$947,627.70	43.93 %	$1,209,603.98	$94,762.74

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User Notes:

FORM APPROVED
OMB NO. 0575-0042

Form RD 1924-18
(Rev. 6-97)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
FARM SERVICE AGENCY

PARTIAL PAYMENT ESTIMATE

CONTRACT NO.

PARTIAL PAYMENT ESTIMATE NO. Three (3)

PAGE

OWNER:	CONTRACTOR:	PERIOD OF ESTIMATE
City of Kenyon, MN	Mohs Contracting, Inc.	FROM 10-01-16 TO 10-31-16

CONTRACT CHANGE ORDER SUMMARY

No.	Agency Approval Date	Amount Additions	Amount Deductions
One (1)	09-22-2016	$7,228.00	
Two (2)	09-22-2016	$7,171.68	
Three (3)	10-19-2016	$28,932.00	
TOTALS		$43,331.68	$0.00
NET CHANGE		$43,331.68	$0.00

ESTIMATE

1. Original Contract	$2,113,900.00
2. Change Orders	$43,331.68
3. Revised Contract (1 + 2)	$2,157,231.68
4. Work Completed*	$947,627.70
5. Stored Materials*	$0.00
6. Subtotal (4 + 5)	$947,627.70
7. Retainage*	$94,762.77
8. Previous Payments	$412,482.65
9. Amount Due (6-7-8)	$440,382.28

** Detailed breakdown attached*

CONTRACT TIME

Original (days)	180	On Schedule	☑ Yes	Starting Date	08-22-2016
Revised	192		☐ No	Projected Completion	03-02-2017
Remaining	121				

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

Contractor _____

By _____

Date _____

APPROVED BY OWNER:

Owner _____

By _____

Date _____

ARCHITECT OR ENGINEER'S CERTIFICATION:

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Architect or Engineer _____

By _____

Date _____

ACCEPTED BY AGENCY:

The review and acceptance of this estimate does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents.

By _____

Title Area Specialist

Date _____

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0042. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

TYPICAL UNIT PRICE BREAKDOWN *

ITEM	DESCRIPTION	CONTRACT *(revised)*			THIS PERIOD		TOTAL TO DATE		% COM-PLETE
		QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
				$0.00		$0.00		$0.00	0
				$0.00		$0.00			0
				$0.00		$0.00		$0.00	0
				$0.00		$0.00		$0.00	0
				$0.00		$0.00		$0.00	0
				$0.00		$0.00		$0.00	0
				$0.00		$0.00		$0.00	0
				$0.00		$0.00		$0.00	0
				$0.00		$0.00		$0.00	0
				$0.00		$0.00		$0.00	0
				$0.00		$0.00		$0.00	0
	TOTALS			$0.00		$0.00		$0.00	0

TYPICAL LUMP SUM PRICE BREAKDOWN *

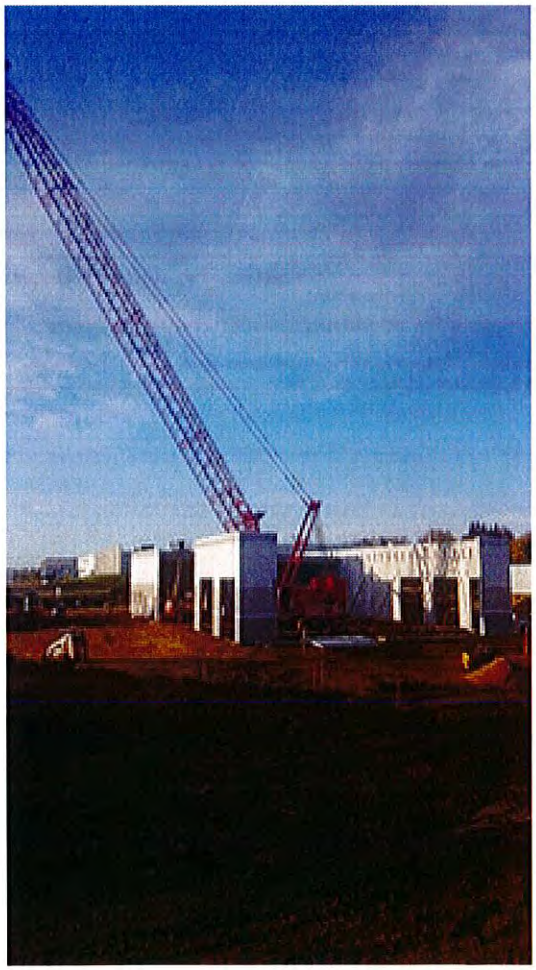
ITEM	DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED		% COM-PLETE
			THIS PERIOD	TO DATE	
1	General Conditions	$318,439.70	50789.64	$141,273.70	0
2	Common Works Concrete	$155,086.00	$45,229.00	$45,229.00	0
3	Precast Wall Panels	$610,000.00	$270,880.00	$580,760.00	1
25	Fire Suppression	$24,000.00	$2,400.00	$2,400.00	0
28	Electrical	$119,646.00	$45,615.00	$45,615.00	0
29	Earthwork	$235,713.00	$74,400.00	$132,350.00	1
					0
					0
					0
					0
	TOTALS	$1,462,884.70	$489,313.64	$947,627.70	1

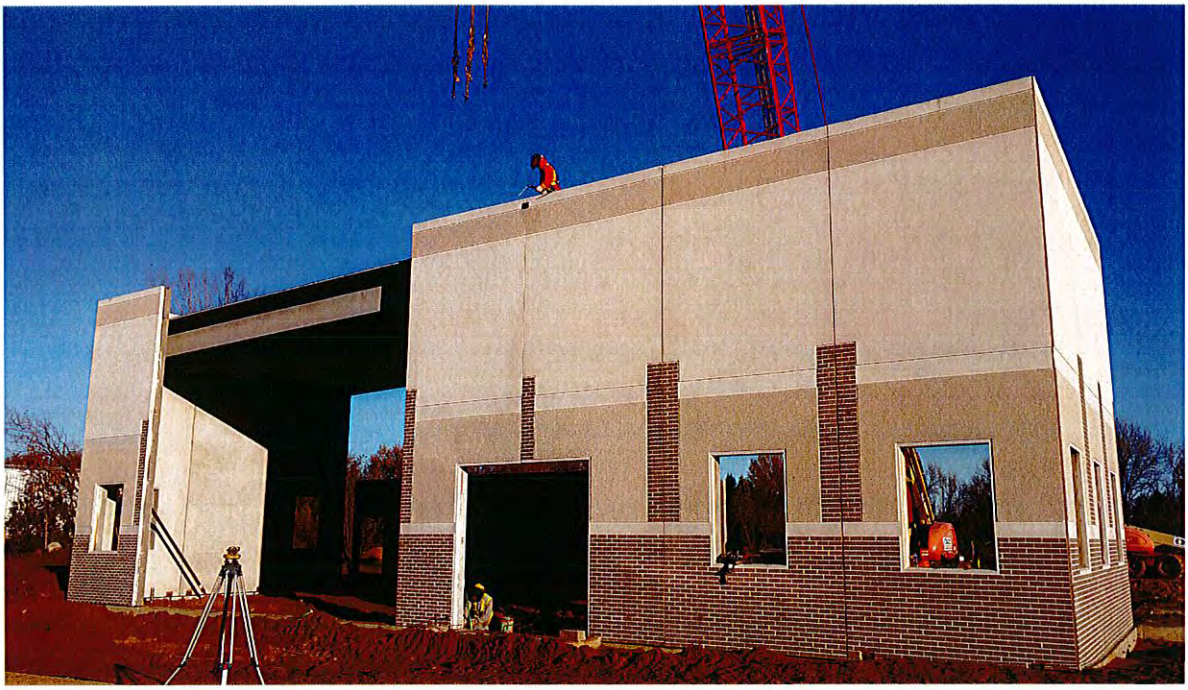
TYPICAL STORED MATERIALS AND RETAINAGE BREAKDOWN *

MATERIALS STORED AT END OF THIS PAYMENT PERIOD			
DESCRIPTION	QUANTITY	UNIT VALUE	AMOUNT
			$0.00
			$0.00
			$0.00
			$0.00

RETAINAGE	THIS ESTIMATE	PERCENT	RETAINED
		%	
WORK COMPLETED:		10	
STORED MATERIALS:		10	
OTHER (explain)			
TOTAL			$0.00

* As a minimum, detailed breakdowns should contain this information.





Date:11/7/16

Deliveries
Inspections
Special Testing
Critical Paths
Meetings

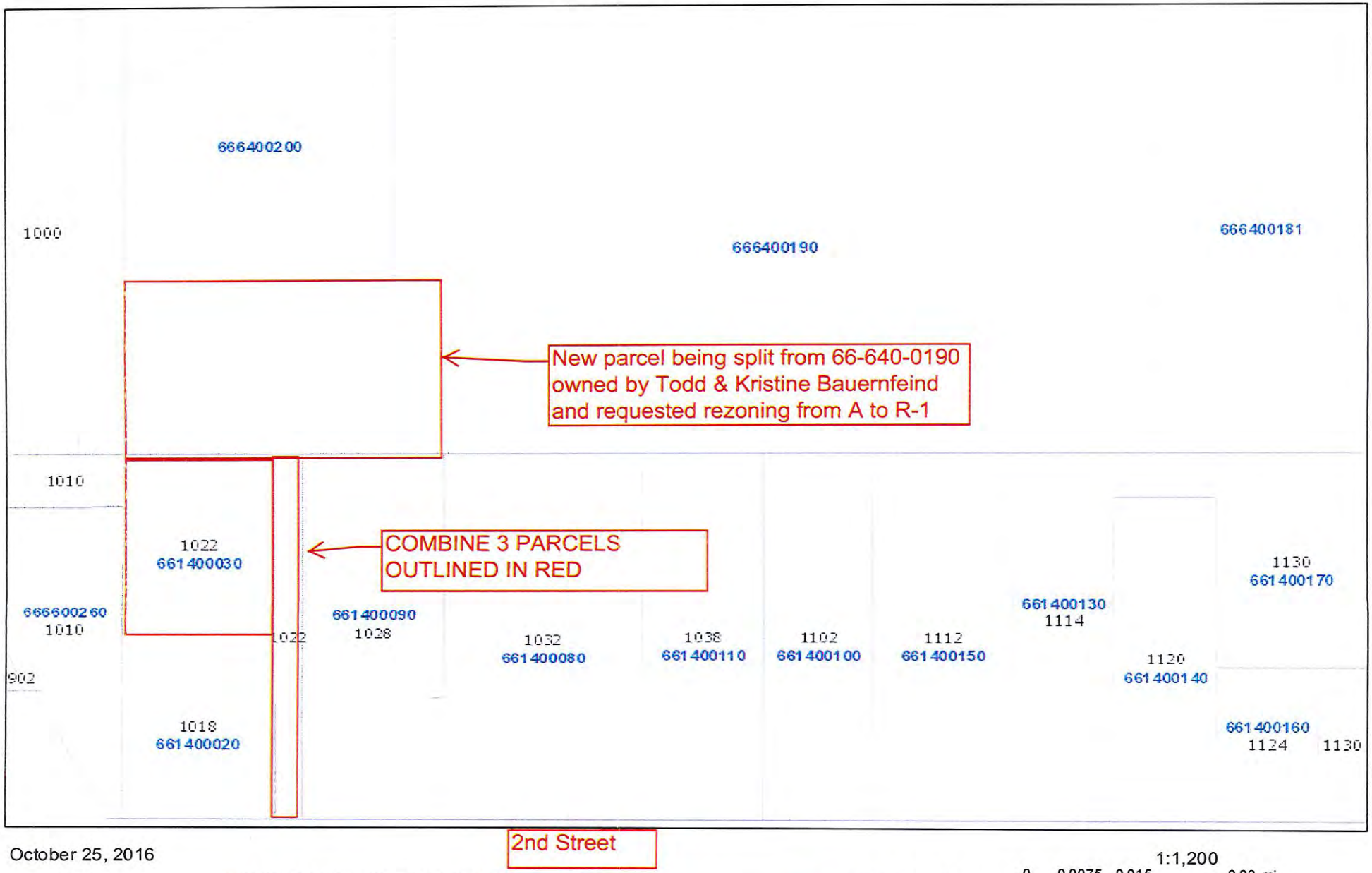
PROJECT MANAGER; Justin Fletcher 314-398-3(
jfletcher@mohsconstruction.com
PROJECT SUP; Troy Simonson 612-275-1 1262
tsimonson@mohsconstruction.com
All Subs and Suppliers
Please Contact Troy with any issues of schedule

WEEKLY SCHEDULE FOR THE

KENYON FIRE DEPARTMENT

		WEEK OF 11/7/16					WEEK OF 11/14/16					WEEK OF 11/21/16					WEEK OF			
ACTIVITY	CONTRACTOR	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH
Calk Precast	Flemming	X	X																	
Block cmu	SQ1	X	X	X																
Poor Aprons E/W	SQ1	X																		
south interior concrete	SQ1	X	X																	
Stake trans /gen pads	JHS	X																		
Electrical Service	AGI	X	X																	
Prep Bathroom Floors	SL		X	X																
Install roof	Ballman		X	X	X	X	X													
Bathroom concrete	SQ1		X	X																
Curb n gutter	SQ1			X	X	X	X	X	X											
Meeting 9am				X																
Window store front	South Central			X	X	X	X													
Pour pads for elec service	SQ1				X	X														
Deliver flag pole base						X														
Flag pole base	SQ1					X														
Dirtwork greenspace	SL						X	X												
Sood/Seed	Nagel								X	X	X									
Trench drain delivery								X												
Frame interior S	Piech		confirmed				X	X	X	X	X									
Deliver Steel	CAB Confirm						X													
Hvac roof	Comet						X	X	X	X	X									
Install Trench Drains	C+C							X	X	X	X									
install steel	Lampert							X	X	X	X	X	X	X						
Meeting 9am									X											
Deliver Door Frames			Confirmed						X											
Finish grade floor	SL									X	X	X	X							
Plumbing ruff	CIC										X	X	X	X		X				
Electric Ruff	AGI										X	X	X	X		X				
HVAC Ruff	Comet										X	X	X	X		X				
Fire Suppression	Viking										X	X	X	X		X				
Inspect all mechanical	Goodhue													X		X				
Meeting 9am														X						
pour remaining floor	SQ1															X	X	X		
Insulate walls	Greener world																X	X		
Inspect insulation																		X		
sheetrock walls	Piech																	X	X	
Finish drywall	Piech																		X	X
Meeting 9am																			X	
OH Door Install	OH door co		reschedule																	X

bauernfeind lot map



October 25, 2016

House Number

PIN

Roads 9.600

Township or Other Roads

Major Roads 1,200

US Highway

State Highway

County Roads 1,200

County Roads - Gravel

County Roads - Paved

Roads 1,200

Township or Other Roads

Roads 1,200

Township or Other Roads

ESRI Major Roads

Parcels

1:1,200

0 0.0075 0.015 0.03 mi

0 0.01 0.02 0.04 km

ArcGIS WebApp Builder

OFFICE USE ONLY:
Date Received _____
Fee Paid _____
Publication Date _____
Hearing Date _____

CITY OF KENYON
APPLICATION FOR ZONING REQUEST

Street Address of Property: 1022 2nd Street

Parcel Identification Number: 66-_____

Legal Description of Property: See attached

Applicant Name: Todd A Bavenfeind Owner: (Yes) No

Address: 14343 Fawn Ct. Northfield MN 55057

Phone: 612-770-8482
Email: Todd@SummitMachineinc.com

Type of Zoning Request:

_____ Rezoning
_____ Conditional Use Permit
_____ Review of Zoning Administrator
_X_ Other – Describe: Lot Combination

Description of Request: Take a small Portion of R66 640 0190 1 acre MOL and Combine it to lot R66 140 0030. Current line of R66 640 0190 Runs through the House

Reason for Request: Sale of Property

Present Zoning Classification: _____ Current Use of Property: _____

Has this request been previously sought for this property? N/O When? _____

Signature of Applicant Date 10/5/16

++

Approved *Denied* By the Planning Commission on _____
Approved *Denied* By the City Council on _____

If approved, the following conditions apply:

1. _____
2. _____
3. _____

If denied, for the following reasons:

1. _____
2. _____
3. _____

PLANNING COMMISSION
NOTICE OF PUBLIC HEARING

The Kenyon Planning Commission will conduct a public hearing in the Council Chambers of City Hall on Monday, November 14, 2016, at 7:00 p.m. to review a proposal to amend the Comprehensive Plan and rezone a parcel of land owned by Todd & Kristine Bauernfeind described as follows:

> Proposed Legal Description:
> That part the Northwest Quarter of the Southwest Quarter of Section 3, Township 109, Range 18, Goodhue County Minnesota, described as follows: Beginning at the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 00 degrees 20 minutes 16 seconds East (assume bearing) along the west line of said Northwest Quarter of the Southwest Quarter 132.00 feet (8 rods); thence South 89 degrees 39 minutes 44 seconds East of said Northwest Quarter of the Southwest Quarter; thence South 89 degrees 59 minutes 39 seconds West, along said south line, 313.86 feet to the point of beginning. Containing 0.94 acres, more or less.

This above described property is proposed to be rezoned from A (Agricultural) to R-1 (One and Two Family Residential) to allow for combination with another R-1 parcel.

Section 560.05 of the Kenyon City Code entitled "Zoning Amendments" establishes the procedure for rezoning property within the City limits.

Any person wishing to address the Comprehensive Plan amendment, rezoning request may do so at the time and place of said hearing or by providing written comment prior to such hearing. Written comment should be addressed to the City Administrator, 709 Second Street, Kenyon MN 55946.

Mark R. Vahlsing
City Administrator

Posted: October 28, 2016
Mailed: October 28, 2016
Publish: November 2, 2016

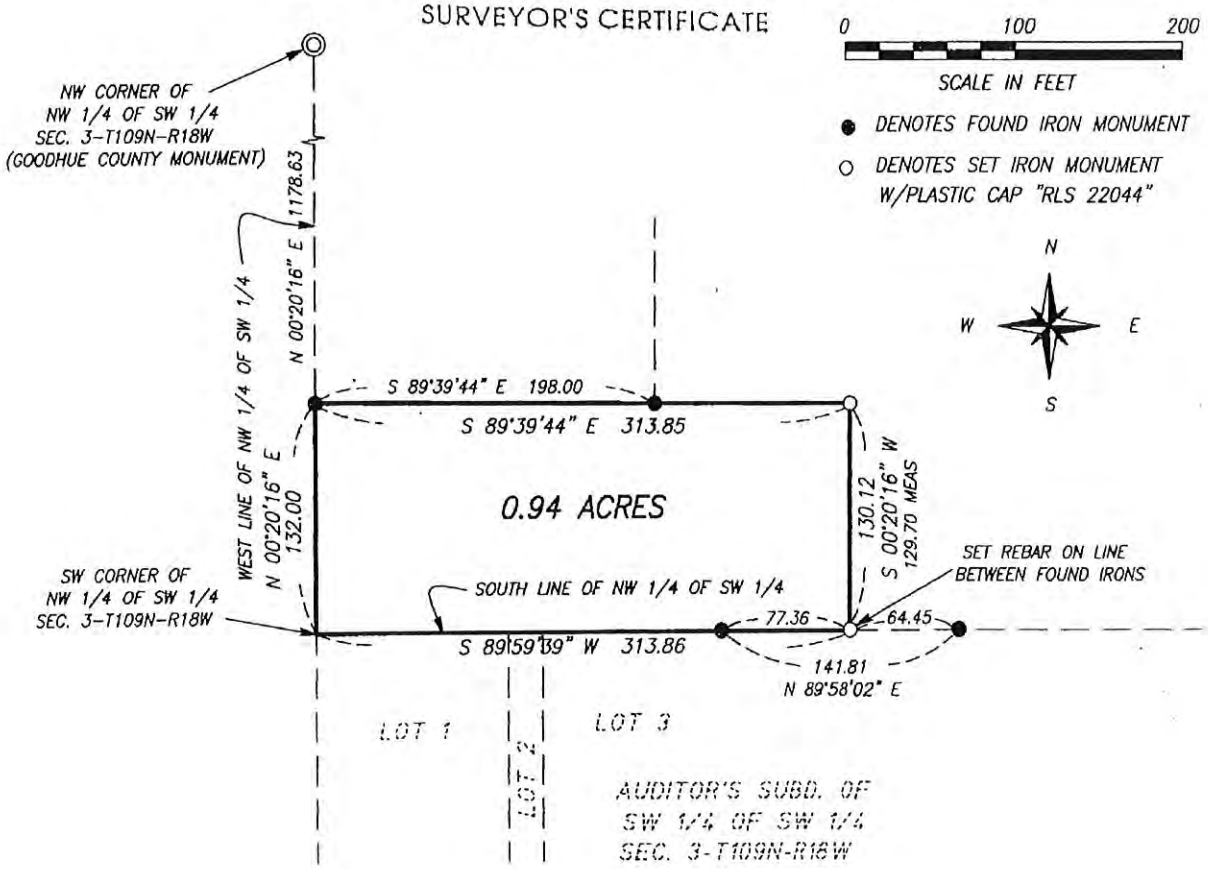
tificate for:
d Bauernfeind
2 Second Street
yon, MN 55946

RAPP LAND SURVEYING

Bk: 30/17
D16138

David G. Rapp
Registered Land Surveyor
45967 30th Ave. • Kenyon, MN 55946 • 507-789-5366

SURVEYOR'S CERTIFICATE



PROPOSED LEGAL DESCRIPTION:

That part of the Northwest Quarter of the Southwest Quarter of Section 3, Township 109, Range 18, Goodhue County, Minnesota, described as follows: Beginning at the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 00 degrees 20 minutes 16 seconds East (assumed bearing) along the west line of said Northwest Quarter of the Southwest Quarter 132.00 feet (8 rods); thence South 89 degrees 39 minutes 44 seconds East 313.85 feet; thence South 00 degrees 20 minutes 16 seconds West 130.12 feet to the south line of said Northwest Quarter of the Southwest Quarter; thence South 89 degrees 59 minutes 39 seconds West, along said south line, 313.86 feet to the point of beginning.

Containing 0.94 acres, more or less.

Subject to all easements and restrictions of record, if any.

ertify that this survey, plan, or report was prepared by
for my direct supervision and that I am a duly Regis-
d Surveyor under the laws of the State of Minnesota.
September 14, 2016

David G. Rapp
Minnesota Registration No. 22044

PLANNING COMMISSION
RESOLUTION 2016-02
CITY OF KENYON
COUNTY OF GOODHUE
STATE OF MINNESOTA

RESOLUTION RECOMMENDING REZONING OF A PARCEL OF LAND OWNED BY TODD & KRISTINE BAUERNFEIND FROM A (AGRICULTURAL) TO R-1 (ONE AND TWO FAMILY RESIDENTIAL)

WHEREAS, the City of Kenyon (the "City") has enacted a zoning ordinance and zoning map designating certain zoning districts within the City; and

WHEREAS, Todd & Kristine Bauernfeind (the "Applicant") are the fee owners of the property located north of 1022 2nd Street in the City of Kenyon, Goodhue County, Minnesota, and the proposed legal description is:

> That part the Northwest Quarter of the Southwest Quarter of Section 3, Township 109, Range 18, Goodhue County Minnesota, described as follows: Beginning at the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 00 degrees 20 minutes 16 seconds East (assume bearing) along the west line of said Northwest Quarter of the Southwest Quarter 132.00 feet (8 rods); thence South 89 degrees 39 minutes 44 seconds East of said Northwest Quarter of the Southwest Quarter; thence South 89 degrees 59 minutes 39 seconds West, along said south line, 313.86 feet to the point of beginning. Containing 0.94 acres, more or less; and

WHEREAS, the Applicant has requested that the Property be rezoned from A (Agricultural) to R-1 (One and Two Family Residential); and

WHEREAS, this matter was reviewed at a public hearing conducted by the Planning Commission at its meeting on November 14, 2016; and

WHEREAS, the public hearing and notice requirements of Minn. Stat. § 462.347, subd. 3 has been fulfilled and satisfied by the City; and

WHEREAS, no public comments were received as to the Applicant's rezoning request; and

WHEREAS, the Planning Commission recommends that the City enact an ordinance pursuant to Kenyon City Code Section 560.05 that rezones the Property from a A (Agricultural) to R-1 (One and Two Family Residential) and amends the zoning use district map for the City; and

WHEREAS, the Planning Commission hereby finds:

a. That the zoning ordinance revision changing the Property's zoning district will not be injurious to the use and enjoyment of other property in the immediate vicinity for

purposes already permitted, nor substantially diminish or impair property values of neighboring property, nor otherwise be inconsistent with the objectives and policies of the City's Comprehensive Plan, upon the modification of the Plan consistent with this policy change;

b. There is a demonstrated need for the zoning amendment recommended by the Planning Commission.

NOW THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Kenyon, Minnesota, as follows:

1. The above set-forth preamble and recitals are incorporated into and made a part of this Resolution and constitute the findings of the Planning Commission concerning this matter.

2. The requirements as set forth in City Code Section 560.05 for the requested rezoning have been satisfied.

3. The Planning Commission recommends that the Applicant's request for rezoning from A (Agricultural) to R-1 (One and Two Family Residential) be granted by the Kenyon City Council.

4. The Planning Commission recommends that the Kenyon City Council adopt a rezoning ordinance, which accomplishes the recommendation set forth above by the Kenyon Planning Commission.

Adopted this 14th day of November, 2016, by the Kenyon Planning Commission.

_____
Donald Woodward, Chairman
Planning Commission

ATTEST:

_____
Mark R. Vahlsing
City Administrator

ORDINANCE 83, THIRD SERIES

AN ORDINANCE OF THE CITY OF KENYON TO REZONE A PARCEL OF LAND DESCRIBED AS:

That part the Northwest Quarter of the Southwest Quarter of Section 3, Township 109, Range 18, Goodhue County Minnesota, described as follows: Beginning at the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 00 degrees 20 minutes 16 seconds East (assume bearing) along the west line of said Northwest Quarter of the Southwest Quarter 132.00 feet (8 rods); thence South 89 degrees 39 minutes 44 seconds East of said Northwest Quarter of the Southwest Quarter; thence South 89 degrees 59 minutes 39 seconds West, along said south line, 313.86 feet to the point of beginning. Containing 0.94 acres, more or less located North of 1022 2nd Street.

FROM A (AGRICULTURAL) TO R-1 (ONE AND TWO FAMILY RESIDENTIAL)

WHEREAS, the City of Kenyon has zoning ordinances and zoning map with their purpose being as outlined in Chapter 5 of the Kenyon City Code governing zoning, which may be amended pursuant to the authority and procedures outlined in Section 560.05 of the Kenyon City Code, and; whereas, the procedures outlined in Section 560.05 of the City Code pertaining to amendments to the zoning ordinance have been fully satisfied, including a public hearing conducted by the Planning Commission on November 14, 2016, and a recommendation by said Planning Commission to rezone being submitted to the Council;

NOW, THEREFORE, BE IT RESOLVED, that the City of Kenyon ordains that the parcel of land described as:

That part the Northwest Quarter of the Southwest Quarter of Section 3, Township 109, Range 18, Goodhue County Minnesota, described as follows: Beginning at the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 00 degrees 20 minutes 16 seconds East (assume bearing) along the west line of said Northwest Quarter of the Southwest Quarter 132.00 feet (8 rods); thence South 89 degrees 39 minutes 44 seconds East of said Northwest Quarter of the Southwest Quarter; thence South 89 degrees 59 minutes 39 seconds West, along said south line, 313.86 feet to the point of beginning. Containing 0.94 acres, more or less.

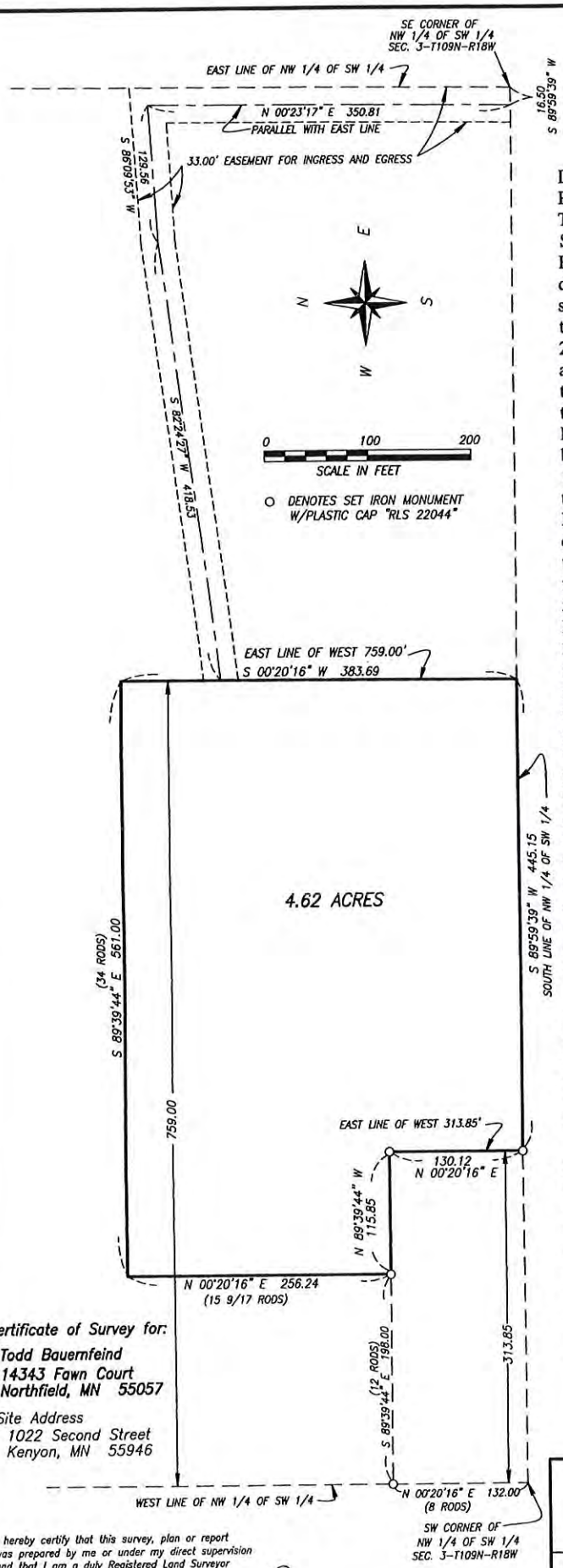
This ordinance shall take effect and be in full force from and after its passage and publication.

Passed by the City Council of the City of Kenyon, Minnesota this 15th day of November, 2016.

_____
Michael Engel
Mayor

ATTEST:

_____
Mark R. Vahlsing
City Administrator



LEGAL DESCRIPTION OF RESIDUAL PARCEL:

That part of the Northwest Quarter of the Southwest Quarter of Section 3, Township 109, Range 18, Goodhue County, Minnesota, described as follows: Commencing at the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 00 degrees 20 minutes 16 seconds East (assumed bearing) along the west line of said Northwest Quarter of the Southwest Quarter, 132.00 feet (8 rods); thence South 89 degrees 39 minutes 44 seconds East 198.00 feet (12 rods) to the point of beginning; thence North 00 degrees 20 minutes 16 seconds East 256.24 feet (15 9/17 rods); thence South 89 degrees 39 minutes 44 seconds East 561.00 feet (34 rods); thence South 00 degrees 20 minutes 16 seconds West 383.69 feet to the south line of said Northwest Quarter of the Southwest Quarter; thence South 89 degrees 59 minutes 39 seconds West, along said south line, 445.15 feet to the east line of the west 313.85 feet of said Northwest Quarter of the Southwest Quarter; thence North 00 degrees 20 minutes 16 seconds East, along said east line of the west 313.85 feet, a distance of 130.12 feet; thence North 89 degrees 39 minutes 44 seconds West 115.85 feet to the point of beginning. Containing 4.62 acres, more or less.

Together with a 33.00 foot easement for ingress and egress over and across part of the Northwest Quarter of the Southwest Quarter of Section 3, Township 109, Range 18, Goodhue County, Minnesota, the centerline of which is described as follows: Commencing at the southeast corner of said Northwest Quarter of the Southwest Quarter; thence South 89 degrees 59 minutes 39 seconds West (assumed bearing) along the south line of said Northwest Quarter of the Southwest Quarter 16.50 feet to the point of beginning of the centerline to be described; thence North 00 degrees 23 minutes 17 seconds East, parallel with the east line of said Northwest Quarter of the Southwest Quarter, 350.81 feet; thence South 86 degrees 09 minutes 53 seconds West 129.56 feet; thence South 82 degrees 24 minutes 27 seconds West 418.53 feet to the east line of the west 759.00 feet of said Northwest Quarter of the Southwest Quarter, said centerline there terminating. The sidelines of said 33.00 foot easement shall be lengthened or shortened to terminate on the south line and on the east line of the west 759.00 feet of said Northwest Quarter of the Southwest Quarter.

Subject to all easements and restrictions of record, if any.

MINNESOTA DAVID G. RAPP -22044- LAND SURVEYOR

Certificate of Survey for:

Todd Bauernfeind
14343 Fawn Court
Northfield, MN 55057

Site Address
1022 Second Street
Kenyon, MN 55946

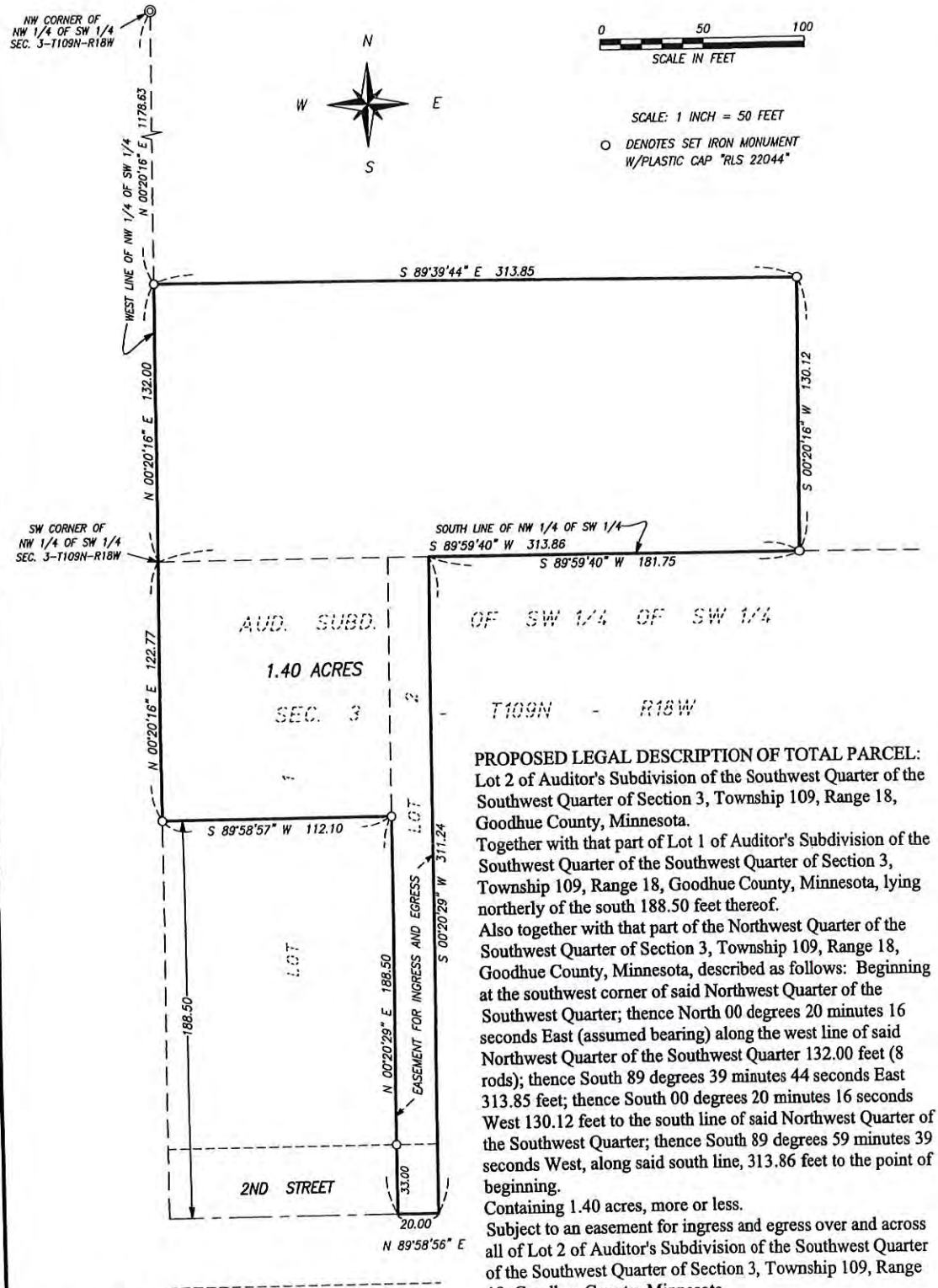
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

NOVEMBER 7, 2016
Dated:

David G. Rapp
Minnesota Registration No. 22044

RAPP LAND SURVEYING, INC.
45967 HIGHWAY 56 BLVD
KENYON, MN 55946
(507) 789-5366

DRAWN BY:	DATE:	PROJECT NO.
DGR	11-07-16	D16138R
SCALE: 1" = 100'	SHEET 1 of 1 sheet	BOOK/PAGE 30/17



PROPOSED LEGAL DESCRIPTION OF TOTAL PARCEL:
Lot 2 of Auditor's Subdivision of the Southwest Quarter of the Southwest Quarter of Section 3, Township 109, Range 18, Goodhue County, Minnesota.
Together with that part of Lot 1 of Auditor's Subdivision of the Southwest Quarter of the Southwest Quarter of Section 3, Township 109, Range 18, Goodhue County, Minnesota, lying northerly of the south 188.50 feet thereof.
Also together with that part of the Northwest Quarter of the Southwest Quarter of Section 3, Township 109, Range 18, Goodhue County, Minnesota, described as follows: Beginning at the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 00 degrees 20 minutes 16 seconds East (assumed bearing) along the west line of said Northwest Quarter of the Southwest Quarter 132.00 feet (8 rods); thence South 89 degrees 39 minutes 44 seconds East 313.85 feet; thence South 00 degrees 20 minutes 16 seconds West 130.12 feet to the south line of said Northwest Quarter of the Southwest Quarter; thence South 89 degrees 59 minutes 39 seconds West, along said south line, 313.86 feet to the point of beginning.
Containing 1.40 acres, more or less.
Subject to an easement for ingress and egress over and across all of Lot 2 of Auditor's Subdivision of the Southwest Quarter of the Southwest Quarter of Section 3, Township 109, Range 18, Goodhue County, Minnesota.
Subject also to all other easements and restrictions of record, if any.

Certificate of Survey for:

Todd Bauernfeind
14343 Fawn Court
Northfield, MN 55057

Site Address

1022 Second Street
Kenyon, MN 55946

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

NOVEMBER 7, 2016
Dated:

MINNESOTA DAVID G. RAPP 22044 LAND SURVEYOR

David G. Rapp
Minnesota Registration No. 22044

RAPP LAND SURVEYING, INC.
45967 HIGHWAY 56 BLVD
KENYON, MN 55946
(507) 789-5366

DRAWN BY:	DATE:	PROJECT NO.
DGR	11-07-16	D16138A
SCALE: 1" = 50'	SHEET 1 of 1 sheet	BOOK/PAGE 30/17

OFFICE USE ONLY: 9-19-16
Date Received
Fee Paid 150 –
Publication Date
Hearing Date

CITY OF KENYON
APPLICATION FOR ZONING REQUEST

Street Address of Property: 711 Red Wing Ave

Parcel Identification Number: 66- 680-0050 (partial 66-375-0020)

Legal Description of Property:

Applicant Name: Shirley Erickson Dechant Owner (Yes) No

Address: 23484 State Hwy 16
Tomah WI 54660-6833
Phone: 507-330-4718
Email:

Local Contact:
Darin Erickson
612-963-5383

Type of Zoning Request:

X Rezoning
___ Conditional Use Permit
___ Review of Zoning Administrator
X Other – Describe: Lot Combination

Description of Request: To re-zone combined parcel with 2 different zoning classifications (I-1 and R-2) Rezone combined parcel to R-2.

Reason for Request: To create one zoning classification for combined parcel - R-2

Present Zoning Classification: I-1 and R-2 Current Use of Property: Residential

Has this request been previously sought for this property? NO When?

X Shirley Erickson Dechant X 9-14-16
Signature of Applicant Date

++

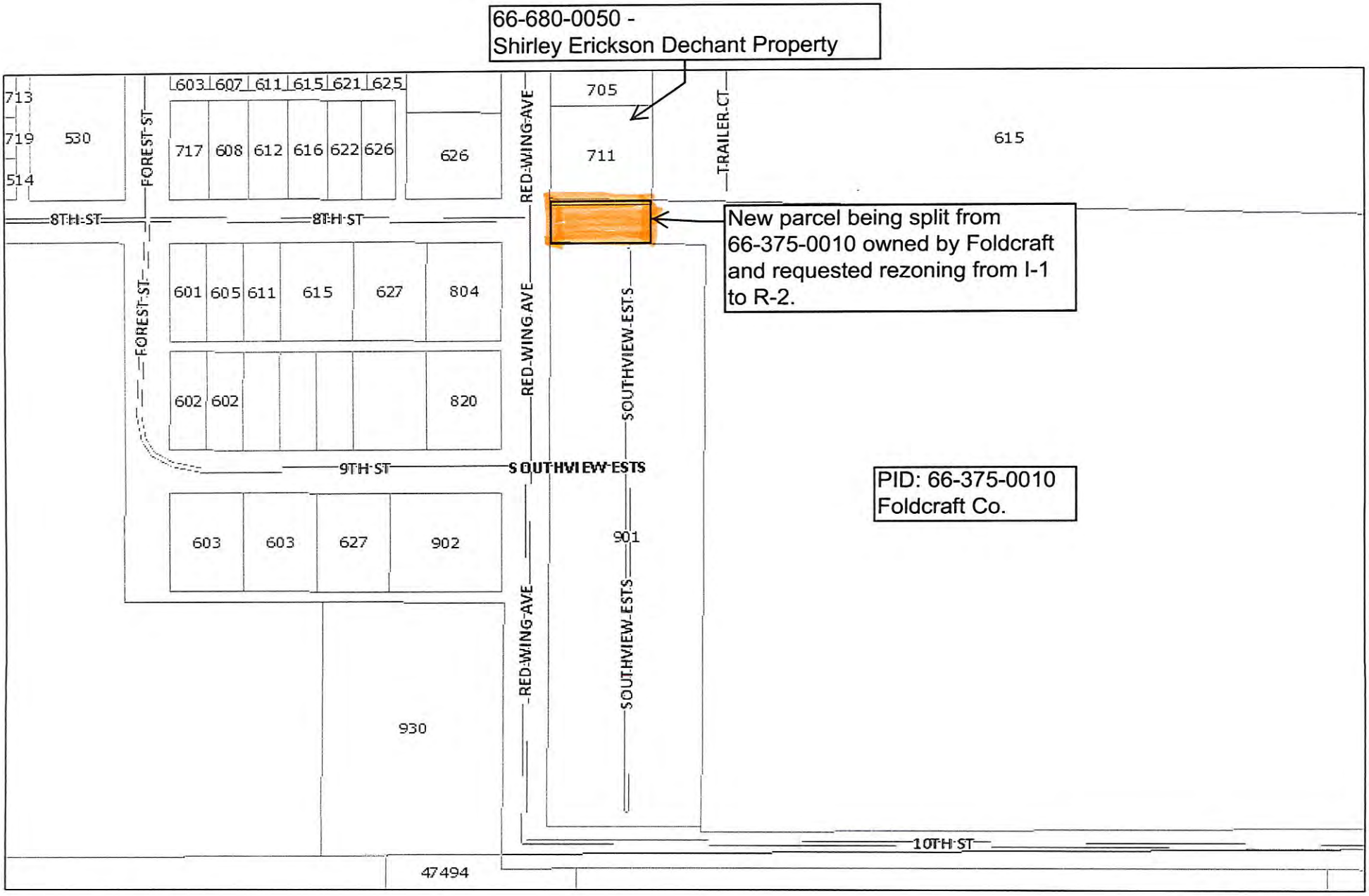
Approved *Denied* By the Planning Commission on
Approved *Denied* By the City Council on

If approved, the following conditions apply:

1.
2.
3.

If denied, for the following reasons:

1.
2.
3.



September 12, 2016

1:2,400

0 0.02 0.04 0.08 mi

0 0.0325 0.065 0.13 km

House Number

Roads 9,600

Township or Other Roads

Major Roads 2,400

US Highway

State Highway

County Roads 2,400

County Roads - Gravel

County Roads - Paved

Roads 2,400

Township or Other Roads

Roads 2,400

Township or Other Roads

ESRI Major Roads

Parcels

ArcGIS WebApp Builder

CITY OF KENYON

ADMINISTRATIVE POLICY #4

DATA PRACTICES PROCEDURES

November 2016

CITY OF KENYON
Data Practices Procedures
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City of Kenyon
Data Practices Procedures
List of Exhibits

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Exhibit 4 GOVERNMENT DATA ACCESS & NONDISCLOSURE AGREEMENT
Exhibit 5 NOTICE TO PERSONS UNDER THE AGE OF 18
Exhibit 6 CONSENT TO RELEASE PRIVATE DATA
Exhibit 7 CONSENT TO RELEASE COPYRIGHTED DATA
Exhibit 8 DATA PRACTICES ADVISORY
Exhibit 9 TENNESSEN WARNING FORM
Exhibit 10 SAMPLE CONTRACT PROVISION
Exhibit 11 BUILDING PERMIT/PLANS DATA PRACTICES ADVISORY

Appendix A Private and Confidential Data Maintained by the City of Kenyon

DATA PRACTICES PROCEDURES

1.0 Introduction. These procedures are adopted to comply with the requirements of the Minnesota Government Data Practices Act (the "Act"), specifically Minnesota Statutes Sections 13.03, subdivision 2 and 13.05, subdivision 5. It is the intent of the City of Kenyon ("City") to remain in compliance with the Act. These procedures shall be supplemented by the requirements of the Act as needed and if any procedure contained herein is inconsistent with those requirements, as they may be amended, the specific provisions of the Act shall be controlling.

2.0 Responsible Authority. The City Administrator is the Responsible Authority and Compliance Official responsible for the collection, use and distribution of government data and is accountable for City compliance with the Minnesota Government Data Practices Act. The Responsible Authority has authorized certain other City employees to collect, maintain, disseminate and otherwise assist in complying with the Act ("Designees"). These Designees are listed on attached Exhibit 1. The Responsible Authority shall provide training to Designees and staff at such times and in such a manner as the designated Responsible Authority determines is appropriate to inform them of their obligations under the Act. The designated Responsible Authority shall also be authorized to amend or supplement the Exhibits attached to these procedures as needed to further the intent of these procedures and the City's compliance with the Act. For the purposes of carrying out these procedures, the term Responsible Authority shall include Designees unless the context in which it is used indicates a different intent.

3.0 Access to Public Data. All information maintained by the City is public unless there is a specific statutory designation which gives it a different classification. Categories of classification are as follows:

Classification:	**Data on Individuals*** (Minn. Stat. § 13.02, subd. 5)	**Data on Decedents** (Minn. Stat. § 13.10, subd. 1)	**Data not on Individuals*** (Minn. Stat. § 13.02, subd. 4)
Public	Certain data on individuals are accessible to anyone. Minn. Stat. § 13.02, subd. 15.	Certain data on decedents are accessible to anyone. Minn. Stat. § 13.02, subd. 15.	Certain data not on individuals are accessible to anyone. Minn. Stat. § 13.02, subd. 14.
Private	Certain data on individuals are accessible to the data subject, but not accessible to the public. Minn. Stat. § 13.02, subd. 12.	Certain data on decedents are accessible to the representative of the decedent, but not accessible to the public.** Minn. Stat. § 13.10, subd. 1 (b).	
Nonpublic			Certain data not on individuals are accessible to the data subject, but not accessible to the public. Minn. Stat. § 13.02, subd. 9.
Confidential	Certain data on individuals are not accessible to the data subject and not accessible to the public. Minn. Stat. §13.02, subd. 3.	Certain data on decedents are not accessible to the representative of the decedent and not accessible to the public.** Minn. Stat. § 13.10, subd. 1 (a).	
Protected Nonpublic			Certain data not on individuals are not accessible to the data subject and not accessible to the public. Minn. Stat. § 13.02, subd. 13.

* "Individual" is defined by Minnesota Statutes Section 13.02, subdivision 8. "Individual" means a natural person (a living human being). It does not mean any type of entity created by law, such as a corporation.

** Private and confidential data on decedents become public data 10 years after the death of the data subject and 30 years after the creation of the data.

3.1 People Entitled to Access. Any person has the right to inspect or view public data or to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request, unless a statute specifically authorizes the City to request such information. The Responsible Authority may ask a person to provide identifying or clarifying information for the sole purpose of facilitating access to the data. Examples of when identifying information may be requested include, but are not limited to, obtaining a mailing address when the person has requested that copies be mailed or requesting identification when copies have been paid for by check. Additionally, any person has the right to obtain a copy of public data except in the case of copyrighted materials in the possession of the City for which the City does not have express written permission to reproduce. (Exhibit 9)

3.1A Copyrighted Documents. Copyrighted public documents may be shown to anyone but shall not be reproduced or photocopied without express written permission from the copyright holder.

3.1A1 The Responsible Authority reserves the right to refuse to provide copies of copyrighted data in accordance with the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material.

3.1A2 Public documents created by the City of Kenyon or its officials or employees on behalf of the City do not qualify for copyright protection and shall be available for viewing and reproduction in accordance with the Act. In certain cases, the City may enforce a copyright or acquire a patent for a computer software program or components of a program created by the City. In such cases, the data shall be treated as trade secret information.

3.2 Form of Request. The request for public data may be verbal or written. The Responsible Authority or designee may require a verbal request to be made in writing whenever a written request will assist the Responsible Authority or designee in performing his or her duties. (Exhibit 3).

3.3 Identification of Requesting Party. The Responsible Authority **may not** require the requesting party to provide identification to view public documents unless contact information is required in order to clarify the request. The Responsible Authority must verify the identity of the requesting party as a person entitled to reproductions when

reproductions of copyrighted public data are requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

3.4 Form of Copies. Where public data is maintained in a computer storage medium, the Responsible Authority shall provide copies of the public data in electronic form upon request, provided a copy can reasonably be made in that form. The Responsible Authority is not required to provide the data in an electronic format or program that is different from the format or program in which the Responsible Authority maintains the data. The Responsible Authority may charge a fee for the actual cost of providing the copy.

3.5 Time Limits. Requests will be received and processed only at Kenyon City Hall during normal business hours. If copies cannot be made at the time of the request, copies must be supplied as soon as reasonably possible. Whenever possible, the Responsible Authority will immediately allow the requesting person to inspect the public data. When providing an immediate response to the requester, it should not interfere with the City's efficient operations. The Responsible Authority may require that the requesting person make an appointment or return at a later time to inspect or to pick up copies of the requested data. When public data on individuals is requested by the individual data subject and an immediate response is not possible, the authorized City employee will provide the data within 10 days of the date of the request, excluding Saturdays, Sundays and legal holidays.

3.6 Fees. Anyone may inspect or view public data for any reason without charge. Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. Fees will be charged according to the City's standard photocopying policy. A summary of fees generally associated with data requests is contained in Exhibit 2. The Responsible Authority may also charge an additional fee if the copies have commercial value and are a substantial and discrete portion of a formula, compilation, program, process, or system developed with significant expenditure of public funds. This additional fee must relate to the actual development costs of the information.

4.0 Access to Private and Confidential Data on Individuals. Information about individual persons is classified by law as public, private, or confidential. A list of the private and confidential information maintained by the City is contained in Appendix A.

4.1 Persons Entitled to Access.

4.1A Public information about an individual may be shown or given to anyone for any reason.

4.1B Private information about an individual may be shown or given to:

4.1B1 The individual, but only once every six months, unless a dispute has arisen or additional data has been collected or created.

4.1B2 A person who has been given access by the express written consent of the data subject.

4.1B3 Persons, or another responsible authority, which are authorized access by the federal, state, or local law or court order.

4.1B4 Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

4.1C Confidential information may not be given to the subject of the data, but may be given or shown to:

4.1C1 Persons who are authorized access by federal, state, or local law or court order.

4.1C2 Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

4.2 Form of Request. Any individual may request data verbally or in writing. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, private, or confidential. All requests to see private or confidential information must be made in writing in order to verify identity. The Responsible Authority will provide a form (Exhibit 3) to document the requesting party's identity, the information requested, and the City's response; however, any individual may request data verbally or in writing as long as the request is accompanied by documentation of the requesting party's identity and a detailed description of the information requested.

4.3 Identification of Requesting Party. The Responsible Authority must verify the identity of the requesting party as a person entitled to access when private or confidential data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

4.4 Time Limits. Requests will be received and processed at Kenyon City Hall only during normal business hours. Access to the data will be provided as soon as is reasonably possible. Data requested by the individual data subject will be provided within 10 days of the date of the request, excluding Saturdays, Sundays and legal holidays if an immediate response is not possible.

4.5 Fees. Fees will be charged in the same manner as for public information and are summarized in Exhibit 2.

4.6 Summary Data. The term "summary data" refers to statistical records and reports derived from data on individuals but which does not identify an individual by name or reveal any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The Responsible Authority will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority must notify the requesting party about the estimated costs and collect these costs before preparing or supplying the summary data. This should be done within 10 days after receiving the request. If the summary data cannot be prepared within 10 days, the Responsible Authority must notify the requester of the anticipated time schedule and the reason for the delay.

Summary data may be prepared by "blacking out" personal identifiers, cutting out portions of the records that contain personal identifiers, creating a spreadsheet, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may ask an outside agency or person to prepare the summary data if: (1) the specific purpose is given in writing; (2) the agency or person agrees not to disclose the private or confidential data; and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. (Exhibit 4)

4.7 Records of Minors and Incapacitated Persons. The following applies to private (not confidential) data about minors (persons under the age of 18) and about those persons who are incapacitated as defined by Minnesota Statutes Section 524.5-102, subdivision 6.

4.7A Parent/Guardian Access. In addition to minors and incapacitated persons as defined above who may have access to private data, a parent may have access to private information about a minor or an incapacitated person. For the purposes of these procedures, "parent" shall include guardians and individuals acting as parents or guardians in the absence of parents or guardians. A parent is presumed to have this right unless the minor has requested that the Responsible Authority withhold the data and withholding the data would be in the best interest of the minor, or it has been given evidence that there is a state law, court order, or other legally binding document, which prohibits this right.

4.7B Notice to Minors and Incapacitated Persons. Before requesting private data from minors and incapacitated persons, City personnel must notify the minors and incapacitated persons that they may request that the information not be given to their parent(s) or guardian(s). (Exhibit 5)

4.7C Denial of Parent or Guardian Access. The Responsible Authority may deny parent or guardian access to private data when the individual requests this denial and the Responsible Authority determines that withholding the data would be in the best interest of the individual. The request from the individual must be in writing, stating the reasons for the request. In determining the best interest of the individual, the Responsible Authority will consider:

4.7C1 Whether the individual is of sufficient age and maturity to explain the reasons and understand the consequences;

4.7C2 Whether denying access may protect the individual from physical or emotional harm;

4.7C3 Whether there are reasonable grounds to support the individual's reasons; and

4.7C4 Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent or guardian would seriously jeopardize the health of the individual.

The Responsible Authority may also deny parental/guardian access without a request from the juvenile or incapacitated person under any state or federal statute that allows or requires denial of parental or guardian access and that provides standards for denying parental or guardian access

5.0 Access to Private and Confidential Data on Decedents. Private data on decedents means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as private data. Confidential data means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as confidential data. A list of the private and confidential information maintained by the City is contained in Appendix A. Information about individuals who are deceased will be treated the same as data that is about individuals who are living except:

5.0A Private and confidential data on decedents will become public data 10 years after the death of the data subject and 30 years after the creation of the data in accordance with Minnesota Statutes Section 13.10, subdivision 2. An individual is presumed dead if either 90 years have elapsed since the creation of the data or 90 years have elapsed since the individual's birth, whichever is earlier, except that an individual is not presumed to be dead if the Responsible Authority has information readily available to him or her indicating the individual is still living.

5.0B A representative of the decedent may exercise the rights that the decedent could have exercised as a living individual. A "representative of the decedent" means a personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed or after discharge, the surviving spouse, any child of the decedent, or, if there is no surviving spouse or children, the parents of the decedent.

6.0 Access to Data Not On Individuals. Information not about individuals is classified by law as public, nonpublic, and protected nonpublic. Information that is not about individuals will generally be treated the same as data about individuals. Nonpublic and protected nonpublic information, except for security information, becomes public either 10 years after it was created by the City or 10 years after the data was received or collected by the City unless the Responsible Authority reasonably determines that if the information was made public or made available to the data subject that the harm to the public or the data subject would outweigh the benefit to the public or the data subject.

6.1 People Entitled to Access.

6.1A Public information not about an individual may be shown to anyone. Copyrighted documents will not be reproduced or photocopied without express written permission from the copyright holder.

6.1B Nonpublic information not about an individual may be shown or given to:

6.1B1 An authorized representative of the subject entity of the data, but only once every six months, unless a dispute has arisen or additional data has been collected.

6.1B2 A person who has been given access by the express written consent of the authorized representative of the entity which is the subject of the data.

6.1B3 Persons who are authorized access by the federal, state, or local law or court order.

6.1B4 Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

6.1C Protected nonpublic information may not be given to the authorized representative of the entity, but may be given or shown to:

6.1C1 Persons who are authorized access by federal, state, or local law or court order.

6.1C2 Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

6.2 Form of Request. Any person may request data verbally or in writing. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, nonpublic, protected nonpublic or is copyrighted.

All requests to view or receive a reproduction of nonpublic or protected nonpublic information must be made in writing in order to verify identity. All requests to receive a reproduction of copyrighted public, nonpublic or protected nonpublic information must be made in writing in order to determine if the request for copyrighted material qualifies for release under copyright law of the United States (Title 17 of the United States Code). The Responsible Authority will provide a form (Exhibit 3) to document the requesting party's identity, the information requested, and the City's response; however, any person may request data verbally or in writing as long as the request includes documentation of the requesting party's identity and a detailed description of the information requested.

6.3 Identification of Requesting Party. The Responsible Authority must verify the identity of the requesting party as a person entitled to access when nonpublic or protected nonpublic data is requested. The Responsible Authority must also verify the identity of the requesting party as a person entitled to access when copies of copyrighted private, nonpublic, or protected nonpublic data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

6.4 Time Limits. Requests will be received and processed at Kenyon City Hall only during normal business hours. The response must be immediate, if possible, or prompt and reasonable, if an immediate response is not possible.

6.5 Fees. Fees will be charged in the same manner as for public information and are summarized in Exhibit 2.

7.0 Temporary Classification. If the Responsible Authority determines information not expressly classified by law should be protected, the Responsible Authority may apply to the Department of Administration Commissioner for permission to classify information as private, confidential, nonpublic or protected nonpublic for its own use and for the use of other governmental entities on a temporary basis. The application and the classification of the information shall be in accordance with Minnesota Statutes Section 13.06.

8.0 Denial of Access. If the Responsible Authority determines that the requested data is not accessible to the requesting party, the Responsible Authority must inform the requesting party verbally at the time of the request or in writing as soon after that as possible. The Responsible Authority must give the specific legal authority, including statutory section, for withholding the

data. The Responsible Authority must place a verbal denial in writing upon request. This must also include the specific legal authority for the denial.

9.0 Collection of Data on Individuals. The collection and storage of information about individuals will be limited to that necessary for the administration and management of the programs specifically authorized by the state legislature, City Council, or federal government.

9.1 Tennessen Warning. When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a Tennessen warning.

9.1A This warning must contain the following:

9.1A1 The purpose and intended use of the requested data;

9.1A2 Whether the individual may refuse or is legally required to supply the requested data;

9.1A3 Any known consequences from supplying or refusing to supply the information, and

9.1A4 The identity of other persons or entities authorized by state or federal law to receive the data.

9.1B A Tennessen warning is not required when:

9.1B1 An individual is requested to supply investigative data to a law enforcement officer;

9.1B2 The data subject is not an individual (e.g., the data subject is a corporation or partnership);

9.1B3 The data subject offers information that has not been requested by the City;

9.1B4 The information requested from the individual is about someone else;

9.1B5 The City receives information about the subject from someone else; or

9.1B6 The information requested from the subject is classified as public data.

9.1C A Tennessen warning may be on a separate form (Exhibit 9) or may be incorporated into the form which requests the private or confidential data.

9.1D Collection of Data on Individuals through the Use of the City's Computer System. When an individual gains access to government information or services through the City's computer system, the City may create, collect, or maintain electronic access data or use its computer to install a cookie on an individual's computer. The City must inform individuals gaining access to the City's computer system of the creation, collection, or maintenance of electronic access data or the City's use of cookies before requiring the individual to provide any data about the individual to the City. As part of that notice, the City must inform the individual how the data will be used and disseminated. Notwithstanding an individuals' refusal to accept a cookie on its computer, the City must allow the individual to gain access to data or information, transfer data or information, or use government services by means of the City's computer system.

9.2 Data Quality Procedures. The City is required to establish procedures that data on individuals are accurate, complete and current. The Responsible Authority shall work with employees that collect, use, or disseminate data on individuals to implement the following procedures:

9.2A At the time that data is collected from the individual data subject, the individual should be advised of his or her right to review and contest the accuracy or completeness of public or private data concerning him/herself.

9.2B An individual data subject should be encouraged to review his/her file for accuracy, completeness and currency.

9.2C Whenever possible and practical, collect data about an individual from the individual subject of the data rather than from third parties (e.g., birth date, address, etc.) (This directive does not prohibit employees from collecting data from third parties).

9.2D Design forms to collect objective types of data elements whenever possible, rather than data which calls for an opinion or conclusion or other subjective entry. Forms for the collection of data on individuals should request only necessary data.

9.2E Department heads should periodically review forms used to collect data on individuals. Data elements that are not necessary or that lend themselves to ambiguity or subjectivity should be removed and the forms redesigned.

9.2F Department heads should periodically conduct quality/validity checks on sample case files that contain data on individuals.

10.0 Challenge to Data Accuracy or Completeness. An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. The individual must notify the Responsible Authority in writing describing the nature of the disagreement. Within 30 days, the Responsible Authority must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that he or she believes the data to be correct.

An individual who is dissatisfied with the Responsible Authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The Responsible Authority will correct any data if so ordered to do so by the Commissioner.

11.0 Data Protection.

11.1 Accuracy and Currency of Data.

11.1A All City employees will be requested, and given appropriate forms, to provide updated personal information to the appropriate supervisor, which is necessary for tax, insurance, emergency notification, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.

11.1B Department heads should, on a yearly basis, review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.

11.1C All records must be disposed of according to the State of Minnesota General Records Retention Schedule.

11.2 Data Safeguards.

11.2A Private and confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.

11.2B Private and confidential data must be kept only in City offices, except when necessary for City business.

11.2C Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private or confidential information. These employees will be instructed to:

11.2C1 Not discuss, disclose, or otherwise release private or confidential data to anyone who is not authorized to access the data including City

employees or officials whose job responsibilities do not require access to the data;

11.2C2 Not leave private or confidential data where non-authorized individuals might see it; and

11.2C3 Shred private or confidential data before discarding.

11.2D When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act. The City must include in a written contract the language contained in Exhibit 10 or substantially similar language.

EXHIBIT 1
LIST OF DESIGNEES

The Minnesota Data Practices Act establishes a system for compilation and distribution of data gathered by government agencies. All data collected and maintained by the City of Kenyon ("City") is presumed public and is accessible to the public for both inspection and copying, unless classified as Private, Confidential, Nonpublic or Protected Nonpublic in accordance with federal law, state statute or a temporary classification.

The City of Kenyon has appointed the following position to administer this system.

Responsible Authority and Compliance Official:

City Administrator
City of Kenyon
709 2nd Street
Kenyon, MN 55946
Phone: (507)-789-6415
Fax: (507)-789-5604

Positions appointed as designees in system administration are as follows:

Deputy City Clerk

Other persons responsible for the maintenance and dissemination of City records are as apparent or assigned.

EXHIBIT 2
PHOTOCOPYING CHARGES

Regular Photocopy Charge (if 100 or fewer pages of black and white letter or legal size paper copies are requested)	**$.25 per page** $.05 per page for additional copies of the same document
Special Copy Charge (charged in all other circumstances, including requests to provide data electronically or by facsimile)	**Actual Cost***

* the "actual cost" means the cost of any materials (paper, copier ink, staples, CDs/DVDs, video/audio tapes, etc.), any special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data, any mailing costs and any vehicle costs directly involved in transporting data to the appropriate facility when necessary to provide copies. In addition, "actual cost" also includes City staff time spent making, certifying and compiling the copies (when requested by the data subject). For requests by anyone other than the data subject, the "actual cost" also includes City staff time spent retrieving the data to be copied, sorting and labeling the documents (if this is necessary to identify what is to be copied), removing staples or paper clips, taking documents to the copier for copying as well as making, certifying and compiling the copies. Labor costs are never charged for separating public from not public data.

Document Charge (charged for certain frequently requested documents, such as zoning codes, maps, etc.)	**Fee as established in the City fee schedule**

EXHIBIT 3

INFORMATION DISCLOSURE REQUEST
Minnesota Government Data Practices Act

A. To be Completed by Requestor

REQUESTOR NAME (Last, First, MI):	**DATE OF REQUEST:**
STREET ADDRESS:	**PHONE NUMBER:**
CITY, STATE, ZIP CODE:	**SIGNATURE:**
DESCRIPTION OF THE INFORMATION REQUESTED:	

B. To be Completed by the City

DEPARTMENT NAME:	**HANDLED BY:**
INFORMATION CLASSIFIED AS: ☐ **PUBLIC** ☐ **NONPUBLIC** ☐ **PRIVATE** ☐ **PROTECTED NONPUBLIC** ☐ **CONFIDENTIAL**	**ACTION:** ☐ **APPROVED** ☐ **APPROVED IN PART (explain below)** ☐ **DENIED (explain below)**
REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:	
PHOTOCOPYING CHARGES: ☐ **NONE** ☐ **_____ Pages x _____= _____** ☐ **Special Rate: _____ (attach explanation)**	**IDENTITY VERIFIED FOR PRIVATE INFORMATION:** ☐ **IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc.** ☐ **COMPARISON WITH SIGNATURE ON FILE** ☐ **PERSONAL KNOWLEDGE** ☐ **OTHER: _____**
AUTHORIZED SIGNATURE:	**DATE:**

EXHIBIT 4

GOVERNMENT DATA ACCESS AND NONDISCLOSURE AGREEMENT

1. AUTHORIZATION. The City of Kenyon (the "City") hereby authorizes _____, (the "Authorized Party") access to the following government data: _____
_____

2. PURPOSE. Access to this government data is limited to the objective of creating summary data for the following purpose:
_____
_____

3. COST. (Check all that apply):

_____ The Authorized Party has been requested by the City to prepare summary data and will be paid in accordance with City policy. The estimated total is: $_____.

_____ _____ is the person who requested the summary data and agrees to bear the City's costs associated with the preparation of the data which has been estimated to be $_____.

_____
Signature of Requestor Date

4. SECURITY. The Authorized Party agrees that it and any employees or agents under its control must protect the privacy interests of individual data subjects in accordance with the terms of this Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to identify any individual from data classified by state or federal law as not public which is obtained from City records and incorporated into reports, summaries, compilations, articles, or any document or series of documents.

Data contained in files, records, microfilm, or other storage media maintained by the City are the City's property and are not to leave the City's custody. The Authorized Party agrees not to make reproductions of any data or remove any data from the site where it is provided, if the data can in any way identify an individual.

No data which is not public and which is irrelevant to the purpose stated above shall ever be disclosed or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above:

_____
Complete name (printed) Title (printed)

5. LIABILITY FOR DISCLOSURE. The Authorized Party is liable for any unlawful use or disclosure of government data collected, used and maintained in the exercise of this agreement and is classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws. The Authorized Party agrees to defend, indemnify, and hold the City, its officials, agents and employees harmless from any liability, claims, damages, costs, judgments, or expenses, omission of the Authorized Party's failure to fully perform in any respect all obligations under this Agreement.

6. INSURANCE. In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of this Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance must cover $1,500,000 per claimant for personal injuries or damages and $1,500,000 per occurrence. The policy must cover the indemnification obligation specified above.

7. ACCESS PERIOD. The Authorized Party may have access to the information described above from _____ to _____.

8. ACCESS RESULTS. A copy of all reports, summaries, compilations, articles, publications or any document or series of documents that are created from the information provided under this Agreement must be provided to the City. The Authorized Party may retain one copy of the summary data created for its own records but may not disclose it without City permission, except in defense of claims brought against it.

AUTHORIZED PARTY:_____

By:_____ Date: _____

Title (if applicable): _____

REQUESTOR OF SUMMARY DATA:_____

By: _____ Date: _____

Title (if applicable): _____

CITY OF KENYON:

By: _____ Date: _____

Its: _____

EXHIBIT 5
NOTICE TO PERSONS UNDER AGE 18

Some of the information you are asked to provide is classified as private under State law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

* Whether you are of sufficient age and maturity to explain the reasons and understand the consequences;

* Whether denying access may protect you from physical or emotional harm;

* Whether there are reasonable grounds to support your reasons; and

* Whether the data concerns medical, dental, or other health service provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO:_____ DATE:_____

BY:_____
(Name) (Title)

REQUEST TO WITHHOLD INFORMATION

I request that the following information_____
_____

Be withheld from: _____

For these reasons:_____

Date:_____ Print name: _____

Signature: _____

EXHIBIT 6
CONSENT TO RELEASE PRIVATE DATA

I, _____, authorize the City of Kenyon ("City") to release the
(print name)

following private data about me:

_____

_____

to the following person(s) or entity(ies):

_____

_____

The person(s) or entity(ies) receiving the private data may use it only for the following purpose or purposes:

_____

_____

This authorization is dated _____and expires on_____

I understand that my records are protected under state privacy regulations and cannot be disclosed without my written consent unless otherwise provided for by law. I also understand that I may cancel this consent at any time prior to the information being released and that in any event this consent expires automatically 90 days after signing. By signing this document, I give my full and voluntary consent to the City to release the above-listed data to the persons identified in this release, and I waive any and all claims against the City for the disclosure of private data about me in accordance with this document.

_____
Signature

_____
Signature of parent or guardian
(if data subject is under 18 years of age)

IDENTITY VERIFIED BY:

- ☐ **Witness: x_____**
- ☐ **Identification: Driver's License, State ID, Passport, other:_____**
- ☐ **Comparison with signature on file**
- ☐ **Other:_____**

Responsible Authority/Designee: _____

EXHIBIT 7

CONSENT TO RELEASE COPYRIGHTED DATA

I, _____, certify that I have the authority to authorize the City of Kenyon to release the following copyrighted data of which I am the copyright holder: _____

_____

To the following person or people:_____

_____

The person or people receiving the copyrighted data may use it only for the following purpose or purposes:_____

This authorization is dated _____ and expires* on _____
**The expiration cannot exceed one year from the date of the authorization.*

I, the undersigned, agree to give up and waive all claims that I might have against the City, its agents and employees for releasing data pursuant to this request.

_____
Printed Name Title

_____
Complete Address Phone Number

_____ _____
Notarized Signature Date

STATE OF MINNESOTA)
) ss.
COUNTY OF_____)

On this _____ day of _____, 20_____, before me, a Notary Public within and for said County, personally appeared _____, known to me to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her own free act and deed.

_____
Notary Public

EXHIBIT 8
DATA PRACTICES ADVISORY
(Tennessen Warning)

Some or all of the information that you are asked to provide on the attached form is classified by state law as either private or confidential. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

The City's purpose and intended use of this information is:_____
_____

You ___ are/ ___ are not legally required to provide this information.

If you refuse to supply the information, the following may happen: _____
_____
_____
_____

Other persons or entities authorized by law to receive this information are:
_____
_____
_____
_____

EXHIBIT 9
CITY OF KENYON
TENNESSEN WARNING FORM

It is the City of Kenyon's responsibility to inform potential employees of their privacy rights. Please carefully read the Tennessen Warning provided below. Sign and date the form and return it with your application. Your signature indicates that you have received information regarding your rights as they pertain to the Minnesota Government Data Practices Act.

In accordance with the Minnesota Government Data Practices Act, the City of Kenyon is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not to the public; the personal information we collect about you is private. Minnesota Statutes Sections 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment at the City of Kenyon. All data collected is considered private except for the following:

1. Your veteran's status;
2. Relevant test scores;
3. Your job history;
4. Your education and training; and
5. Your work availability.

Your name is considered to be private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of the City of Kenyon. Furnishing social security numbers is voluntary for applicants to the City of Kenyon, but refusal to supply other requested information would mean that your application for employment might not be considered.

Private data is available only to you, appropriate City employees, and others as provided by state and federal laws who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notice as private data.

The information you give about yourself is needed to identify you and to assist the City of Kenyon in determining your suitability for the position for which you are applying.

I have read and understand the information given above regarding the Minnesota Data Practices Act.

_____ _____
Applicant Signature Date

EXHIBIT 10
SAMPLE CONTRACT PROVISION

Data Practices Compliance. Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligation under this contract. Contractor agrees to maintain all data contained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor agrees to defend and indemnify the City from any claim, liability, damage or requirements of the Act or this contract. Upon termination of this contract, Contractor agrees to return data to the City as requested by the City.

EXHIBIT 11
BUILDING PERMIT/PLANS
DATA PRACTICES ADVISORY

You may be required to submit building plans with your building permit application so that the City of Kenyon can determine whether or not your building permit application should be approved. If you do not submit plans when they are required, your building permit will not be approved. The Minnesota Government Data Practices Act establishes a presumption that all government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public. Minnesota Statutes Section 13.02 defines government data as being all data collected, created, received, maintained, or disseminated by the City regardless of its physical form, storage media or conditions of use.

The Government Data Practices Act allows building plans to be classified as nonpublic ONLY if they contain the following information:

> Security information defined by Minnesota Statutes Section 13.37, subdivision 1(a) as being "government data the disclosure of which would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass or physical injury."
>
> OR
>
> Trade secret information defined by Minnesota Statutes Section 13.37, subdivision 1 (b) as being "government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use."

Building plans submitted to the City are generally public information and will be presumed to be available for copying and release to the public. If you hold a copyright to the plans and do not want them copied for the public, then you will need to indicate as such below. Also, if you believe that your building plans qualify for the classification of nonpublic data you must provide documentation verifying your claim. The Responsible Authority for the City of Kenyon will determine whether or not the plans qualify for nonpublic data classification within 10 business days of the request.

Building plans and related documents submitted to the City are presumed to be public and by submitting them and signing this document you are expressly giving permission to the City to make copies for the City's use and to make available to the public upon request unless you indicate otherwise as follows:

_____ **The building plans I have submitted contain SECURITY INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(a) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.

_____ **The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1 (b) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.

_____ **The building plans I have submitted are COPYRIGHTED under and protected by the Federal Copyright Act and I do not give permission for them to be copied for release to the public.** However, I understand the plans are considered public information under Minnesota law and may be viewed by the public.

Explanation:

_____

_____

_____

_____

_____	_____
Name of Applicant (Please Print)	Date
_____	_____
Signature of Applicant	Property Address
_____	_____
Contact Address	Contact Phone Number
_____	
E-mail address	

Exhibit 11-2

APPENDIX A
PRIVATE AND CONFIDENTIAL DATA
MAINTAINED BY THE CITY OF KENYON

The list of data types is divided into the following categories: General; Administration; Planning; Personnel; and Police. The categories are provided only for convenience in locating types of data. Inclusion in any particular category is not intended to indicate an exclusive location for that data type (e.g., data listed under Personnel may be physically located in more than one City department).

GENERAL

Applications for Election or Appointment
CLASSIFICATION(S): Public
GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 3
DESCRIPTION OF DATA: The following data on all applicants for election or appointment are public: name, city of residence (except when the appointment has a residency that requires the entire address to be public), education and training, employment history, volunteer work, awards and honors, prior government service, veteran status, and any data required to be provided.

Business Data
CLASSIFICATION(S): Private/Nonpublic/Public
GOVERNING STATUTE: Minn. Stat. § 13.591
DESCRIPTION OF DATA: Data submitted to the City by a business requesting financial assistance or a benefit financed by public funds are private or nonpublic data. The data becomes public when public financial assistance is provided or the business receives a benefit from the City, except that business plans, income and expense projections not related to the financial assistance provided, customer lists, income tax returns, and design, market and feasibility studies not paid for with public funds remain private or nonpublic.

City Attorney Records
CLASSIFICATION(S): Confidential
GOVERNING STATUTE: Minn. Stat. § 13.393
DESCRIPTION OF DATA: The use, collection, storage, and dissemination of data by the City Attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility. Data which is the subject of attorney-client privilege is confidential. Data which is the subject of the "work product" privilege is confidential.

Civil Investigative Data
CLASSIFICATION(S): Confidential/Protected Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.39
DESCRIPTION OF DATA: Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending

civil litigation are classified as protected nonpublic data pursuant to Minnesota Statutes Section 13.02, subdivision 13, in the case of data not on individuals and confidential pursuant to Minnesota Statutes Section 13.02, subdivision 3, in the case of data on individuals. The City may make any data classified as confidential or protected nonpublic accessible to any person, agency or the public if the City determines that the access will aid the law enforcement process, promote public health or safety or dispel widespread rumor or unrest.

Community Dispute Resolution Center Data
CLASSIFICATION(S): Private/Public
GOVERNING STATUTE: Minn. Stat. § 13.88
DESCRIPTION OF DATA: Data relating to a case in a community dispute resolution program are classified as private data on individuals, with the exceptions set forth in Minnesota Statutes Section 13.88.

Elected Officials Correspondence
CLASSIFICATION(S): Private/Public
GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 2
DESCRIPTION OF DATA: Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or the recipient.

Financial Disclosure Statements
CLASSIFICATION(S): Public
GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 1.
DESCRIPTION OF DATA: Financial disclosure statements of elected or appointed officials which, by requirement of the City, are filed with the City, are public data on individuals.

Identity of Employees Making Complaints
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. §§ 181.932, subd. 2; 13.7905, subd. 5(b)
DESCRIPTION OF DATA: The identity of an individual who reports to any governmental body or law enforcement official a violation or suspected violation by the individual's employer of any federal or state law or rule is private data on individuals if it meets the requirements of Minnesota Statutes Section 181.932, subdivision 2.

Internal Competitive Response
CLASSIFICATION(S): Private/Nonpublic/Public
GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 5, 13.37.
DESCRIPTON OF DATA: A bid or proposal to provide the City with goods or services that is prepared by City staff in competition with bids or proposals solicited by the City from the private sector or a different government entity from the private sector are classified as private or nonpublic until completion of the selection process or completion of the evaluation process at which time the data are public with the exception of trade secret information as defined and classified in Minnesota Statutes Section 13.37.

Internal Auditing Data
CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public
GOVERNING STATUTE: Minn. Stat. § 13.392
DESCRIPTION OF DATA: Data, notes, and preliminary drafts of reports created, collected and maintained by the internal audit offices of the City or by person performing audits for the City and relating to an audit or investigation are confidential data on individuals or protected nonpublic data until the final report has been published or the audit or investigation is no longer being pursued actively. Data on an individual supplying information for an audit or investigation that could reasonably be used to determine the individuals' identity are private data on individuals if the information supplied was needed for an audit or investigation and would not have been provided to the internal audit office or person performing audits without an assurance to the individual that the individual's identity would remain private.

Pleadings
CLASSIFICATION(S): Public
GOVERNING STATUTE: Minn. Stat. § 13.03, subd. 12
DESCRIPTION OF DATA: Pleadings in a lawsuit by or against the City are public data to the same extent that the data would be public if filed with the court.

Requests for Proposals
CLASSIFICATION(S): Private/Nonpublic/Public
GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 3(b), 13.37
DESCRIPTION OF DATA: Data submitted by a business to the City in response to a request for proposals, as defined in Minnesota Statutes Section 16C.02, subdivision 12, are private or nonpublic until the time and date specified in the solicitation that proposals are due, at which time the name of the responder becomes public. All other data in a responder's response to a request for proposals are private or nonpublic data until completion of the evaluation process. After a government entity has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minnesota Statutes Section 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. If all responses to a request for proposals are rejected prior to completion of the evaluation process, all data, other than the names of the responders, remain private or nonpublic until a resolicitation of the requests for proposal results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remain public. If a resolicitation of proposals does not occur within one year of the proposal opening date, the remaining data become public.

Sealed Bids
CLASSIFICATION(S): Private/Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.37
DESCRIPTION OF DATA: Sealed bids, including the number of bids received, prior to opening are classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

Security Information
CLASSIFICATION(S): Private/Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.37
DESCRIPTION OF DATA: Data which if disclosed would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury is classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals. This includes crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers, but these may be disseminated to other volunteers participating in crime prevention programs.

Service Cooperative Claims Data
CLASSIFICATION(S): Nonpublic
GOVERNING STATUE: Minn. Stat. § 13.203
DESCRIPTION OF DATA: Claims experience and all related information received from carriers and claims administrators participating in a group health or dental plan, including any long-term disability plan, offered through Minnesota service cooperatives to Minnesota political subdivisions and survey information collected from employees and employers participating in these plans and programs are classified as nonpublic data on individuals. However, an executive director of a Minnesota service cooperative may make the determination that release of the data will not be detrimental to the plan or program.

Social Security Numbers
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. § 13.355
DESCRIPTION OF DATA: Social Security numbers of individuals are private data on individuals, except to the extent that access to the Social Security number is specifically authorized by law.

Trade Secret Information
CLASSIFICATION(S): Private/Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.37
DESCRIPTION OF DATA: Data, including a formula, pattern, compilation, program, device, method, technique or process: (1) that was supplied by the affected individual or organization; (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy; and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use are nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

Transportation Service Data
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. § 13.72, subd. 10

DESCRIPTION OF DATA: Personal, medical, financial, familial, or locational information data pertaining to applicants for or users of services providing transportation for the disabled or elderly are private.

ADMINISTRATION

Absentee Ballots
CLASSIFICATION(S): Private/Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.37. subd. 2(a)
DESCRIPTION OF DATA: Sealed absentee ballots before opening by an election judge are nonpublic data with regard to data not on individuals and private data with regard to data on individuals.

Computer Access Data
CLASSIFICATION(S): Private/Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.15
DESCRIPTION OF DATA: Data created, collected, or maintained about a person's access to the City's computer system for the purpose of: (1) gaining access to data or information; (2) transferring data or information; or (3) using government services are private data on individuals or nonpublic data. This data does not include a cookie temporarily installed by the City on a person's computer during a single session or visit to the City's web site if the cookie is installed only in a computer's memory and is deleted from the memory when the web site browser or web site application is closed.

Deferred Assessment Data
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. § 13.52
DESCRIPTION OF DATA: Data collected pursuant to Minnesota Statutes Section 435.193, which indicates the amount or location of cash or other valuables kept in the homes of applicants for deferred assessment are private data.

Federal Contracts Data
CLASSIFICATION(S): Private/Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.35
DESCRIPTION OF DATA: All data collected and maintained by the City when required to do so by a federal agency as part of its contract with the City are classified as either private or nonpublic depending on whether the data are data on individuals or data not on individuals.

Municipal Bonds Register Data
CLASSIFICATION(S): Private/Nonpublic
GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 12, 475.55, subd. 6
DESCRIPTION OF DATA: Data with respect to the ownership of municipal obligations are nonpublic data or private data on individuals.

Municipal Self-Insurer Claims
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 9(a), 471.617, subd. 5
DESCRIPTION OF DATA: Data about individual claims or total claims made by an individual under a self-insured health benefit plan of a municipality are private.

Registered Voter Lists
CLASSIFICATION(S): Confidential
GOVERNING STATUTE: Minn. Stat. §§ 13.607, subd. 6; 201.091
DESCRIPTION OF DATA: The information contained in the master list of registered voters may only be made available to public officials for purposes related to election administration, jury selection, and in response to a law enforcement inquiry concerning a violation of or a failure to comply with any criminal statute or state or local tax statute.

Security Service Data
CLASSIFICATION(S): Nonpublic//Public
GOVERNING STATUTE: Minn. Stat. §§ 13.861, 13.37 and 13.82, subd. 2, 3 and 6.
DESCRIPTION OF DATA: Data collected, created, or maintained by a security service for the purpose of providing security services to the City that are similar to the data described as request for service data and response or incident data in Minnesota Statutes Section 13.82, subdivision 3 and 6 are public. If personnel of a security service make a citizen's arrest, then any security service data that are similar to the data described as arrest data in Minnesota Statutes Section 13.82, subdivision 2 are public. If a security service participates in but does not make an arrest, it shall, upon request, provide data that identify the arresting law enforcement agency. All other security service data are nonpublic.

Social Recreational Data
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. § 13.548
DESCRIPTION OF DATA: For individuals enrolling in recreational or other social programs: name, address, telephone number, any other data that identifies the individual, and any data which describes the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of an individual are classified as private.

Solid Waste Collector Customer Lists
CLASSIFICATION(S): Private/Nonpublic
GOVERNING STATUTE: Minn. Stat. §§ 13.7411, subd. 4 (d), 115A.93, subd. 5
DESCRIPTION OF DATA: Customer lists provided to the City by solid waste collectors are private data on individuals or nonpublic data with regard to data not on individuals.

PLANNING

Appraisal Data
CLASSIFICATION(S): Confidential/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 3
DESCRIPTION OF DATA: Estimated or appraised values of property that are made by the City or by an independent appraiser acting for the City for the purpose of selling or acquiring land through purchase or condemnation are classified as confidential data on individuals or protected nonpublic data. However, this data becomes public at the discretion of the City Council, determined by majority vote of the City's governing body. Appraised values of property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from a government entity are classified as private data on individuals or nonpublic data. Appraisal data made confidential or nonpublic become public when the data are submitted to a court appointed condemnation commissioner, the data are presented in court in condemnation proceedings or the parties enter into an agreement for the purchase and sale of the property.

Assessor's Data
CLASSIFICATION(S): Private/Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.51
DESCRIPTION OF DATA: Data contained on sales sheets received from private multiple listing service organizations is private where the contract with the organizations requires the City to refrain from making the data available to the public. The following data collected by the City from individuals or business entities concerning income properties are private or nonpublic: (a) detailed income and expense figures; average vacancy factors; verified net rentable areas or net usable area, whichever is appropriate; anticipated income and expenses; projected vacancy factors; and lease information. Income information on individuals collected and maintained by the City to determine eligibility of property for class 4d under Minnesota Statutes Sections 273.128 and 273.13, is private data on individuals.

Award Data
CLASSIFICATION(S): Private/Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.48
DESCRIPTION OF DATA: Financial data on business entities submitted to the City for the purpose of presenting awards to business entities for achievements in business development or performance are private data on individuals or nonpublic data.

Benefit Data
CLASSIFICATION(S): Private/Public
GOVERNING STATUTE: Minn. Stat. § 13.462
DESCRIPTION OF DATA: Data on individuals collected or created when an individual seeks information about becoming, is or was an applicant for or a recipient of benefits or services provided under any housing, home ownership, rehabilitation and community action agency, Head Start, or food assistance programs administered by the City are private data on individuals with the exception of the names and addresses of applicants for and recipients of the benefits, which are classified as public data on individuals.

Property Complaint Data
CLASSIFICATION(S): Confidential
GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 1
DESCRIPTION OF DATA: Data that identifies individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property are classified as confidential data.

Redevelopment Data
CLASSIFICATION(S): Private/Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.59
DESCRIPTION OF DATA: Names and addresses of individuals and the legal descriptions of property owned by individuals, when collected in surveys of individuals conducted by the City or Housing and Redevelopment Authority for the purposes of planning, development, and redevelopment are classified as private data. Names and addresses of businesses and the legal descriptions of business properties and the commercial use of the property to the extent the disclosure of the use would identify a particular business are nonpublic data.

PERSONNEL

Employee Drug and Alcohol Tests
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. §§ 13.7905, subd. 5(c), 181.954, subd. 2 and 3
DESCRIPTION OF DATA: Test results and other information acquired in an employee drug and alcohol testing process are private data on individuals.

Employment and Training Data
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. § 13.47
DESCRIPTION OF DATA: Data on individuals collected, maintained, used, or disseminated because an individual applies for, is currently enrolled in, or has been enrolled in employment and training programs funded with federal, state or local resources are private data on individuals.

Examination Data
CLASSIFICATION(S): Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.34
DESCRIPTION OF DATA: Data consisting solely of testing or examination materials or scoring keys used solely to determine individual qualifications for appointment or promotion, the disclosure of which would compromise the objectively or fairness of the testing or examination process are classified as nonpublic, except pursuant to court order.

Human Rights Data
CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public
GOVERNING STATUTE: Minn. Stat. §§ 13.552, 363A.28 and 363A.35

DESCRIPTION OF DATA: Data maintained by the human rights department of the City. Human rights investigative data contained in an open case file are confidential data on individuals or protected nonpublic data. The name and address of the charging party and respondent, factual basis of the allegations, and the statute under which the action is brought are private data on individuals or nonpublic data but are accessible to the charging party and the respondent. Human rights investigative data contained in a closed case file are private data on individuals or nonpublic data. The name and address of the charging party and respondent, factual basis of the allegations, the statute under which the action is brought, the party of the summary of the investigation that does not contain identifying data on a person other than the complainant or respondent and the commissioner's memorandum determining whether probable cause has been shown are public data.

Labor Relations Information
CLASSIFICATION(S): Private/Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.37
DESCRIPTION OF DATA: Management positions on economic and noneconomic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position is classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

Personnel and Employment Data
CLASSIFICATION(S): Private Data on Individuals/Public
GOVERNING STATUTE: Minn. Stat. § 13.43.
DESCRIPTION OF DATA: Certain government data on individuals maintained because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with the City are public as set forth in Minnesota Statutes Section 13.43, subdivision 2. All other personnel data is private data on individuals but may be released pursuant to a court order. Data pertaining to an employee's dependents are private data on individuals.

Salary Benefit Survey Data
CLASSIFICATION(S): Nonpublic
GOVERNING STATUTE: Minn. Stat. § 13.435
DESCRIPTION OF DATA: Salary and personnel benefit survey data purchased from consulting firms, nonprofit corporations or associations or obtained from employers with the written understanding that the data shall not be made public are classified as nonpublic data.

PUBLIC SAFETY

Arson Investigation
CLASSIFICATION(S): Confidential
GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 26, 299F.055 and 299F.056

DESCRIPTION OF DATA: Data received pursuant to the Arson Reporting Immunity Law, Minnesota Statutes Sections 299F.052 to 299F.057 by an authorized person or insurance company shall be confidential data until its release is required pursuant to a criminal or civil proceeding.

Child Abuse Report Records
CLASSIFICATION(S): Confidential/Private
GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (b), 13.82, subd. 8 and 9 and 626.556
DESCRIPTION OF DATA: Active or inactive investigative data that identify a victim of child abuse or neglect reported under Minnesota Statutes Section 626.556 are private data on individuals. Active or inactive investigative data that identify a reporter of child abuse or neglect under Minnesota Statutes Section 626.556 are confidential data on individuals, unless the subject of the report compels disclosure under Minnesota Statutes Section 626.556, subdivision 11. Investigative data that becomes inactive and that relate to the alleged abuse or neglect of a child by a person responsible for the child's care, as defined in Minnesota Statutes Section 626.556, subdivision 2 are private data.

Corrections and Detention Data
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. § 13.85
DESCRIPTION OF DATA: Data on individuals created, collected, used or maintained because of their lawful confinement or detainment in state reformatories, prisons and correctional facilities, municipal or county jails, lockups, work houses, work farms and all other correctional and detention facilities are classified as private to the extent that the release of the data would either: (a) disclose medical, psychological or financial information or personal information not related to their lawful confinement or detainment or (b) endanger an individual's life. Corrections and detention data are confidential to the extent that the data would (a) endanger an individual's life, (b) endanger the effectiveness of an investigation authorized by statute relating to the enforcement of rules or law, (c) identify a confidential informant, or (d) clearly endanger the security of any institution or its population.

Crime Victim Notice of Release
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 5 (a), 611A.06
DESCRIPTION OF DATA: All identifying information regarding a crime victim, including a victim's request for notice of release and a notice of release made pursuant to Minnesota Statutes Section 611A.06 is classified as private data on individuals.

Criminal Gang Investigative Data System
CLASSIFICATION(S): Confidential
GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 14, 299C.091
DESCRIPTION OF DATA: Data in the criminal gang investigative data system are confidential data on individuals as defined in Minnesota Statutes Section 13.02, subdivision 3, but are accessible to law enforcement agencies and may be released to the criminal justice agencies.

Criminal History Data
CLASSIFICATION(S): Private/Public
GOVERNING STATUTE: Minn. Stat. § 13.87
DESCRIPTION OF DATA: Data maintained in criminal history records compiled by the Bureau of Criminal Apprehension, including, but not limited to, fingerprints, photographs, identification data, arrest data, prosecution data, criminal court data, custody and supervision data that is maintained by the City is classified as private pursuant to Minnesota Statutes Section 13.02, subdivision 12. However, data created, collected or maintained by the Bureau of Criminal Apprehension that identify an individual who was convicted of a crime, the offense of which the individual was convicted, associated court disposition and sentence information, controlling agency and confinement information are public data for 15 years following the discharge of the sentence imposed for that offense.

Data on Videotape Consumers
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. §§ 325I.02, subd. 2, 13.487, subd. 3
DESCRIPTION OF DATA: Personally identifiable information concerning a videotape consumer that a law enforcement agency obtains in connection with an action commenced by the videotape seller or provider to collect fines for overdue or unreturned videotapes or collection for unpaid videotapes shall be maintained by the City as investigative data under Minnesota Statutes Section 13.82, except that when the investigation becomes inactive, the information is private data on individuals.

Diversion Program Data
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 18, 299C.46, subd. 5
DESCRIPTION OF DATA: Names and identifying data concerning diversion program participants that are maintained in the criminal justice information system are private data.

Domestic Abuse Data
CLASSIFICATION(S): Confidential/Public
GOVERNING STATUTE: Minn. Stat. § 13.80
DESCRIPTION OF DATA: Data on individuals collected, created, received or maintained by the Police Department pursuant to the Domestic Abuse Act, Minnesota Statutes Section 518B.01 are classified as confidential data, pursuant to Minnesota Statutes Section 13.02, subdivision 3, until a temporary court order made pursuant to subdivisions 5 or 7 of Minnesota Statutes Section 518B.01 is executed or served upon the data subject who is the respondent to the action.

EMT or First Responder Misconduct Data
CLASSIFICATION(S): Confidential/Protected Nonpublic
GOVERNING STATUTE: Minn. Stat. §§ 13.383, subd. 2, 144E.305, subd. 3.
DESCRIPTION OF DATA: Reports of emergency medical technicians, emergency medical technicians-intermediate, emergency medical technicians-paramedic or first responders misconduct are considered to be confidential or protected nonpublic while an investigation is active. Except for the Emergency Medical Services Regulatory Board's final determination, all

communications or information received by or disclosed to the Board relating to disciplinary matters of any person or entity subject to the Board's regulatory jurisdiction are confidential and privileged and any disciplinary hearing shall be closed to the public.

Firearms Data
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. § 13.87, subd. 2
DESCRIPTION OF DATA: Data about the purchase or transfer of firearms and applications for permits to carry firearms are classified as private.

Hazardous Substance Emergency
CLASSIFICATION(S): Nonpublic
GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 27, 299F.095 and 299F.096, subd. 1
DESCRIPTION OF DATA: Data contained in hazardous materials notification reports made pursuant to Minnesota Statutes Sections 299F.091 to 299F.099 are classified as nonpublic.

Health Data
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. § 13.3805, subd. 1 (a)(2) and (b)
DESCRIPTION OF DATA: Data on individuals created, collected, received or maintained by the City relating to the identification, description, prevention, and control of disease or as part of an epidemiologic investigation designated by the Commissioner of Health as necessary to analyze, describe or protect the public health are private data on individuals.

Investigative Detention Data
CLASSIFICATION(S): Confidential
GOVERNING STATUTE: Minn. Stat. § 13.86
DESCRIPTION OF DATA: Data created, collected, used or maintained by the City jail or detention facility that, if revealed, would identify an informant who provided information about suspected illegal activities and is likely to subject the informant to physical reprisals by others are confidential.

Law Enforcement Data
CLASSIFICATION(S): Private/Confidential/Protected Nonpublic/Public/Nonpublic
GOVERNING STATUTE: Minn. Stat. §§13.82, 259.10, subd. 2, 243.166, 299C.54
DESCRIPTION OF DATA: Certain arrest data, request for service data, and response or incident data are public data.

An audio recording of a call placed to a 911 system for the purpose of requesting service for law enforcement, fire or medical emergency is private data on individuals, except that a written transcript of the audio recording is public, unless it reveals the identity of an individual otherwise protected under Minnesota Statutes Section 13.82, subdivision 17.

Criminal investigative data collected or created by a law enforcement agency in order to prepare a case against a person for the commission of a crime or other offense for which the agency has

primary investigative responsibility is confidential or protected nonpublic while the investigation is still active. Inactive investigation data is public unless the release of the data would jeopardize another ongoing investigation or would reveal the identity of individuals protected under Minnesota Statutes Section 13.82, subdivision 17.

Images and recordings, including photographs, video, and audio records, which are part of inactive investigative files and which are clearly offensive to common sensibilities are classified as private or nonpublic data, provided that the existence of the images and recordings shall be disclosed to any person requesting access to the inactive investigative file.

Data on court records relating to name changes under Minnesota Statutes Section 259.10, subdivision 2 which is held by a law enforcement agency is confidential data on an individual while an investigation is still active and is private data on an individual when the investigation becomes inactive.

Data in arrest warrant indices are classified as confidential data until the defendant has been taken into custody, served with a warrant or appears before the court, except when the law enforcement agency determines that the public purpose is served by making that information public.

Data that uniquely describe stolen, lost, confiscated or recovered property are classified as either private data on individuals or nonpublic data depending on the content.

Financial records of a program that pays rewards to informants are protected nonpublic data in the case of data not on individuals or confidential data in the case of data on individuals.

Data on registered criminal offenders as described in Minnesota Statutes Section 243.166 are private data on individuals.

Data included in a missing children bulletin distributed pursuant to Minnesota Statutes Section 299C.54 are public data.

Data that reflect deliberative processes or investigative techniques of law enforcement agencies are confidential data on individuals or protected nonpublic data, provided that information, reports, or memoranda that have been adopted as the final opinion or justification for a decision of a law enforcement agency are public data.

Booking photographs are public data.

Data that would reveal the identity of persons who are customers of a licensed pawnbroker, secondhand goods dealer or a scrap metal dealer are private data on individuals. Data describing the property in a regulated transaction with a licensed pawnbroker, secondhand goods dealer or a scrap metal dealer are public.

Investigative data that become inactive that consist of a person's financial account number or transaction numbers are private or nonpublic data.

The existence of all technology maintained by a law enforcement agency that may be used to electronically capture an audio, video, photographic, or other record of the activities of the general public, or of an individual or group of individuals, for purposes of conducting an investigation, responding to an incident or request for service, monitoring or maintaining public order and safety, or engaging in any other law enforcement function authorized by law is public data.

Peace Officer Discipline Procedures
CLASSIFICATION(S): Confidential/Private/Public
GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6(o), 626.89, subd. 6 and 13.43
DESCRIPTION OF DATA: The complainant is entitled to copies of any witness statements in the possession of the other party and an officer is entitled to a copy of the investigating agency's investigative report, provided that any references in a witness statement or investigative report that would reveal the identity of confidential informants need not be disclosed except upon order of the person presiding over the administrative hearing for good cause shown.

Peace Officer Records on Juveniles
CLASSIFICATIONS(S): Private
GOVERNING STATUTE: Minn. Stat. §§ 13.875, subd. 2, 260B.171, subd. 5.
DESCRIPTION OF DATA: Peace officers' records of children who are or may be delinquent or who may be engaged in criminal acts are private data but shall be disseminated pursuant to Minnesota Statutes Section 260B.171, subdivision 5.

Reports of Gunshot Wounds
CLASSIFICATION(S): Confidential
GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (a), 626.53
DESCRIPTION OF DATA: A report made by a health professional concerning a wound or injury arising from or caused by discharge of a firearm or inflicted by the perpetrator of a crime using a dangerous weapon other than a firearm is confidential.

Sex Offender HIV Tests
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 5(b), 611A.19, subd. 2
DESCRIPTION OF DATA: Results of HIV tests of sex offenders are private data must be handled in accordance with Minnesota Statutes Section 611A.19.

Sexual Assault Crime Victims
CLASSIFICATION(S): Private
GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 3(e), 609.3471
DESCRIPTION OF DATA: Data that specifically identifies a victim who is a minor, in records or reports relating to petitions, complaints or indictments made are private data, if related to any

of the following offenses: solicitation/inducement/promotion of prostitution, sex trafficking, criminal sexual predatory conduct, and criminal sexual conduct in the first, second, third or fourth degrees.

Undercover Buy Fund
CLASSIFICATION(S): Confidential/Private/Public
GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 13, 299C.065, subd. 4
DESCRIPTION OF DATA: An application to the Commissioner of Public Safety for a grant pursuant to Minnesota Statutes Section 299C.065 is a confidential record. Information within investigative files that identifies or could reasonably be used to ascertain the identity of assisted witnesses, sources or undercover investigators is a confidential record. A report at the conclusion of an investigation is a public record, except that information in a report pertaining to the identity or location of an assisted witness is private data.

Use of Motor Vehicle to Patronize Prostitutes
CLASSIFICATION(S): Private/Public
GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 3 (c) and 609.324, subd. 5
DESCRIPTION OF DATA: A notation in a driving record that the driver has used a motor vehicle to patronize prostitutes is classified as private data on individuals, but is accessible for law enforcement purposes. If the person has previously been convicted of a violation of Minnesota Statutes Section 609.322, the notation is public data.

Videotapes of Child Abuse Victims
CLASSIFICATION(S): Private/Confidential
GOVERNING STATUTE: Minn. Stat. §§ 13.821, 611A.90
DESCRIPTION OF DATA: An individual subject of data may not obtain a copy of a videotape in which a child victim or alleged victim is alleging, explaining, denying, or describing an act of physical or sexual abuse without a court order under Minnesota Statutes Sections 13.03, subdivision 6 or 611A.90.

Vulnerable Adult Report Records
CLASSIFICATION(S): Confidential/Protected Nonpublic
GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (l), 626.557, subd. 12b(b).
DESCRIPTION OF DATA: Data contained in reports made pursuant to Minnesota Statutes Section 626.557 of possible incidents of maltreatment of vulnerable adults and identities of individuals making such reports are confidential data on individuals or protected nonpublic data.

Adopted by the City of Kenyon on _____, 2016.

_____
Mayor

_____
City Administrator

RESOLUTION NO. 2016-29
CITY OF KENYON
COUNTY OF GOODHUE
STATE OF MINNESOTA

RESOLUTION ADOPTING ASSESSMENT FOR DELINQUENT UTILITY BILLS

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for electric service, water and sewer charges, maintenance fees, garbage, recycling and sales tax which have been provided and billed and which are currently delinquent in the City of Kenyon, County of Goodhue and State of Minnesota.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KENYON, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein.

2. Assessment shall be payable in equal annual installments extending over a period of five (5) years, the first of the installments to be payable on or before the first Monday in January 2017, and will bear interest at the rate of 3.75 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2016. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution. The owner may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Kenyon on this 15th day of November, 2016.

_____
Michael Engel
Mayor

ATTEST:

_____
Mark R. Vahlsing, City Administrator

EXHIBIT A

PARCEL NUMBER	ORIGINAL AMOUNT
66-100-0400	1401.63
66-180-0200	804.55
66-340-0050	723.73

709 Second Street
Kenyon, MN 55946

City of Kenyon

Phone 507.789.6415
Fax 507.789.5604

OFFICIAL MUNICIPAL ELECTION RESULTS
From November 8, 2016

Mayor

Mike Engel	728 Votes
Write-Ins	60 Votes

City Council (Top Two Elected)

John Mortensen	687 Votes
Richard Nielsen	568 Votes
Write-Ins	16 Votes

Abstract of Votes Cast
In the Precincts of the City of Kenyon
State of Minnesota
at the STATE GENERAL ELECTION
Held Tuesday, November 8, 2016

as compiled from the official returns.

Summary of Totals
City of Kenyon
Tuesday, November 8, 2016 STATE GENERAL ELECTION

Number of persons registered as of 7 a.m.	1023
Number of persons registered on Election Day	108
Number of accepted regular, military, and overseas absentee ballots and mail ballots	125
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	907

Summary of Totals
City of Kenyon
Tuesday, November 8, 2016 STATE GENERAL ELECTION

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (Kenyon)

NP Michael Engel 728	WI WRITE-IN** 60

Council Member (Kenyon) (Elect 2)

NP John Mortensen 687	NP Richard E. Nielsen 568	WI WRITE-IN** 16

Detail of Election Results
City of Kenyon
Tuesday, November 8, 2016 STATE GENERAL ELECTION

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
25 0075 : KENYON	1023	108	907
City of Kenyon Total:	1023	108	907

Detail of Election Results
City of Kenyon
Tuesday, November 8, 2016 STATE GENERAL ELECTION

Office Title: Mayor (Kenyon)

Precinct	NP Michael Engel	WI WRITE-IN**
25 0075 : KENYON	728	60
Total:	**728**	**60**

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

Precinct	NP John Mortensen	NP Richard E. Nielsen	WI WRITE-IN**
25 0075 : KENYON	687	568	16
Total:	**687**	**568**	**16**

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the STATE GENERAL ELECTION held on Tuesday, November 8, 2016

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Kenyon Clerk. Witness our official signature at _____ in _____ County this _____ day of _____, 2016.

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

State of Minnesota
City of Kenyon

I, _____, Clerk of the City of Kenyon do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Kenyon STATE GENERAL ELECTION held on Tuesday, November 8, 2016.

Witness my hand and official seal of office this _____ day of _____, 2016.

_____

Applicable portions of summary report

MDH

Minnesota Department *of* Health

PROTECTING, MAINTAINING & IMPROVING THE HEALTH OF ALL MINNESOTANS

July 20, 2016

Mr. Mark Vahlsing, Administrator
City of Kenyon
709 Second Street
Kenyon, Minnesota 55946

Dear Mr. Vahlsing:

Subject: **Wellhead Protection Plan, Part I, for the City of Kenyon, PWSID Number 1250007**

Enclosed is a draft copy of the Part I wellhead protection plan, which delineates the wellhead protection area and drinking water supply management area for the city of Kenyon. The report describes technical details for the delineation of these areas and their vulnerability assessments, based on our guidelines and the information we have available.

Please review this report and note any areas where you have questions. We can discuss your questions and any modifications you would like to incorporate over the phone, e-mail, or meet with you. However, if you would like to have the Part I report approved without modifications, you must send us a formal letter (template enclosed) requesting that the Minnesota Department of Health (MDH) approve the enclosed plan. By asking us to approve work we have done for you, it is a way to document that the city formally accepts the Part I report. If modifications are incorporated into this report after the city's review, we will then send you a final copy with the approval letter.

Please review the Part I report within the next two weeks and then contact me to let me know how you want to proceed. We look forward to working with the city of Kenyon on the completion of your wellhead protection plan. If you have any questions regarding this letter, please contact me at (651) 201-4698.

Sincerely,

Justin L. Blum, Hydrologist
Source Water Protection Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

JLB:ds-b
Enclosures
cc: Pat Bailey, MDH, Rochester District Office
Robyn Hoerr, MN Rural Water Association

1. Executive Summary

This summary documents the delineation of the protection areas for the public water supply wells used by the city of Kenyon and includes an assessment of their vulnerability to contamination. The recharge area for the well is known as the wellhead protection area, or WHPA, and represents the area that contributes a 10 year pumping volume to the city's well. The area represented by a one-year volume is known as the emergency response area, or ERA. Practical reasons require the designation of a management area that fully envelops the wellhead protection area, called the drinking water supply management area, or DWSMA. Each of these areas is shown in Figure 1.

The wells used by the city of Kenyon are sufficiently deep, well-constructed, and are considered to have a low vulnerability to contamination. One of the principal considerations for this determination is that there is significant natural geologic protection between the ground surface and the depth from which the water is pumped. Available data suggest that the low vulnerability observed at the city wells is consistent throughout the DWSMA. At present, none of the contaminants of concern for which the Safe Drinking Water Act has established standards are present in the city's water supply.

The low vulnerability of the DWSMA means that the chief contamination threats to the city of Kenyon's aquifer are other wells that reach or penetrate it. Old and unused wells may provide a conduit for contaminants to short circuit the natural geologic protection and are considered a principal threat to the city's drinking water source.

The following report outlines the steps taken to delineate the city of Kenyon's WHPA, DWSMA, and ERA.

2. Introduction

The Minnesota Department of Health (MDH) developed Part I of the wellhead protection (WHP) plan at the request of the city of Kenyon (PWSID 1250007). The work was performed in accordance with the Minnesota Wellhead Protection Rule, parts 4720.5100 to 4720.5590.

This report presents delineations of the wellhead protection area (WHPA) and drinking water supply management area (DWSMA), and the vulnerability assessments for the public water supply wells and DWSMA. Figure 1 shows the boundaries for the WHPA and the DWSMA. The WHPA is defined by a 10-year time of travel. Figure 1 also shows the emergency response area (ERA), which is defined by a one-year time of travel. An inner wellhead management zone (IWMZ), which is the area within a 200-foot radius around the well, serves as the wellhead protection area for emergency wells and is not displayed in this report. Definitions of rule-specific terms used are provided in the "Glossary of Terms."

In addition, this report documents the technical information required to prepare this portion of the WHP plan in accordance with the Minnesota Wellhead Protection Rule. Additional technical information is available from MDH.

Table 1 lists all the wells in the public water supply system. Only wells listed as primary are required to be included in the WHP plan.

Table 1 - Water Supply Well Information

Local Well ID	Unique Number	Use / Status	Case Diameter (inches)	Case Depth (feet)	Well Depth (feet)	Date Constructed / Reconstructed	Aquifer[1]	Well Vulnerability
Well 1	228324	Primary	16 x 10	580	657	05/1972	CJDN	Not Vulnerable
Well 2	218916	Primary	24 x 16	611	710	10/24/1955	CJDN	Not Vulnerable

Note: 1. Jordan Sandstone – part of the St. Peter-Prairie du Chien-Jordan Aquifer System

3. Assessment of the Data Elements

MDH staff met with representatives of the city of Kenyon on October 29, 2013, for a scoping meeting that identified the data elements required to prepare Part I of the WHP plan. Table 2 presents the assessment of these data elements relative to the present and future implications of planning items specified in Minnesota Rules, part 4720.5210.

Data Element	Present and Future Implications				Data Source
	Use of the Well (s)	Delineation Criteria	Quality and Quantity of Well Water	Land and Groundwater Use in DWSMA	
Surface Water Quality					
Stream and lake water quality management classification					
Monitoring data summary					
Groundwater Quality					
Monitoring data	H	H	H	H	MPCA, MDH, MDA, USGS
Isotopic data	H	H	H	H	MPCA, MDH, MDA, USGS, Dodge County, UMN
Tracer studies	H	H	H	H	DNR, MPCA
Contamination site data	M	M	M	M	MPCA, MDA
Property audit data from contamination sites					
MPCA and MDA spills/release reports	M	M	M	M	MPCA

Definitions Used for Assessing Data Elements:

High (H) - the data element has a direct impact

Moderate (M) - the data element has an indirect or marginal impact

Low (L) - the data element has little if any impact

Shaded - the data element was not required by MDH for preparing the WHP plan

Acronyms used in this report are listed on page ii, after the "Glossary of Terms."

4. General Descriptions

4.1 Description of the Water Supply System

The city of Kenyon obtains its drinking water supply from two primary wells. Table 1 summarizes information regarding their construction and use.

4.2 Description of the Hydrogeologic Setting

The city of Kenyon draws groundwater from the St. Peter-Prairie Du Chien-Jordan Aquifer System. The directions of groundwater flow in the aquifer are shown on Figure 2. The distribution of the aquifer system and its stratigraphic relationships with adjacent geologic materials are shown in Figures 3, 4, and 5. These figures were prepared using well record data contained in the CWI database. The geological maps and studies used to further define local hydrogeologic conditions are provided in the "Selected References" section of this report.

The geologic cross-sections show glacial-fluvial sediments that are 10 to 60 feet thick in Kenyon. The clay-rich till is not consistent across the area and large areas are composed of more permeable silty sand and sandy alluvium. Below the glacial-fluvial sediments, sedimentary bedrock of the Galena Group form continuous layers composed of dolomite and shale. The shale content of the bedrock

7.1 Assessment of Well Vulnerability

The vulnerability assessments for each well used by the city of Kenyon are listed in Table 1 and are based upon the following conditions:

1) Well construction meets current State Well Code specifications (Minnesota Rules, part 4725), meaning that the well itself should not provide a pathway for contaminants to enter the aquifer used by the public water supplier.
2) The geologic conditions at the well site include a cover of clay-rich geologic materials over the aquifer that is sufficient to retard or prevent the vertical movement of contaminants.
3) None of the human-caused contaminants regulated under the federal Safe Drinking Water Act have been detected at levels indicating that the well itself serves to draw contaminants into the aquifer as a result of pumping, Table 8. (Alexander and Alexander, 1989)

Table 8 - Water Quality Results

Well	Sample Date	Nitrate (mg/L)	Tritium (TU)	Chloride / Bromide ratio	Chloride (mg/L)	Bromide (mg/L)
Well 1 (241008)	4/1/2014	< 0.05				
	11/6/2014		< 0.8	50.2	0.522	0.0104
Well 2 (218916)	9/5/2008		< 0.8	192	1.15	0.006
	4/1/2014	< 0.05				

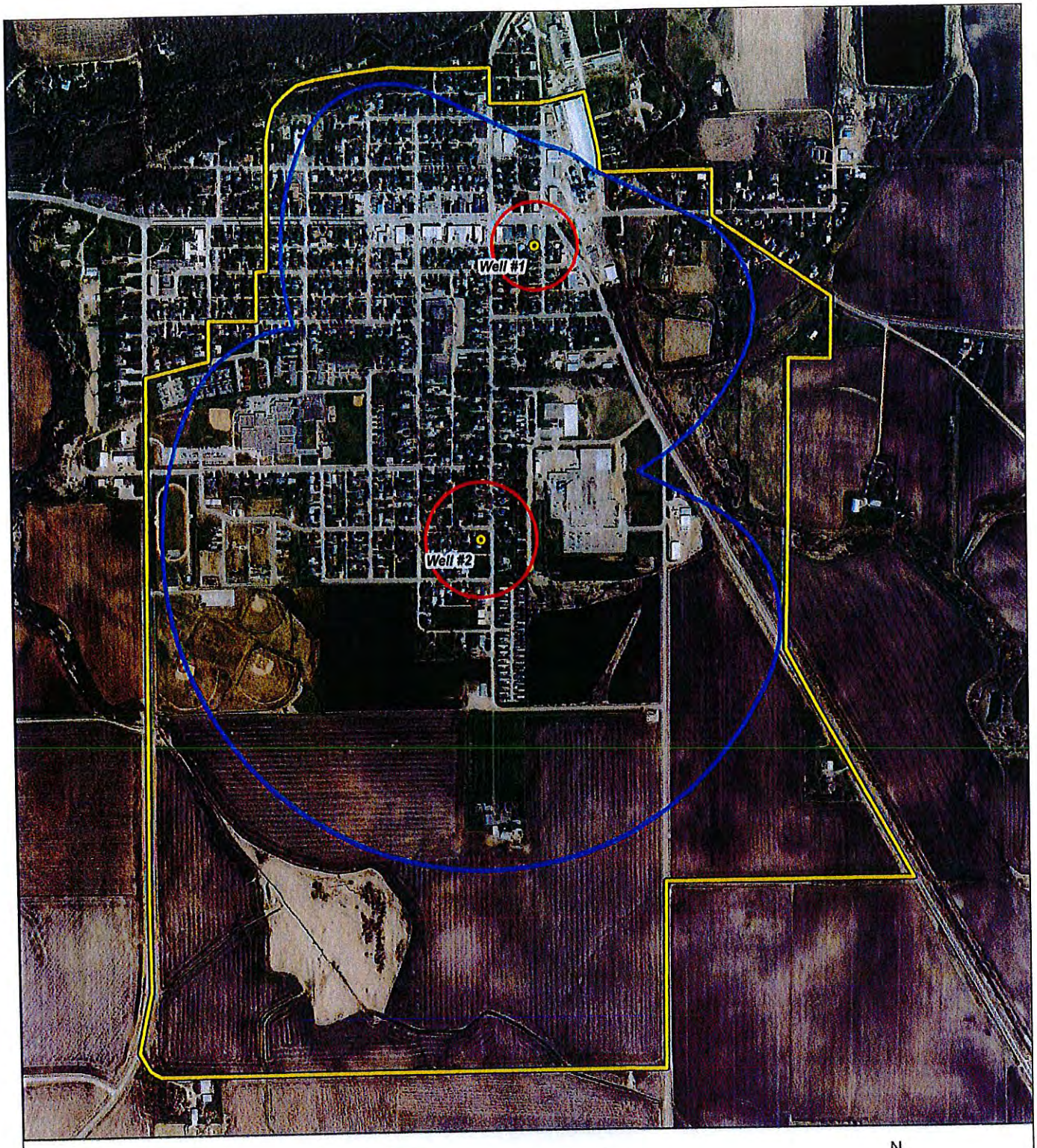
7.2 Assessment of Drinking Water Supply Management Area Vulnerability

The vulnerability of the DWSMA is low based upon review of the geologic logs contained in the CWI database, geological maps, and reports indicate that the aquifer exhibits a low geologic sensitivity throughout the DWSMA and is isolated from the direct vertical recharge of surface water.

8. Recommendations

The following recommendations have been generated to inform the next amendment of the city of Kenyon's Wellhead Protection Plan.

1) Well Locating: This delineation is based on very little well data. If wells are constructed within two-miles of the city or one mile of the DWSMA, their locations should be verified.
2) Well Inventory: Wells that are within the aquifer that supplies the city's wells will need to be inventoried. The criteria to be included in the inventory are that the well has an open hole or screened interval between 1030 feet and 540 feet MSL elevation or are completed in the St. Peter Sandstone, Prairie du Chien Group, or Jordan Sandstone geologic formations.
3) Water Quality Monitoring: The standard assessment monitoring package should be analyzed during year five, including the primary wells and river. Contingent upon funding, MDH may provide sample bottles and cover analytical costs. The city may need to collect the samples and ship them to MDH.



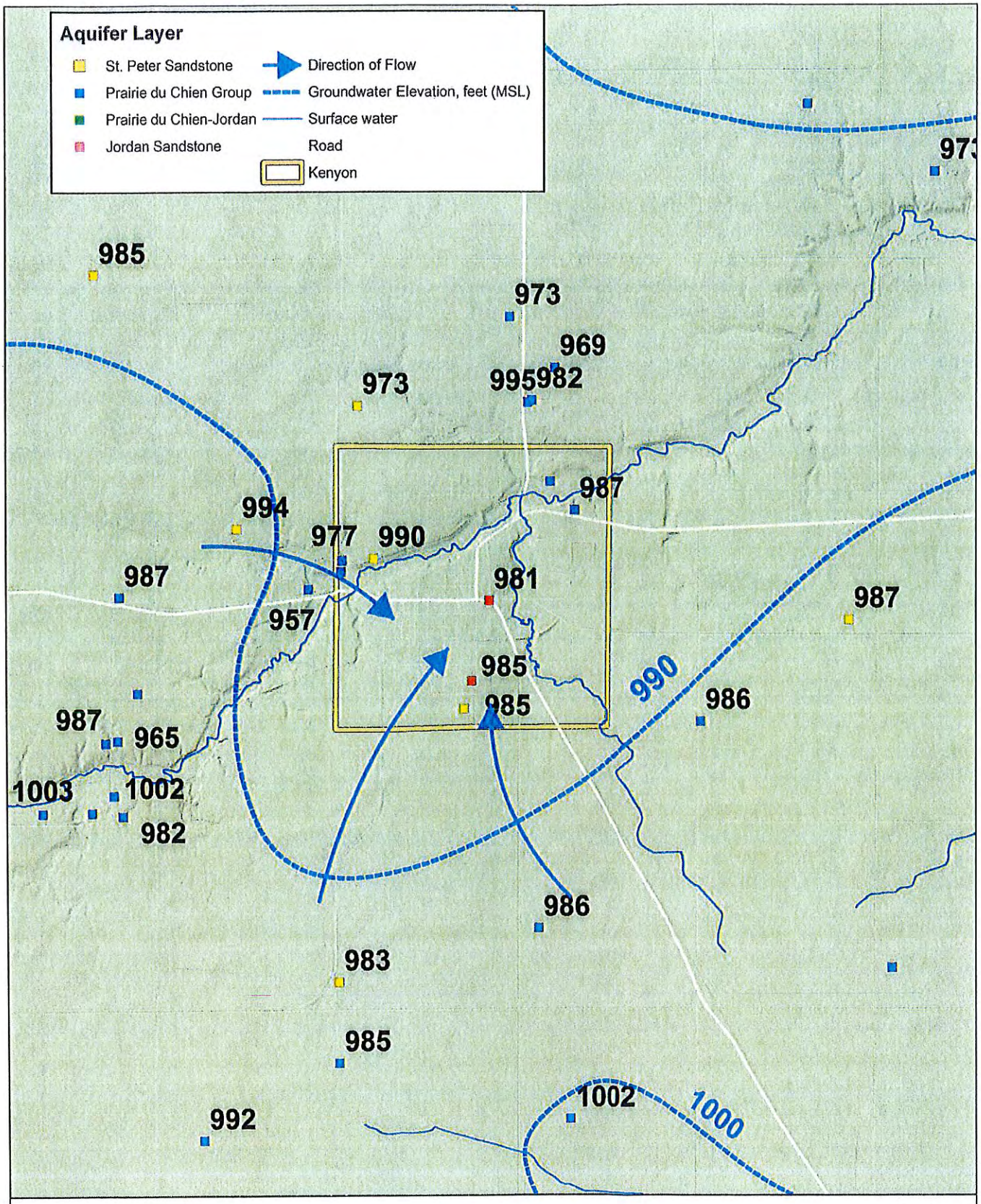
Public Water Supply Well
Wellhead Protection Area
Emergency Response Area
Drinking Water Supply Management Area

N

MINNESOTA MDH DEPARTMENT OF HEALTH

0 500 1,000 2,000 Feet

Figure 1
Wellhead Protection and Drinking Water Supply Management Area
City of Kenyon

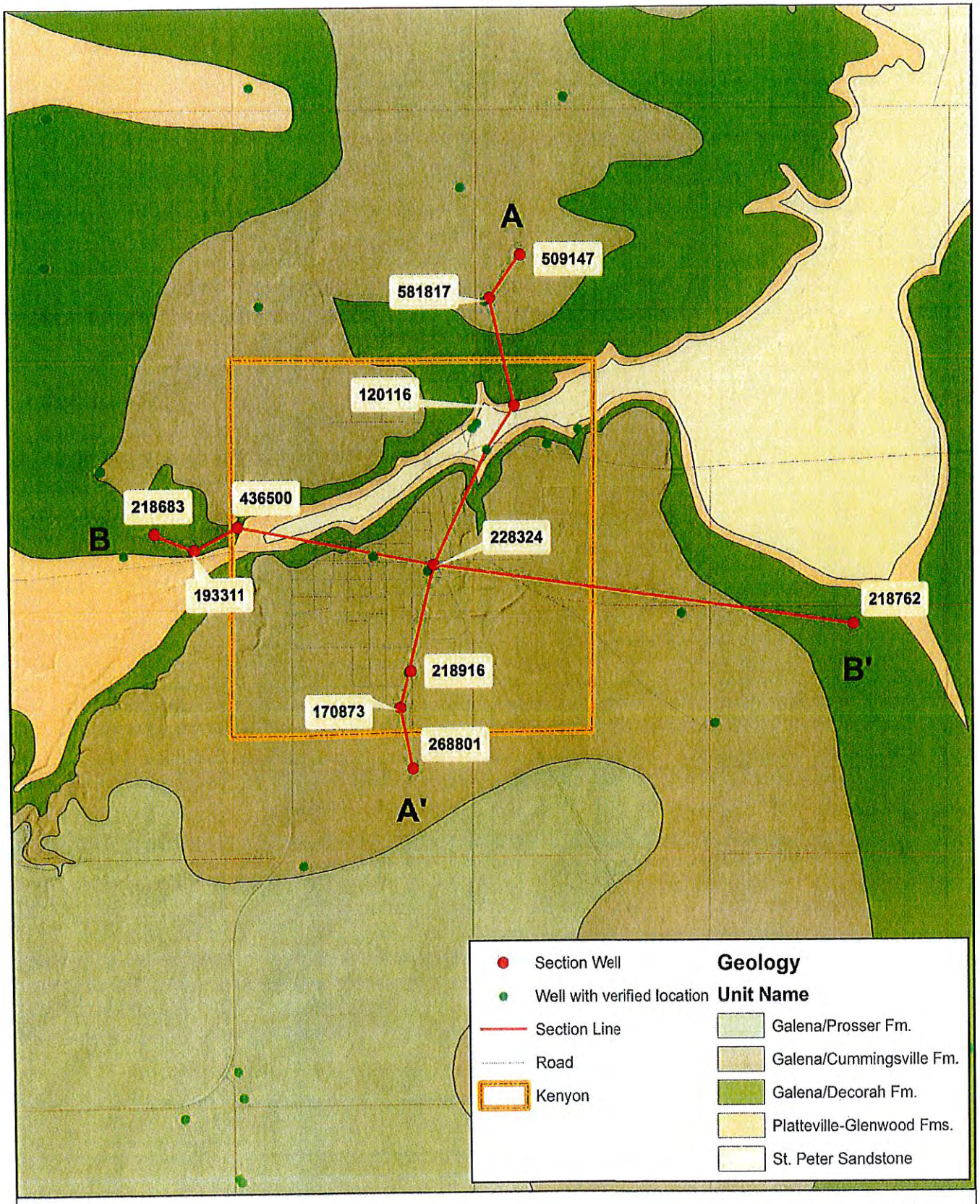


Miles

0 0.25 0.5 1 1.5 2

N

Figure 2
Groundwater Elevation Contours and Directions of Flow
City of Kenyon



MINNESOTA MDH DEPARTMENT of HEALTH

Feet
0 1,000 2,000 4,000 6,000 8,000

N

Figure 3
Bedrock Geology and Trends of Geologic Cross-Sections City of Kenyon

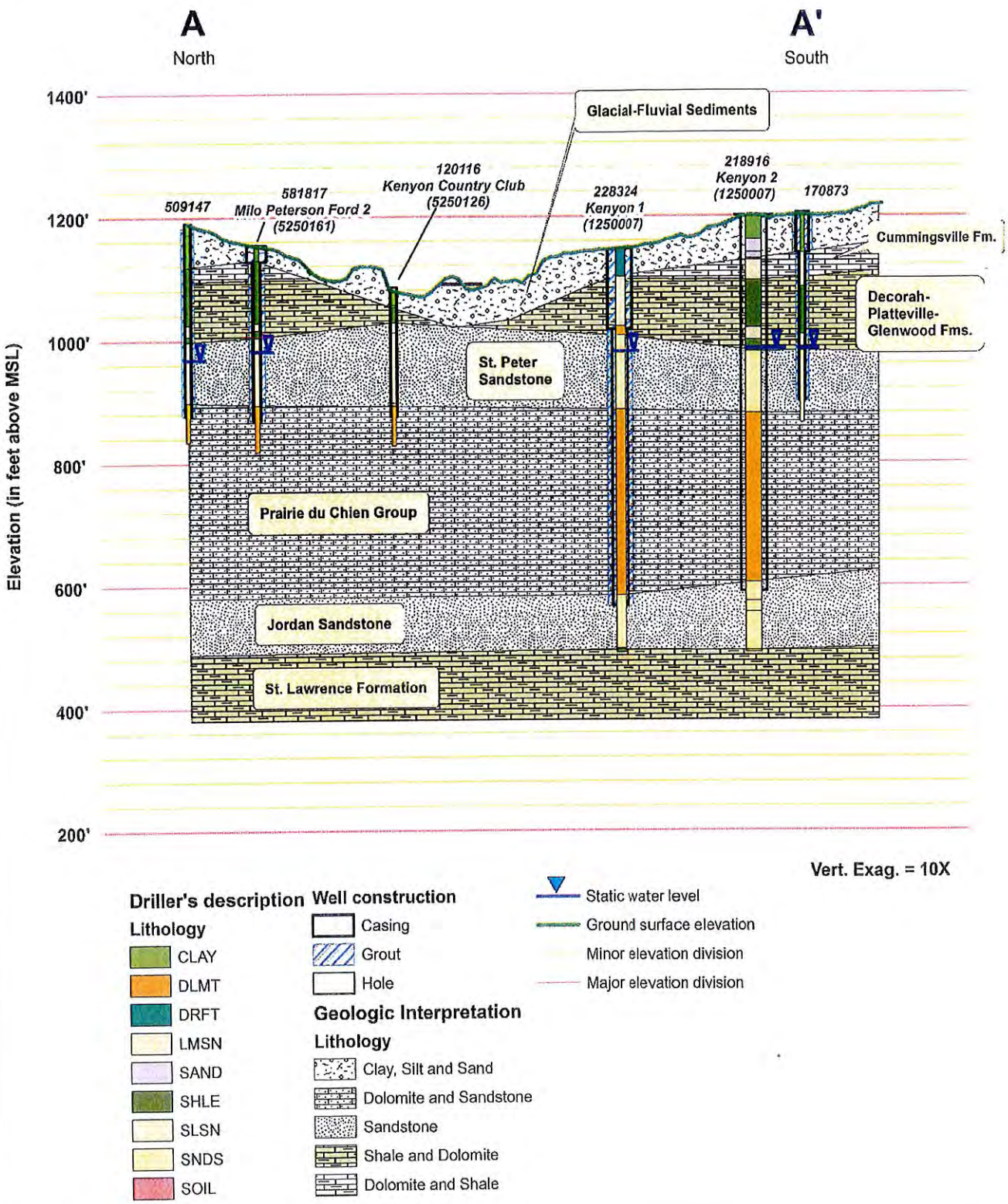
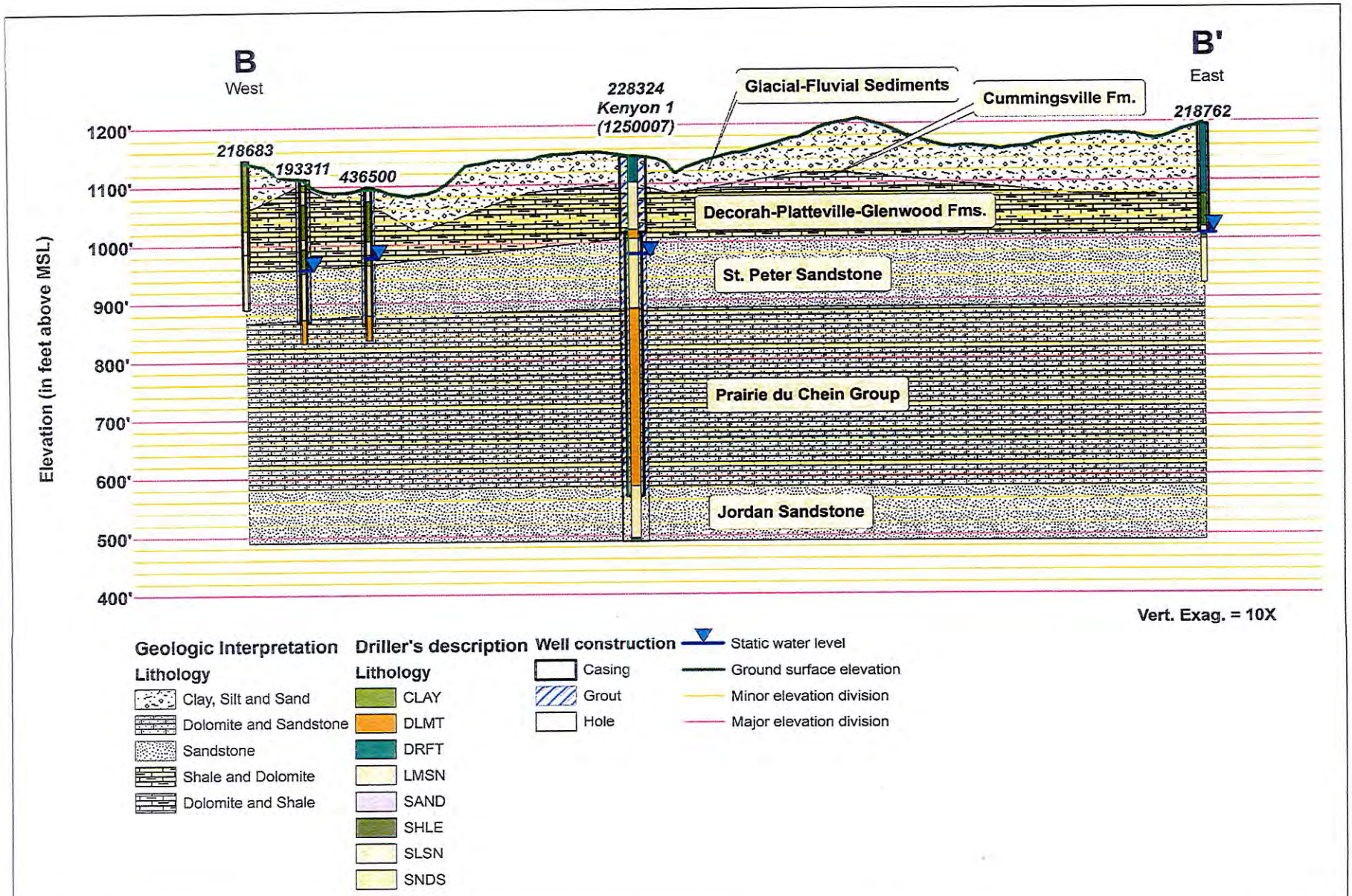


Figure 4
Geologic Cross-Section A - A'
City of Kenyon

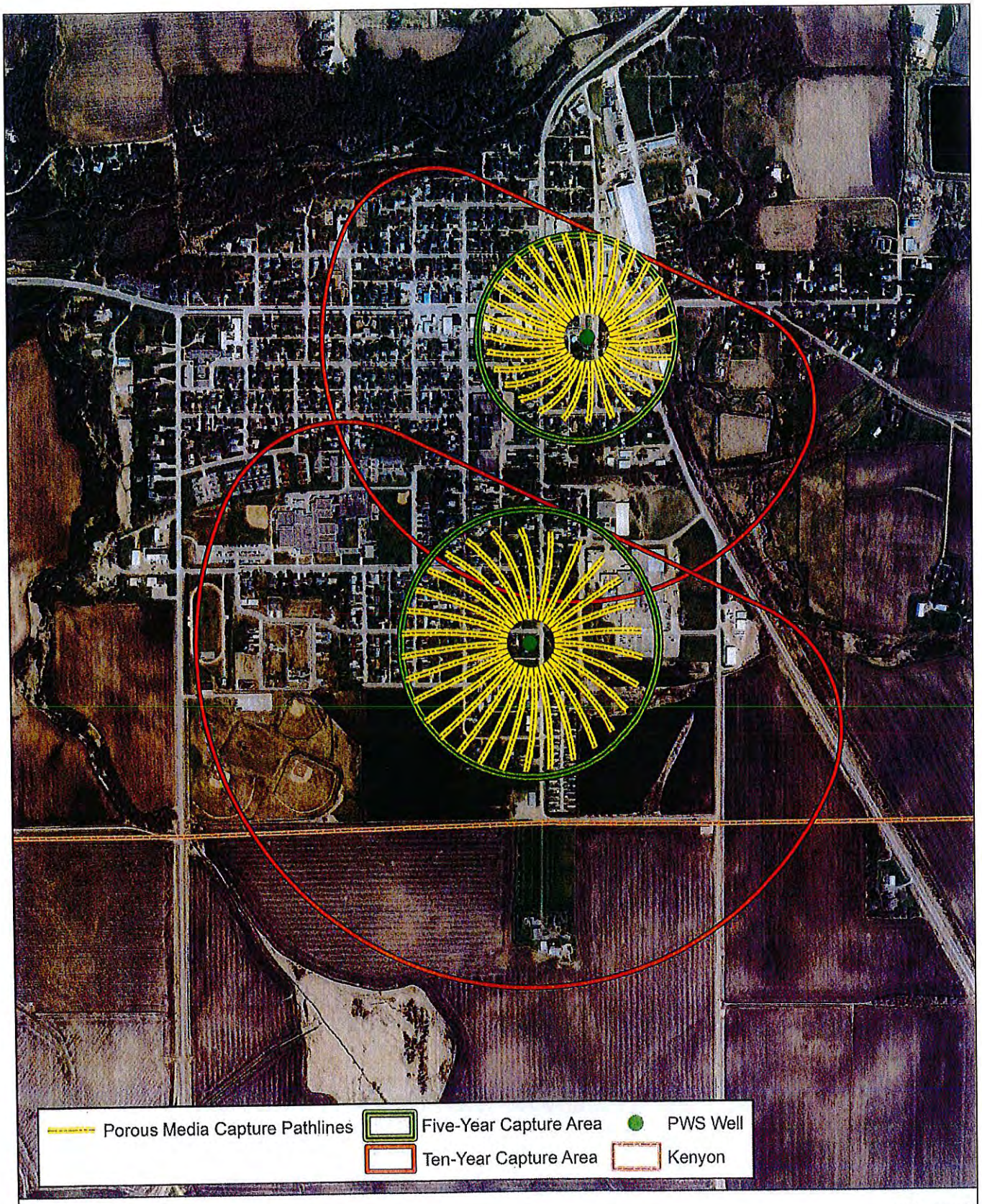


MINNESOTA MDH DEPARTMENT OF HEALTH

Feet
0 750 1,500 3,000 4,500 6,000

N

Figure 5
Geologic Cross-Section B-B'
City of Kenyon



MINNESOTA MDH DEPARTMENT of HEALTH

Feet
0 250 500 1,000 1,500 2,000

N

Figure 6
Porous Media Model and
Fractured Rock Delineation Capture Areas
City of Kenyon

Appendix A
Fractured Rock Delineation Procedure

The CFR is a simple volumetric calculation for a cylinder that would supply the amount of discharge to the public water supply well, based upon 1) the highest pumping rate in the last five years or an engineering estimate of future pumping, whichever is greater, 2) the thickness of the saturated portion of the aquifer open to the well, and 3) the effective porosity of the aquifer. The equation for this cylinder is:

$$R = \sqrt{\frac{Q}{nL\pi}}$$

Where: R = radius of the capture area

Q = well discharge = (well pumping rate)(pumping time period)

n = effective porosity

L = thickness of saturated portion of the aquifer or open hole length of the well

π = 3.14159

Step 1. Define inputs for CFR calculation and determine if an upgradient extension is required

The motivation for comparing the well discharge to the discharge vector (Strack, 1989) stems from an understanding that the discharge vector is a measure of the absolute flow through an aquifer. When the ratio of the well discharge to the discharge vector is greater than 3,000 meters, the capture zone (using porous media assumptions) approximates a circle; therefore, a calculated fixed radius computation is appropriate. If the ratio is below 3,000 meters, the computed capture zone is more elongated and an upgradient extension must be used. The formula for the ratio of well discharge to the discharge vector is shown below.

$$\text{Ratio: } Q/Q_s = \frac{(Q \ in \ gpd)(\frac{1ft^3}{7.48gal})(\frac{0.0283m^3}{1ft^3})}{(thickness\ in\ ft)(0.3048\ m/ft)(hydraulic\ conductivity\ in\ m/d)(hydraulic\ gradient)}$$

Q = Well Discharge (L^3/T)

Q_s = Discharge Vector (L^2/T) = (H) (K) i = Ti

Where: H = aquifer thickness (L)

K = hydraulic conductivity (L/T)

i = hydraulic gradient

The units in the above equation must be consistent. It will be necessary to convert the units if using measurements other than those described above.

The parameters used to determine the CFR and discharge ratios are as follows:

1.1 Aquifer thickness

The aquifer thickness is the sum of the transmissive zone thicknesses for a fractured rock aquifer, not to exceed 200 feet (61 meters).

1.2 Aquifer porosity

Geologic-unit-specific porosity values for the Prairie du Chien Dolomite and Jordan Sandstone were not available for this specific well; regional unit-specific values of 0.05 and 0.25, respectively, are provided by the *Guidance* (MDH, 2011).

1.3 Pumping Time

The standard five-year period was used for the base CFR.

1.4 Define (apportion) Pumping Rate

The pumping rate of the wells is determined from the five-high annual pumping volume. This rate is apportioned by the contrast in transmissivities between the Jordan and Prairie du Chien Aquifer layers. As there is insufficient information to apportion the pumping, all of the water is assumed to be coming from the Prairie du Chien Group. The wells are located sufficiently close together that an overlap extension will be required which will enclose the CFR of both wells. Therefore, the pumping volume used to calculate the ratio is the sum of the pumping of both wells.

1.5 Calculate the ratio of the specific discharge to the discharge vector, Table A-1

Table A-1: Ratio of the Specific Discharge to the Discharge Vector

	Quantity	
Description	Well 1	Well 2
T (ft^2/dy)	2,140	2,140
T (m^2/d)	198.8	198.8
gradient	0.001	0.001
	=========	=========
specific discharge (b) • (K) • (i), or (T) • (i) (discharge vector)	0.198827	0.198827
Discharge (m^3/d)	257	441
Ratio of well discharge to discharge vector	**1293**	**2218**

On this basis a circular up-gradient extension, UGE, is required in step 4.

Step 2 - Calculated fixed radius for the public water supply well(s)

Well 1 (228324)

The CFR calculation for Well 2 (226022) was based on the following quantities:

- Q = 137 m^3 per day

  Annual pumping rate multiplied by the number of years of pumping. In this case, the time period is 10 years. The maximum annual pumping rate listed in Table 5 was divided by 365 to obtain the daily pumping rate and converted to cubic meters.

- n = 0.05

  A porosity value of 5%, based on the values in the guidance for carbonate rock.

- L = 61 m

  The maximum open interval of the fractured rock layer of 61 m (200 feet).

Table A-2:

5-Year Aquifer Volume Calculation - Well 1 (228324)

Calculated Fixed Radius Worksheet for Fractured Rock WHPA Delineation

Equation

$$R=\sqrt{\frac{Q}{nL\pi}}$$

Discharge	Q	=	257 m3/day
Efffective Porosity	n	=	0.05
Open Hole Length	L	=	55 m
π	pi	=	3.14159

Radius of 5-year capture zone = (Q * 1826.25 (days/5-years) / (n * L * pi))^0.5

R = 233 meters (765 feet)

5-Year Aquifer Volume Calculation - Well 2 (218916)

Calculated Fixed Radius Worksheet for Fractured Rock WHPA Delineation

Equation

$$R=\sqrt{\frac{Q}{nL\pi}}$$

Discharge	Q	=	441 m3/day
Efffective Porosity	n	=	0.05
Open Hole Length	L	=	55 m
π	pi	=	3.14159

Radius of 5-year capture zone = (Q * 1826.25 (days/5-years) / (n * L * pi))^0.5

R = 305 meters (1002 feet)

Step 3 - Overlapping calculated fixed radii

No other high capacity wells exist within the five-year CFR capture areas for Well 1 (228324) or Well 2 (218916) and their respective CFRs don't overlap; therefore, an overlap extension is not required.

Step 4 - Addressing ambiguity of flow direction in a 'high' gradient setting

4. 1 If the ratio of well discharge to specific discharge is less than 3000, an upgradient extension is required to address ambiguity of the groundwater flow direction. The CFR defined in Step 2 is expanded to include upgradient areas defined by the ambient direction(s) of groundwater flow, +/- 10 degrees (Minnesota Rules, part 4720.5510, subpart 5).

4.2 If the ratio of well discharge to specific discharge is greater than 3000, the upgradient extension is defined as an additional five-year pumping volume – centered on the well.

Table A-3: Upgradient Extension Calculation

10-Year Upgradient CFR Calculation - Well 1 (228324)

Upgradient Extension Calculation for Fractured Rock WHPA Delineation

Equation

$$R = \sqrt{\frac{Q}{nL\pi}}$$

Discharge	Q	=	257 m^3/day
Efffective Porosity	n	=	0.05
Open Hole Length	L	=	61 m
π	pi	=	3.14159

Upgradient Extension from Well = ((Q * 1826.25 (days/5-years) / (n * L * pi))^0.5) * 2.57

UGE = 569 meters (1866 feet)

10-Year Up-gradient CFR Calculation - Well 2 (218916)

Upgradient Extension Calculation for Fractured Rock WHPA Delineation

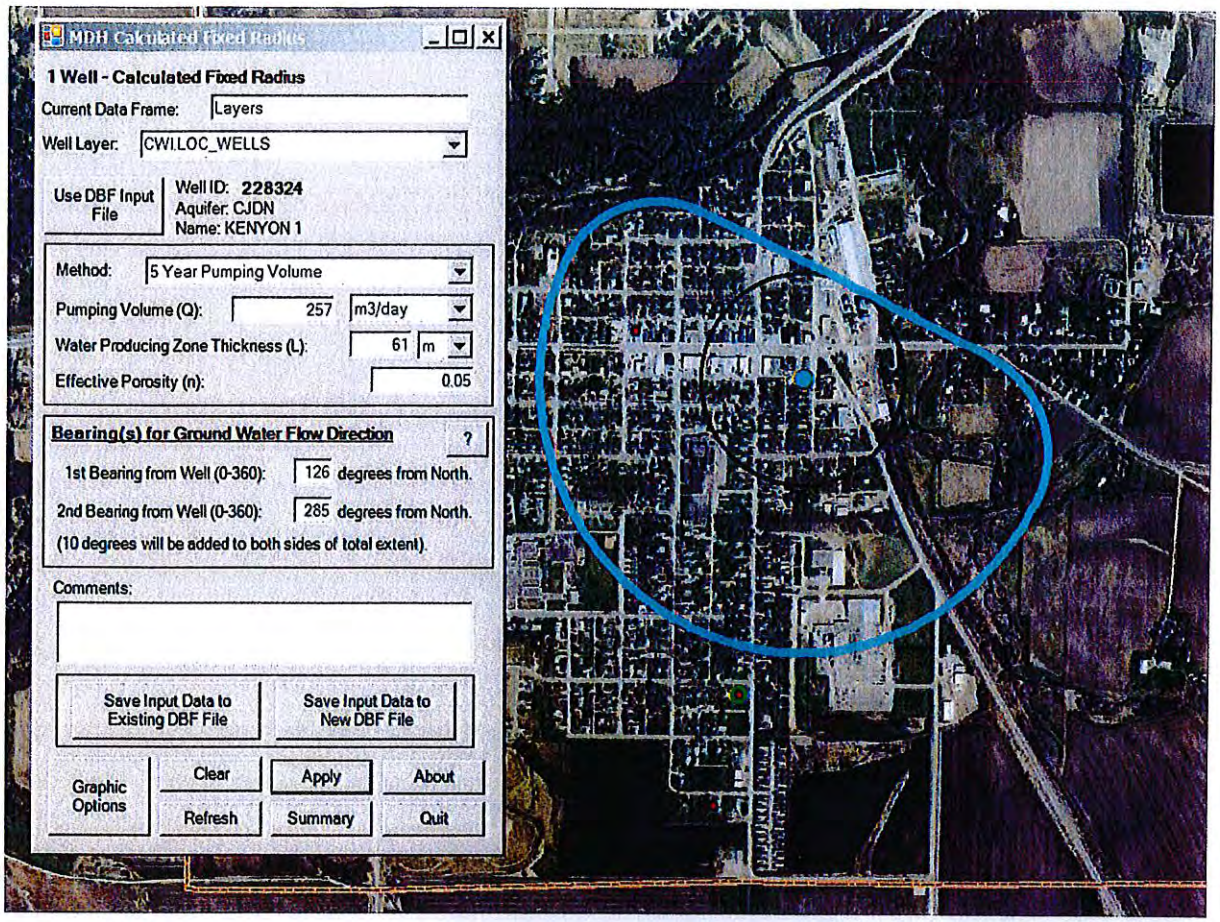
Equation

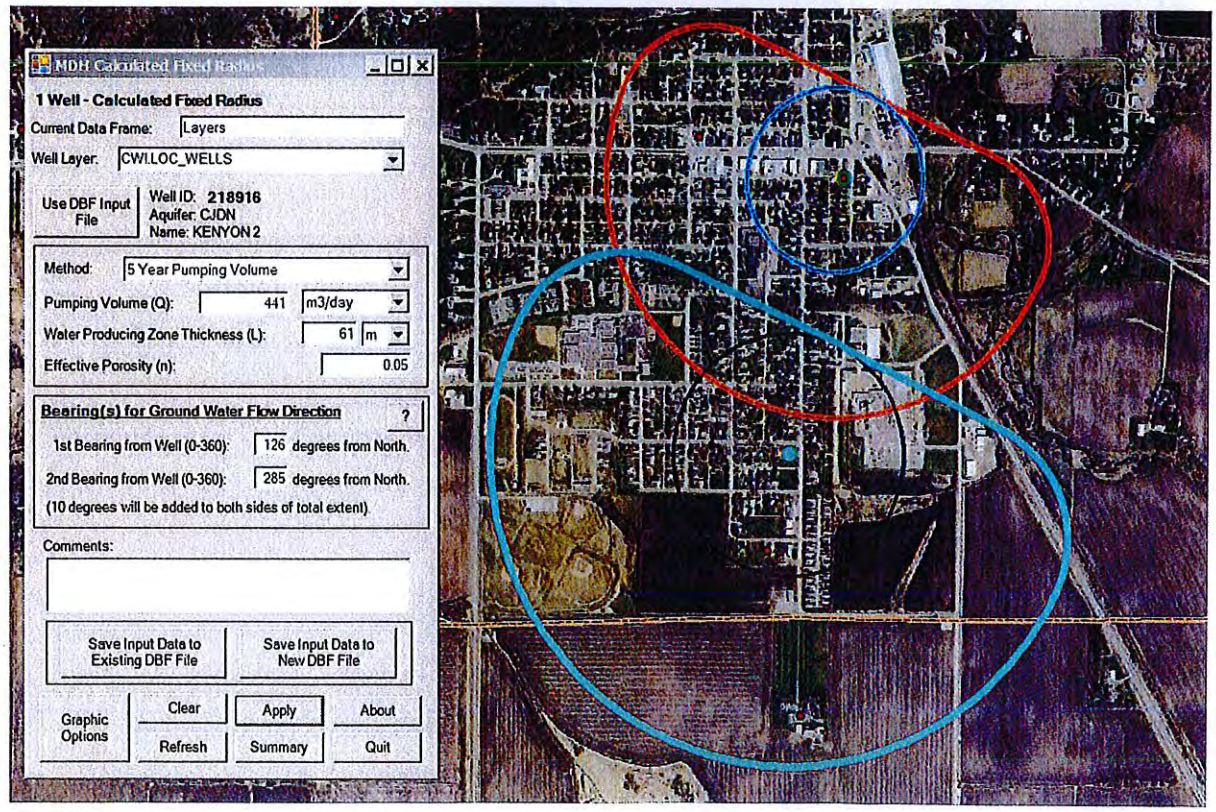
$$R = \sqrt{\frac{Q}{nL\pi}}$$

Discharge	Q	=	441 m^3/day
Efffective Porosity	n	=	0.05
Open Hole Length	L	=	61 m
π	pi	=	3.14159

Upgradient Extension from Well = ((Q * 1826.25 (days/5-years) / (n * L * pi))^0.5) * 2.57

UGE = 745 meters (2444 feet)


MDH Calculated Fixed Radius
1 Well - Calculated Fixed Radius
Current Data Frame: Layers
Well Layer: CWI.LOC_WELLS
Use DBF Input File
Well ID: 228324
Aquifer: CJDN
Name: KENYON 1
Method: 5 Year Pumping Volume
Pumping Volume (Q): 257 m3/day
Water Producing Zone Thickness (L): 61 m
Effective Porosity (n): 0.05
Bearing(s) for Ground Water Flow Direction
?
1st Bearing from Well (0-360): 126 degrees from North.
2nd Bearing from Well (0-360): 285 degrees from North.
(10 degrees will be added to both sides of total extent).
Comments:
Save Input Data to Existing DBF File
Save Input Data to New DBF File
Graphic Options
Clear
Apply
About
Refresh
Summary
Quit


MDH Calculated Fixed Radius
1 Well - Calculated Fixed Radius
Current Data Frame: Layers
Well Layer: CWI.LOC_WELLS
Use DBF Input File
Well ID: 218916
Aquifer: CJDN
Name: KENYON 2
Method: 5 Year Pumping Volume
Pumping Volume (Q): 441 m3/day
Water Producing Zone Thickness (L): 61 m
Effective Porosity (n): 0.05
Bearing(s) for Ground Water Flow Direction
?
1st Bearing from Well (0-360): 126 degrees from North.
2nd Bearing from Well (0-360): 285 degrees from North.
(10 degrees will be added to both sides of total extent).
Comments:
Save Input Data to Existing DBF File
Save Input Data to New DBF File
Graphic Options
Clear
Apply
About
Refresh
Summary
Quit

Step 5 - Lineament analysis

As the Prairie du Chien-Jordan fractured rock aquifer has more than 100 feet of younger bedrock and glacial-fluvial materials over the aquifer in this area, a lineament extension is not required.

Step 6 - Conjunctive delineation analysis

The need for a surface water contribution area was assessed and is not required for this delineation.

Step 7: Merge capture zones for fracture flow delineation and porous media delineation with the surface water contribution area

The WHPA is a composite of the CFR, any extensions that apply, and the capture zone delineated for flow through porous media.

City Administrator

Subject: FW: Driver Feedback Signs

-----Original Message-----
From: Isakson, Greg [mailto:greg.isakson@co.goodhue.mn.us]
Sent: Tuesday, November 01, 2016 9:32 AM
To: City of Kenyon (Administrator)
Cc: Ziemer, Jennifer
Subject: RE: Driver Feedback Signs

Mark,

Both Pine Island and Zumbrota would like to move forward. Have you determined if Kenyon wants to get a sign?

Also, we are having a meeting with the consultant writing the master plan for the county park and have not had an email reply from John Mortenson or Liz Engle. Would you have phone numbers for them?

Greg Isakson, P.E.

-----Original Message-----

I proposed that we split the 50/50 with the other cities. If you want to use the signs on locations off the County system, then we should have a proportional cost sharing.

Where else (how many locations off the county system) would you like to use the sign?

Greg Isakson, P.E.

To: City of Pine Island (Clerk); City of Zumbrota; City of Kenyon
(Administrator)
Subject: Driver Feedback Signs

Gentlemen,

We discussed a pilot program of cost sharing with the three of your cities at the City-County Managers meeting on Tuesday afternoon.

I really like Neal's idea of installing three posts in each city and having the city crews occasionally move the sign between the three posts.

I propose that we split the initial cost of the signs and their mounting posts along with replacement parts; and that the Cities take the responsibility to maintain and move the signs to the different County Roads that enter City limits.

Attached is an excel spreadsheet with a few different options for driver feedback signs, along with a few notes from Red Wing and other Counties concerning which signs they have.

Based on the comments from Red Wing and the other Counties, I felt the Tapco Safe Pace 100's were the best option.

Also attached is quote I received from Tapco for 3 of their Safe Pace 100's and 9 mounting brackets, and additional information about the Safe Pace 100.

Please review this information and let me know what you think.

Greg Isakson, P.E.

From: Jeremy Blandin [mailto:jeremyb@tapconet.com]
Sent: Tuesday, October 11, 2016 10:20 AM
To: Isakson, Greg
Subject: Sales-Quote Q1612221

Good Morning,

Thank you for the opportunity to quote you. Please review the following attachment for your pricing. If you have any questions or would like to place an order, please feel free to contact me at 262-649-5241.

Thank You

Jeremy Blandin - Sales (WI, MN, MI)
Phone: 262-649-5241 |
jeremyb@tapconet.com<mailto:jeremyb@tapconet.com> |
tapconet.com<http://www.tapconet.com/>
Newsletter Signup<http://www.tapconet.com/contact/newsletter-signup/> |
Feedback Survey<https://www.surveymonkey.com/s/TAPCO-e-satisfaction>
[Image removed by sender. Description: TAPCO Logo]<http://www.tapconet.com/> Corp. Headquarters:
5100 West Brown Deer Road
Brown Deer, WI 53223

Click here<http://www.tapconet.com/contracts/> to view our current contracts.

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SALES QUOTE

Customer Copy

Number	Q1612221
Date	10/11/2016
Page	1

Sell To Cust. C62622	Ship To Cust.
Goodhue County Greg Isakson 509 W. 5th Street RED WING, MN 55066 USA	Goodhue County 509 W. 5th Street RED WING, MN 55066 USA

Customer PO #	Expires	Slsp	Terms	Freight	Ship Via
	11/10/2016	Keven Nystedt	Net 30 DAYS		

Item	Description	Quantity	UM	Price	Extension
1485-00071	Safe Pace 100,11" Radar Feedback Sign, 20 watt Solar Panel,White HIP Face,23"wX29"hx3.5"d, 23#	3	EA	2,500.00	$7,500.00
1485-00075	Universal Mounting two-part full set,mounting bracket w/ locking plate w/key & pole-mount plate	9	EA	135.50	$1,219.50

Thank You - Jeremy Blandin
(262) 649-5241
jeremyb@tapconet.com

Shipment within _____
Acceptance By _____
Date _____
By _____

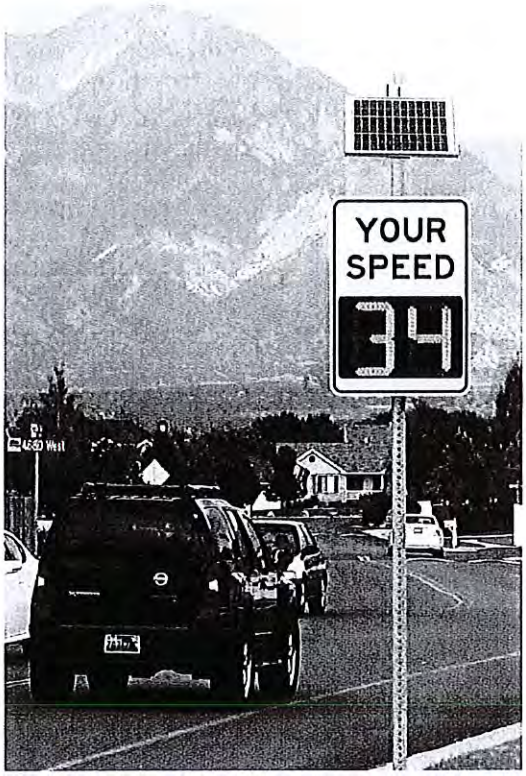
Merchandise	Freight	Tax	Total
$8,719.50	$0.00	$0.00	$8,719.50

For terms and conditions, please visit: http://www.tapconet.com/terms-and-conditions

TAPCO®

SafePace 100 Radar Speed Sign

The portable SafePace 100 is the radar speed sign that fits your budget. This compact radar speed sign offers exceptional visibility and power efficiency in a lightweight and portable solution. Featuring the options you need at remarkably affordable pricing, the SafePace 100 is the sign you'll want to use again and again to keep your neighborhoods safe.



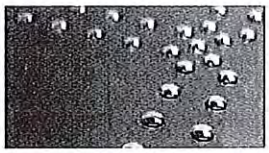
Features

- **Affordable**: Priced low enough for any budget.
- **Portable**: At 21 lbs, the lightweight sign is quick and simple to transport and can be mounted in minutes.
- **Energy Efficient**: The ultra low power sign utilizes the most power-efficient radar technology available. The sign can function up to four weeks autonomously with optional battery power.
- **Optimal Visibility**: Unique light enhancing, anti-glare lens system as well as automatic ambient light adjustment provide brilliant visibility even in poor lighting conditions.
- **User Friendly Software Interface:** Easy-to-use mangement software lets you set sign parameters, download traffic data, and generate statistical reports.
- **On-Sign Programming**: Commonly used settings, such as display speed range and digit/strobe flashing threshold speed, can be programmed directly on sign with a convenient on-board switch.

Ideal for use in:

- **Residential neighborhoods**
- **Private communities**
- **School zones**
- **Shopping centers**
- **Corporate campuses**
- **Construction zones**

- **Vandalism Resistant**: With a 1/4" durable aluminum protective cover and individual optical lenses shielding each LED, the sign is well protected against theft or vandalism.



Individual Protective Lenses Close-up View of Sign Digit

- **Stealth Mode:** Collect baseline traffic data while speed display appears blank to motorists.
- **Speed Violator Strobe**: Programmable flashing strobe to alert speeding drivers comes standard with every sign.

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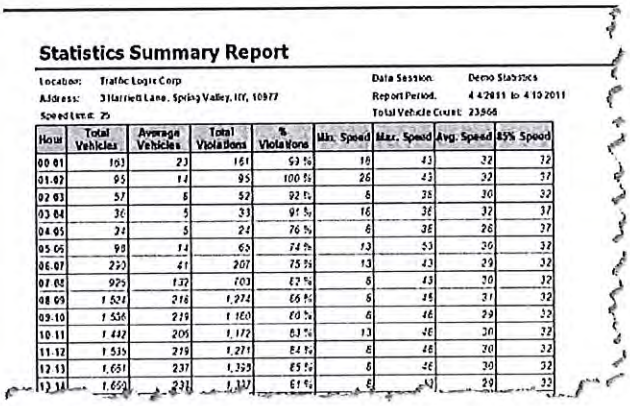
GSA Contract Holder GS-07F-5924R GS-07F-0234J
U.S. COMMUNITIES

Data Collection, Analysis & Reporting

Accurate Traffic Statistics at Your Fingertips

With the SafePace 100 data collection feature, capture important traffic data such as vehicle count, speed, date and time. Stored data can be easily downloaded and generated into statistical reports and charts for analysis. Data can be stored by location, making the SafePace 100 the perfect choice when selecting a radar sign with data collection for use in single or multiple locations.

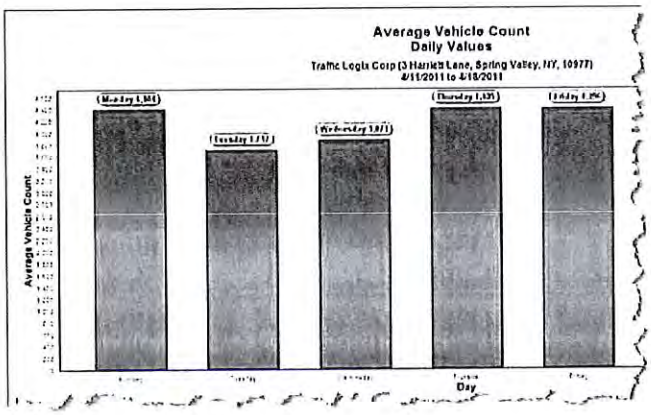


Statistics Summary Report

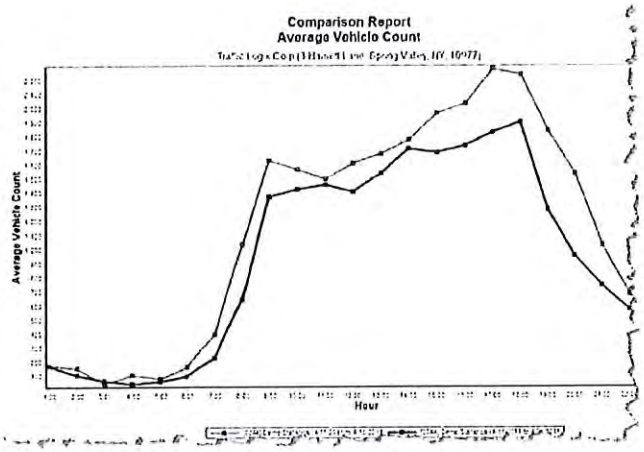
Location: Traffic Logic Corp
Address: 3 Harriett Lane, Spring Valley, NY, 10977
Speed Limit: 25
Data Session: Demo Statistics
Report Period: 4/4/2011 to 4/10/2011
Total Vehicle Count: 23568

Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	163	23	161	99 %	16	43	32	32
01-02	95	14	95	100 %	26	43	32	37
02-03	57	8	52	92 %	8	38	30	32
03-04	36	5	33	91 %	16	36	32	37
04-05	24	5	24	76 %	6	38	26	37
05-06	98	14	65	74 %	13	53	30	32
06-07	250	41	207	75 %	13	43	29	32
07-08	925	132	703	82 %	6	43	30	32
08-09	1,524	218	1,274	66 %	6	46	31	32
09-10	1,536	219	1,160	80 %	6	46	29	32
10-11	1,442	206	1,172	83 %	13	46	30	32
11-12	1,535	219	1,271	84 %	6	46	30	32
12-13	1,651	237	1,359	85 %	6	46	30	32
13-14	1,650	231	1,337	81 %	6	43	29	32

Traffic Statistics Report



Average Vehicle Count



Period Comparison Graph

- Traffic data collected and stored by location
- Statistical reports & charts
  - Summary report
  - Weekly report
  - Period comparison report
  - Variety of report paramaters including:
    - Average/total vehicle count, speed & number of violations
    - Percentage of speed violations
    - 85th percentile speed
    - Minimum & maximum speed
    - Vehicle count by speed
- Reports can be printed directly or exported into CSV format, MS Excel, Adobe Acrobat PDF, HTML, and Bitmap image formats

Sign Options

Data Collection: Built-in data engine collects traffic statistics including vehicle speed and count, allowing you to create valuable reports for analysis

Universal Mounting Bracket: Optional bracket makes mounting quick and easy, allowing you to use one sign at multiple locations. Bracket locks and unlocks with the turn of a key.

Universal mounting bracket

Battery Power: Lithium ion batteries offers extended operation with choice of 9.6V, 10Ah battery for two week performance or 12.8V, 15Ah battery for four week performance before recharge under normal operating conditions.

Folding Sign Plate

Solar Power: Complete and compact solar power system available.

Folding Sign Plate: Sign is available with smaller "Your Speed" sign plate that folds compactly for convenient relocation.

Specifications

- Sign size with full "Your Speed" sign plate: 23.0" (w) x 29.0" (h)
- Sign size with foldable "Your Speed" sign plate: 21.5" (w) x 30.3" (h)
- Digit height: 11.0"
- Sign depth: 3.0"
- Protective aluminum cover thickness: 0.25"
- Range: 300-400 ft
- Sign weight: 21.0 lbs with AC Power
- Power supply: AC Power (standard), Battery or Solar Power Optional
- Operating temperature: -40F - 185F

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