AGENDA
CITY COUNCIL MEETING
December 8, 2015

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 Public Hearing Minutes of November 10, 2015
B. Regular City Council Meeting Minutes of November 10, 2015
C. Township Fire Contract and Budget Meeting Minutes of December 1, 2015

VI. PRESENTATIONS/PUBLIC HEARINGS RECOGNITIONS/PROCLAMATIONS

VII. ENGINEERING

A. Update on 1st Street Reconstruction Project
B. Update on Fire Facility Project
   1. Estimated Project Costs

VIII. LEGAL

A. Minor Subdivision – Festal Farms
   1. Resolution 2015-24: Approving a Minor Subdivision for Festal Farms

IX. FINANCIAL

**A. November 2015 Treasurer's Report
**B. Payment of Claims

X. OLD BUSINESS

A. Possible Sale of City Owned Parking Lot West of Ace Hardware Store

XI. NEW BUSINESS

A. Resolution 2015-22: A Resolution Adopting the 2016 Budget and Establishing the Tax Levy for Payable 2016
B. Resolution 2015-25: A Resolution Committing Capital Fund Balances
C. Approve Transfer of Fire Department Year End Remaining Funds to Capital Fund
D. 2016 Agreement for State Building Code Administration
E. 2016 Tobacco License Renewals

F. Approve Hire of Meggan Murphy, Liquor Store Bartender/Clerk
G. Keith Cook Request for City Support of Speed Limit Reduction on Hwy. 60

XII. OTHER BUSINESS

A. Schedule of Upcoming Meetings:
1. Public Hearing for New Fire Hall: Tuesday, December 15th @ 5:30 p.m.
2. Regular City Council Meeting: Tuesday, January 12th @ 7:00 p.m.

XIII. COUNCIL AND STAFF GENERAL COMMENTS

8:00 XIV. ADJOURNMENT

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Mark Vahlsing, City Administrator
RE: Meeting of December 8, 2015

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 Public Hearing Minutes of November 10, 2015
Regular City Council Meeting Minutes of November 10, 2015
Township Fire Contract and Budget Meeting Minutes of December 1, 2015
November 2015 Treasurer's Report
Payment of Claims
MOTION NEEDED

V. APPROVAL OF MINUTES

Consent Agenda Item

VI. PRESENTATIONS/PUBLIC HEARINGS

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

Update on 1st Street Reconstruction Project

The City Engineer is currently working on the plans and specs. They should be completed before the January, 2016 Council meeting. He will provide an update on the status of the plan development and project at this meeting.

Update on Fire Facility Project:

The City Engineer will provide an update on the project. The Council will review the status of the project and the updated engineers cost estimates at the work session prior to the Council meeting.

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

Minor Subdivision – Festal Farms

Todd Angelstad is in the process of purchasing approximately 81 acres from Festal Farms on the north side of Highway 60. He would like to split the area into 3 separate parcels. This is shown on the certificate of survey in the meeting packet. Parcel A shown on the survey, which is 4.98 acres, is in the City limits. This portion of the parcel split would require Council approval. The City Attorney will provide a summary of this request at the meeting.

Resolution 2015-24: Approving a Minor Subdivision for Festal Farms

Approving Todd Angelstad's parcel split. ***MOTION NEEDED***

IX. FINANCIAL

November 2015 Treasurer's Report - Consent Agenda Item

Payment of Claims – Consent Agenda Item

X. OLD BUSINESS

Possible Sale of City-Owned Parking Lot West of Ace Hardware Store

The owners of Kenyon Ace Hardware have approached the City about buying the parking lot to east of the building. I met with the owners of the property including Cameron Eggert. They would offer the City $15,000 for the two parcels. A formal offer letter is included in the meeting packet. The current assessed valuation of the property is $24,500. A site plan showing the two city owned parcels that make up the parking lot is included in the meeting packet. It would be difficult determine a current market value for sale without an appraisal, but due to the low value of these parcels, that would not be justified. ***MOTION MAY BE NEEDED***

XI. NEW BUSINESS

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

The proposed maximum levy increase would be 7%. A copy of the proposed levy breakdown and budget overview is included in the meeting packet. Adoption of the budget and levy are required by the end of December. ***MOTION NEEDED***

Resolution 2015-25: A Resolution Committing Capital Fund Balances

General accounting standard (GASB 54) requires all public entities to set year end Capital fund balances. This action is required before the end of the current year contingent on audited final numbers. Therefore, the resolution included in the meeting packet needs to adopted by the Council. The final year-end capital fund amounts will not be known until the 2015 audit is completed. ***MOTION NEEDED***

Approve Transfer of Fire Department Year End Remaining Funds to Capital Fund

Council approval is needed move the year end Fire Department budget balance to the capital fund. ***MOTION NEEDED***

2016 Agreement for State Building Code Administration

This agreement is with Goodhue County to conduct residential and commercial building inspections. I would recommend approving the contract. The County has done an excellent job conducting inspections for the City. ***MOTION NEEDED***

2016 Tobacco License Renewals

Approve licenses for: Kenyon Municipal Liquor Store; Kenyon Motor Mart; River Country Co-op (Super America); and Kenyon Market. ***MOTION NEEDED***

Approve Hire of Meggan Murphy, Liquor Store Bartender/Clerk

MOTION NEEDED

Keith Cook Request for City Support of Speed Limit Reduction on Hwy. 60

Mr. Cook is requesting a letter of support for his request to lower the speed limit on Highway 60 coming into the City limits. He would like the speed limit lowered further east coming into the City. He feels that there are too many cars speeding and not slowing down enough coming into Kenyon from the east. MNDOT would have to approve any changes to speed limits.

XII. OTHER BUSINESS

SCHEDULE OF UPCOMING MEETINGS

Please see your agenda

XIII. COUNCIL AND STAFF GENERAL COMMENTS

XIV. ADJOURNMENT

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

Pursuant to due call and notice thereof, a Public Hearing was duly held in the City Council chambers at on the 10th day of November, 2015. Mayor Engel called the hearing to order at 6:03 pm with the following members present: Mayor Mike Engel, Council Members, Fred Barsness, John Mortensen, and Doug Henke. Members Absent: Richard Nielsen. Also present: City Administrator Mark Vahlsing, Administrative Assistant Pam Blow, Fire Chief John Lee, and City Engineer Joe Rhein.

The purpose of the hearing was to receive input on a five-year capital improvement plan as part of the issuance requirements for the sale of general obligation bonds to finance construction of a proposed new fire hall. (In compliance with Minnesota Statutes, Section 475.521).

Administrator Vahlsing noted that the basis of the capital improvement is projected need, costs and debt. The maximum debt estimated for the proposed new fire hall is $2.5 million. There will be a thirty-day comment period from the date of this hearing. Vahlsing anticipates there would be a public meeting regarding the proposed fire hall scheduled after the comment period; possibly in December or January.

Mayor Engel closed the public hearing at 6:15 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 10th day of November, 2015. The following members were present: Mayor Mike Engel, Council Members, Fred Barsness, John Mortensen, and Doug Henke. Absent: Richard Nielsen. Also present: Administrator Mark Vahlsing, Engineer Joe Rhein, Attorney Scott Riggs, Police Chief Lee Sjolander, and Administrative Assistant Pam Blow.

CITIZEN COMMENTS

None

ADOPT AGENDA

Motion by Mortensen second by Barsness to adopt the agenda as published. Motion carried 4-0-0.

CONSENT AGENDA

Motion by Barsness second by Mortensen to approve the Consent Agenda, which includes payment of check numbers 63798 through 63932; 2443E through 2460E and additional checks 63933 through 63941. Motion carried 4-0-0.

PRESENTATIONS/PUBLIC HEARINGS/RECOGNITIONS

Presentation to Sherry Swenhaugen for Scott Swenhaugen's Service to City

Mayor Engel noted that Scott Swenhaugen served on the KMU Commission and the Library Board, and he presented Sherry Swenhaugen with clock as a token of the City's appreciation for Scott's service.

Public Hearing for 1st Street Improvement Project

Mayor Engel opened the public hearing at 7:06 p.m.

City Engineer Rhein reviewed the Feasibility Report including a review of estimated assessments, and project schedule for a possible 1st Street project in 2016. Engineer Rhein noted that the street was identified as needing reconstruction in the 2010 Pavement Management Plan. Issues regarding private sewers connected to 1st St. were identified as needing correction in the 2012 Wastewater Facility Plan. The Feasibility Report was ordered by the City and it contains the work that is recommended, the cost of the project and how it will be paid for.

Engineer Rhein explained that the proposed project area is 1st Street from Red Wing to Bullis Street. He also told the Council that the Feasibility Report details existing conditions for the street, sanitary sewer, water system and storm sewer. Proposed Improvements would include total street reconstruction, spot-replacement of sidewalk sections, and total replacement of curb/gutter. A new 8" sewer main including manholes would be installed and new connections would be installed for each home. Water system improvements will include the replacement of a hydrant, and a new stub at Forest Street. Some storm sewer lines and catch basins will also be replaced. All utility work would occur in the right-of-way area.

Engineer Rhein stated that trees in the project area will be preserved wherever possible. But some trees will need to be removed due to impacts of the street construction. He discussed the installation of an optional sidewalk extension to the parking lot at Depot Park. The sidewalk would run along the north side of 1st Street. The estimated cost of the sidewalk extension would be $14,252 to build this sidewalk and 50% would be assessable to homeowners on both sides of that section of the street.

Engineer Rhein noted that the total project cost would be $697,734 including the optional sidewalk. He also stated that under Minnesota Statutes; Chapter 429, the City can assign a portion of the costs of the project to benefitting property owners. The Assessment Policy adopted in 2010 was used as a guideline to determine the amount of project cost to assess to benefiting homeowners. Rhein estimated that

$511,000 could be assessed. The assessments are based on frontage, using the formula contained in the Assessment Policy. Engineer Rhein distributed a preliminary assessment roll, noting that a public hearing for the assessments would be held after the project is completed. In order to comply with the general obligation bonding requirements, property owners must be assessed for at least twenty percent of the project cost. According to preliminary figures, the City will pay 75% of the project, and property owners will be assessed for 25%.

According to the proposed project improvement schedule, the Council would approve final project plans in January, 2016, accept bids in February, and award the contract in March. Construction could begin in May and be completed by August 1, 2016.

Property owner Doug Klatt asked who would be responsible for tree removal in the project area. Engineer Rhein stated that the cost of tree removal would be paid by the city during the project and is figured into the cost of construction.

Property owner Richard Westphal asked when his home's sewer connection was would be made. Engineer Rhein stated the connection would be made when the sewer service is stubbed out to the property line. He also noted that the property owners would be contacted ahead of construction to determine if they need a new service line constructed.

According to Administrator Vahlsing due to expiring utility debt payments, the overall impact of this proposed project would be reduced.
Mayor Engel closed the public hearing at 8:17 p.m.

ENGINEERING
1st Street Reconstruction Project
Resolution 2015-21: A Resolution Receiving Feasibility Report and Ordering Improvement and Preparation of Plans
Motion by Barsness, second by Henke to approve Resolution 2015-21, with a bid alternate for the sidewalk extension. Motion carried 4-0-0.

Update on Fire Facility Project
According to Engineer Rhein, the architect and the Fire Facility Committee have two options for preliminary floor plans. Both plans are designed to house the equipment, with meeting rooms and offices. There could be a public meeting during the week of December 14th to allow comments. The architect's rendering has been done using precast concrete panels for the construction of the building.

NEW BUSINESS
Resolution 2015-19: A Resolution Adopting a Capital Improvement Plan and Providing Preliminary Approval for the Issuance of Bonds Thereunder
Motion by Mortensen, second by Henke to approve Resolution 2015-19. Motion carried 4-0-0.

Resolution 2015-20: A Resolution Adopting Assessment for Delinquent Utility Bills
Motion by Mortensen, second by Barsness to approve Resolution 2015-20. Motion carried 4-0-0.

Discuss Possible Sale of City Owned Parking Lot West of Ace Hardware Store
Administrator Vahlsing stated that he had been contacted by the owners of Kenyon Hardware about the parking lot west of the store. They are interested in purchasing the lot from the City. He asked the Council whether he should meet with the store owners to get more information. Councilman Barsness

noted that selling the property would put it back on the tax rolls. Attorney Riggs said that an appraisal is not required and there would be no bid process required to sell the land. Mayor Engel suggested Administrator Vahlsing meet with the owners and report back to the Council at the December meeting.

City Offices Close at Noon on December 24, 2015

Motion by Henke, second by Engel, to approve closure of City offices and the Public Library at noon on December 24, 2015. Motion carried 4-0-0.

Appointment of Donald Trombley to Library Board

Motion by Engel, second by Mortensen to approve the appointment. Motion carried 4-0-0.

OTHER BUSINESS

Schedule of Upcoming Meetings

Township Fire Contract Meeting: Tuesday, December 1st @ 6:00 p.m.
Public Budget Meting: Tuesday, December 1st @ 7:00 p.m.
City Council Meeting: Tuesday, December 10th @ 7 p.m.

COUNCIL AND STAFF GENERAL COMMENTS

Doug Henke mentioned the Veterans' Day program tomorrow at 10 a.m. at the school to honor veterans. There will be refreshments at the VFW after the program.

John Mortensen noted that the Girl Scouts raked leaves in town on Saturday. He also thanked Engineer Rhein for the good job tonight.

Administrator Vahlsing thanked Chief Sjolander for establishing a fund for a kitten that needs medical attention for a broken jaw. He told the Council that an anonymous owner will provide up to $1,000 in matching funds toward the kitten's medical costs.

Motion by Barsness, second by Henke to adjourn the meeting at 8:37 p.m. Motion carried 4-0-0.

Pam Blow, Administrative Assistant

Michael Engel, Mayor

Pursuant to due call and notice thereof, a Special City Council Meeting was duly held in the City Council chambers at 6:02 p.m. on the 1st day of December, 2015. The following members were present: Mayor Mike Engel; Council Members, Fred Barsness, Doug Henke, and John Mortenson Absent: Richard Nielsen. Also present: City Administrator Mark Vahlsing, City Engineer Joe Rhein, Corey Brunton, John Nightengale and Keith Cook. Township members: Craig Hanson, Matthew Voxland, Joyce Anderson, Bernie Overby, Steve Johnson, Arnold Petricka, Jim Donkers, Richard Priebe, Barb Kvittem, and Lorin Pohlman.

2016 FIRE CONTRACT MEETING WITH TOWNSHIPS

Administrator Vahlsing reviewed the revised contract format. This contract was based on a model from the Minnesota Township Association, and League of Minnesota Cities. The term of the contract was three years. The revised funding formula was part of the new contract format. The new contract payment formulas were being phased in over 4 years ending on 2018. After the phase-in, the City and townships would each pay 50% of the annual operating costs. The townships would divide the 50% based on the number of sections served by the Kenyon FD. Vahlsing also reviewed a section of the new contract concerning capital funds. Craig Hanson of Holden Township asked for more information on the Capital Fund balances.

Arnie Petricka of Richland Township asked about the cost and lease structure of the purchase of the new fire truck. Administrator Vahlsing explained that the new fire truck had been purchased with a 7 year lease.

Administrator Vahlsing distributed and reviewed the exterior and interior layout of the proposed fire hall. He explained that the engineers preliminary cost estimates were in the area of $2,500,000. City Engineer Rhein stated that the City was applying for financing through USDA Rural Development. USDA offered up to 39 year financing for the project. He stated that the first part of the application was almost completed. It would be submitted next week. Loran Pohlman of Cherry Grove Township asked what would happen if the City was not approved for USDA financing. Administrator Vahlsing stated that if USDA financing was not approved other bonding options would be available.

Bernie Overby asked what the annual payments would be for the fire truck lease.

Loran Pohlman asked if engineered steel had been considered for the fire building, and if so what were the estimated costs if the Fire Hall was built using that material.

City Administrator Vahlsing stated that he and Fire Chief John Lee would be meeting with each township to discuss the project and seek financial contributions.

Bernie Overby thanked Administrator Vahlsing for his professional approach and said it has greatly improved communications between townships and the City of Kenyon.

PUBLIC BUDGET AND LEVY DISCUSSION

The Special Meeting resumed at 7:08 p.m.

Administrator Vahlsing stated that only a few adjustments and corrections had been made to the proposed 2016 budget since September. The maximum levy increase approved by the Council in September was 7%.

Keith Cook asked the Council why the levy needed to be increased by 7%. He stated that residents on fixed incomes would have a difficult time paying increased property taxes. Administrator Vahlsing stated that the increase would be targeted to help pay the annual debt related to the Fire Facility project.

Councilmen Hanke stated that there may be additional tax increase in the range of 5-7% over the next few years related to that project.

Resolution 2015-23 Approving lease with option to purchase Fire Truck

Administrator Vahlsing stated that the lease needed to be approved in order for the City to complete the lease and purchase of the Fire Truck.

Motion by Mortenson, second by Hanke to approve Resolution 2015-23. Motion Carried 4-0-0

Motion by Engel, second Mortensen to adjourn the meeting at 7:30 pm. Motion Carried 4-0-0

Mark Vahlsing, City Administrator

Michael Engel, Mayor

SMITH, TOLLEFSON, RAHRICK & CASS

Attorneys-at-Law

Stephen J. Smith
Mark J. Rahrick
Benjamin M. Cass

Richard E. Tollefson (retired)
John M. Smith (1922-1981)

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P.O. Box 271
Owatonna, MN 55060
Telephone: 507-451-6540
Facsimile: 507-451-1846
www.owatonnalaw.com

FAX TRANSMISSION

Date: November 30, 2015

To: Mark Vahlsing
City of Kenyon

Fax #: 1-507-789-5604

From: Pam Karge

Subject: Festal Farms Co. - Split of Parcel #66.640.0090

Pages (including cover sheet): 4

Message: Attached is a Certificate of Survey. Festal Farms Co. will be selling Parcels A, B and C to Todd Angelstad. Parcel A appears to be within city limits. Please let me know if this split needs to be approved by the city council.

Your prompt attention to this matter is appreciated. Thank you.

IF YOU DO NOT RECEIVE A CLEAR AND COMPLETE COPY, PLEASE CALL (507) 451-6540.
CONTACT PERSON: Pam

THE INFORMATION CONTAINED IN THIS TRANSMISSION IS PRIVILEGED AND CONFIDENTIAL. IT IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT OR THE EMPLOYEE OR AGENT RESPONSIBLE FOR DELIVERING THE MESSAGE TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION, OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED.

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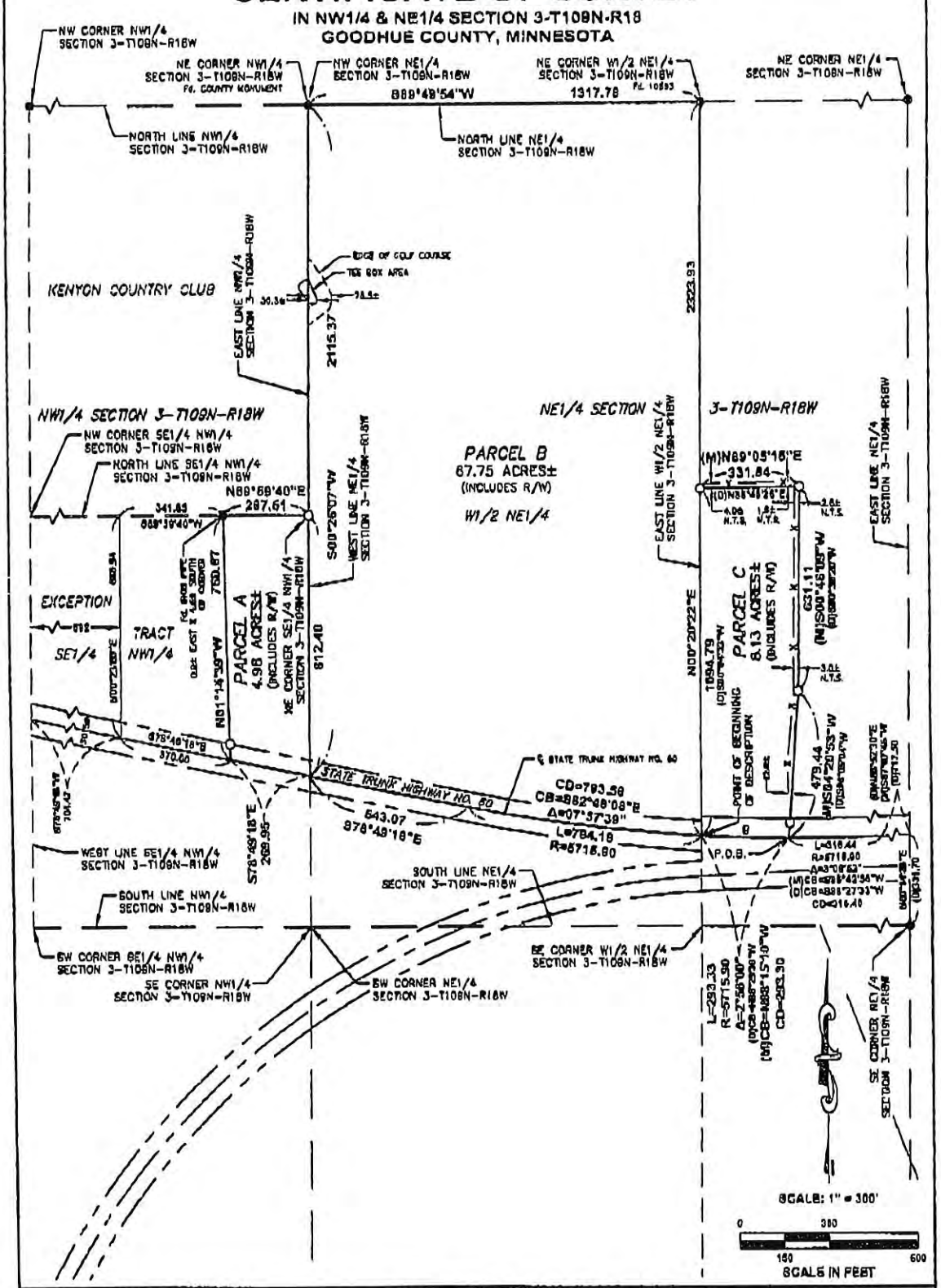
CERTIFICATE OF SURVEY

IN NW1/4 & NE1/4 SECTION 3-T109N-R18
GOODHUE COUNTY, MINNESOTA



LEGEND:

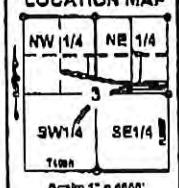
- ○ = 5/8" x 18" iron stake monument (Capped RLS 52046)-Placed
- ● = Iron stake monument-Found
- M=Measured Distance & Bearing
- D=Deed Distance & Bearing
- N.T.S.=Not to Scale
- —X— =Fenceline

AREA SUMMARY:

PARCEL A	=4.98 ACRES±
PARCEL B	=67.75 ACRES±
PARCEL B	=8.13 ACRES±
TOTAL AREA	=80.86 ACRES±

FOR: FESTAL FARMS

LOCATION MAP



Scale: 1" = 4000'

Date: 11/20/2015 Revised date:-
Drawn by: ADM Survey: SAT
Field Book:- Page 1 of 3
Coord. System: MNDOT CO. NAD83 (96)
Job No: 15-1170 FILE NO. 1948

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

Scott A. Tuohimenhagen
Date: 11/27/15 L.S. No. 52046

JONES HAUGH SMITH
Engineers • Surveyors
615 South Washington Ave.
Albert Lea, MN 56007
507-373-4876
416 West North Street
Owatonna, MN 55060
507-451-4598

November 27, 2015
IN W1/2 SECTION 3-T109N-R18W
GOODHUE COUNTY, MN

PREPARED DESCRIPTION

FESTAL FARMS
Parcel B

All that part of the W1/2 NE1/4 Section 3-T109N-R18W, Goodhue County, Minnesota; described as follows:

Commencing at the southeast corner of the NE1/4 of said Section 3; thence North 00°14'38" East a distance of 331.70 feet, on an assumed bearing on the east line of said NE1/4, to the centerline of State Trunk Highway No. 60; thence South 87°07'46" West a distance of 717.50 feet;

thence west a distance of 316.44 feet on said centerline on a tangential curve concave to the north with a radius of 5715.90 feet, a central angle of 03°09'52", a chord bearing of South 88°42'56" West and a chord distance of 316.40 feet; thence west a distance of 293.33 feet on said centerline on a tangential curve concave to the north with a radius of 5715.90 feet, a central angle of 2°56'00", a chord bearing of North 88°15'10" West and a chord distance of 293.30 feet, to a point on the east line of said W1/2 Ne1/4, being the point of beginning;

thence North 00°20'22" East a distance of 2323.93 feet, on the east line of said W1/2 NE1/4, to the northeast corner of said W1/2;

thence South 89°49'54" West a distance of 1317.78 feet, on the north line of said NE1/4, to the northwest corner of said W1/2;

thence South 00°26'07" West a distance of 2115.37 feet, on the west line of said NE1/4, to the centerline of said State Trunk Highway No. 60;

thence South 78°49'18" East a distance of 548.07 feet, on said centerline;

thence east a distance of 794.19 feet on said centerline on a tangential curve concave to the north with a radius of 5715.90 feet, a central angle of 07°57'39", a chord bearing of South 82°48'08" East and a chord distance of 793.56 feet, to the point of beginning.

subject to highway easement on the south side thereof.

Our Job 15-1170

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

Scott A. Tuchtenhagen
Date: 11/27/15 L.S. No. 52846

JONES HAUGH SMITH
Engineers • Surveyors
818 S. Washington Avenue
Albert Lea, MN 56007
507-373-4879
415 West North Street
Owatonna, MN 55060
507-451-4898

November 27, 2015
IN W1/2 SECTION 3-T109N-R18W
GOODHUE COUNTY, MN

LEGAL DESCRIPTIONS OF RECORD

FESTAL FARMS
Parcel A

All that part of the SE1/4 of the NW1/4 of Section 3-T109N-R18W, Goodhue County, Minnesota; EXCEPT the West 692 feet of that part thereof which lies north of the center line of the right-of-way of Highway No. 60

AND

EXCEPT: All that part of the SE1/4 of the NW1/4 of Section 3-T109N-R18W, Goodhue County, Minnesota, described by:

Beginning at a point on the centerline of State Trunk Highway No. 60 distant 692 feet due east of the west line of said SE1/4 of NW1/4; thence South 78°49'18" East, assumed bearing, 370 feet along the centerline of said highway; thence North 01°14'39" West 760.87 feet to the north line of said SE1/4 of NW1/4; thence South 89°59'40 West 341.85 feet to the northeast corner of the west 692 feet of said SE1/4 of NW1/4; thence South 00°23'00" West 688.94 feet to the Point of Beginning.

subject to a public highway easement along the south line of the above-described property.

FESTAL FARMS
Parcel C

That part of the E1/2 of NE1/4 of Section 3-T109N-R18W, described as follows:

Beginning at the southeast corner of said NE1/4 of Section 3; thence north 331.70 feet on the east line of said NE1/4 Section 3 to center line Minnesota thru Highway No. 60, thence South 86°52'30" West 717.5 feet on said centerline Minn. T. H. No. 60, thence deflect to the right on a 1° curve 316.44 feet, delta angle equals 03°09'52", chord bearing and length South 88°27'33" West 316.40 feet to the starting point of the area to be described, thence continue deflecting to the right on said 1° curve Minn. T. H. No. 60, 293.33 feet delta angle equals 02°56'00" chord bearing and length North 88°29'38" West 293.30 feet, thence North 00°04'33" East 1094.79 feet on ancient fence line, thence North 88°49'26" East 331.54 feet, thence South 00°30'20" West 631.11 feet, thence South 04°05'04" West 479.44 feet to starting point of described area.

Our Job 15-1170

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

Scott A. Tuohtenhagen
Date: 11/27/15 L.S. No. 52846

JONES HAUGH SMITH
Engineers • Surveyors
615 S. Washington Avenue
Albert Lea, MN 56007
507-373-4876
418 West North Street
Owatonna, MN 55060
507-451-4598

CITY OF KENYON
RESOLUTION NO. 2015-24

RESOLUTION APPROVING MINOR SUBDIVISION OF FESTAL FARMS PROPERTY

WHEREAS, an application has been filed by Festal Farms (the "Owner") the owner of two parcels of land requesting a subdivision to permit the splitting of two parcels of land located within the City of Kenyon, Goodhue County, Minnesota or within two miles of the City boundary;

WHEREAS, a Surveyor's Certificate from Jones Haugh Smith has been provided and placed on record setting forth the proposed subdivision described as follows:

See Attached Surveyor's Certificate; and

WHEREAS, such a lot-split can be accomplished as a minor subdivision pursuant to the Kenyon City Code Section 565.17; and

WHEREAS, the City Council, at a meeting, duly held on Tuesday, December 8th, 2015, approved said minor subdivision subject to receipt of all necessary documents from the Owner; and

WHEREAS, it appears that it will be in the best interest of the City to approve such minor subdivision, subject to any conditions noted herein; and

WHEREAS, a majority of all members of the City Council concur in this Resolution.

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

1. The recitals set forth above in this Resolution are incorporated into and made part of this resolution.

2. This resolution is subject to the condition that the Owner is in compliance and will be in compliance at all times with all applicable laws, rules and regulations concerning the Property.

3. This resolution is subject to the condition that all representations, written and oral, made by the Owner and the Owner's agents and representatives to the City contained in and concerning the application for the minor subdivision must have been true, complete, and accurate at the time they were made, and they must remain true and accurate for the duration of the minor subdivision.

4. The approvals contemplated herein are subject to the condition that the Owner must pay for all costs incurred by the City for consideration and review of the application for minor subdivision, including preparation and review of plans and specifications by technical assistants

5. The requirements for this minor subdivision pursuant to the Kenyon City Code are satisfied.

6. The requested minor subdivision is hereby approved, subject to the foregoing conditions.

7. The Mayor and City Administrator are hereby authorized and directed to draft all necessary documents required to complete the transaction and to execute all appropriate documents, to effectuate the transaction contemplated by this resolution.

8. The Mayor and City Administrator, staff and consultants are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this resolution.

Dated: December 8, 2015.

_____
Michael Engel, Mayor

ATTEST:

_____
Mark R. Vahlsing, City Administrator

EXHIBIT A

Surveyor's Certificate

November 23, 2015

Mark Vahlsing, City Administrator

Cameron Eggert, Dave Sathrum, and I (Allen Stolee), co-owners of Kenyon ACE Hardware LLC, are interested in purchasing the two lots adjacent to our store that are currently owned by the city of Kenyon. We understand the lots were offered to the previous owner, Jerry Houglum, a few years ago for $15,000. We prefer to buy them for a little less than that since the estimated market values of adjacent properties have fallen since the offer was made to Jerry. Rather than quibble over price, would you consider $15,000 with the city of Kenyon continuing to remove the snow from the property until April of 2017? We will pile the snow at the rear (southwest corner) of the lot. This offer expects the seller to pay the cost of updating the abstract, prepare a marketable title, pay any other legal fees normally associated with the seller, and pay the state deed tax. The buyer will pay the cost of recording the transaction, cost for title insurance (if desired), and any other legal fees normally associated with the buyer. The seller will pay all real estate taxes due and payable in 2015. The buyer will pay all real estate taxes due and payable in 2016 if the sale is completed by January 31, 2016. If the sale is completed after January 31, 2016 the real estate taxes will be prorated between the buyer and the seller.

In addition, the buyers would like time to review the updated abstract and any findings made by the abstract company before the date of closing.

11-23-15 11/23/15 11-13-15

Cameron Eggert David Sathrum Allen Stolee

Goodhue County Assessor

Hosted by Vanguard Appraisals Inc.

Parcel Number:	66.100.0210
Deed Holder:	CITY OF KENYON
Deed Holder 2:	CITY HALL
Property Address:	0 GIS MAPS
Mailing Address:	CITY OF KENYON 709 2ND ST KENYON, MN 55946 USA
PDF Name:	KENYON CITY - EX
Class:	EXEMPT
Map Area:	66 KENYON-EX
Tax District:	KENYON CITY 2172
Zoning:	NOT APPLICABLE
Plat Map:	66100
Subdivision:	[NONE]
Sec-Twp-Rng:	--
Lot-Block:	-
Brief Legal Description:	ID# 16-0100-02100 E 1/3 OF LOT 7 BLK 38 (NOTE: NOT TO BE USED ON LEGAL DOCUMENTS)
Property Report:	PROPERTY REPORT (PDF FILE)

1 / 2

Current Value as of January 2015 - Taxes Payable 2016

LandValue	Dwelling Value	Improvement Value	TotalValue
$10,500	$0	$3,100	$13,600

Prior Year Value Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2014	$10,500	$0	$3,100	$13,600
2013	$0	$0	$0	$0

More Years...

Land Information

Lot Type	Square Feet	Acres
Sq. Ft x Rate	3,500	0.080

Yard Extra Information

Description	Item Count	Year Built
BLK TOP	1	1990

Goodhue County Assessor

Hosted by Vanguard Appraisals, Inc.

Parcel Number:	66.100.0200
Deed Holder:	CITY OF KENYON
Deed Holder 2:	CITY HALL
Property Address:	0 GIS MAPS
Mailing Address:	CITY OF KENYON 709 2ND ST KENYON, MN 55946 USA
PDF Name:	KENYON CITY - EX
Class:	EXEMPT
Map Area:	66 KENYON-EX
Tax District:	KENYON CITY 2172
Zoning:	NOT APPLICABLE
Plat Map:	66100
Subdivision:	[NONE]
Sec-Twp-Rng:	--
Lot-Block:	-
Brief Legal Description:	W20FT OF LOT 6 BLK 38 (NOTE: NOT TO BE USED ON LEGAL DOCUMENTS)
Property Report:	PROPERTY REPORT (PDF FILE)

1 / 2

Current Value as of January 2015 - Taxes Payable 2016

LandValue	Dwelling Value	Improvement Value	TotalValue
$8,400	$0	$2,500	$10,900

Prior Year Value Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2014	$8,400	$0	$2,500	$10,900
2013	$0	$0	$0	$0

More Years...

Land Information

Lot Type	Square Feet	Acres
Sq. Ft x Rate	2,800	0.064

Yard Extra Information

Description	Item Count	Year Built
A Misc. Extra	1	1990

GIS Map Information

Maps

Goodhue County Online Maps Gallery

GIS Property Mapping

Check out our new parcel viewer below:

County Property Mapping

Help using the Parcel Viewer

GOODHUE COUNTY
PARCEL VIEWER

NOTE: The Goodhue County Parcel Viewer is best utilized on web browser Chrome.

City Property Mapping

- City of Cannon Falls
- City of Goodhue
- City of Kenyon
- City of Lake City
- City of Red Wing
- City of Wanamingo

Historic Places

CONTACT US

GIS Department

Alan Laumeyer
GIS Specialist
Map & Data Requests
Goodhue Co. User Grou
Email

Leanne Knott
GIS System Specialist
GIS Website Information
Database Management
Email

Mailing Address
509 W. 5th St.
Red Wing, MN 55066
(Map of County Buildings)

Ph: 651-385-3000

Office Hours
(Excluding Holidays)
Monday - Friday
8 a.m. - 4:30 p.m.

Select Language ▼

CITY OF KENYON 2016 LEVY BUDGET SUMMARY

	2015	2016 7% increase	
Fund 101 General Fund			
Budgeted Expenditures -	($988,230)	($1,022,280)	
Transfers to capital fund			
General	($8,000)	($48,000)	was $76K. Moved $28K to pool transfer
Police Department	($13,000)	($5,000)	
Public Works/Streets Dept	($54,380)	($55,000)	
Municipal Pool	($2,000)	($30,000)	was $2K. Moved additional $28K from general
Parks	($10,000)	($10,000)	
Historic Gunderson House	($5,000)	($5,000)	
Revenues without Taxes -	$743,875	$765,610	
Levy -	**$336,735**	**$409,670**	
Fund 203 Fire Department & First Responders			
Expenditures -	($142,180)	($141,150)	
Revenues without Taxes -	$106,000	$101,360	
Levy -	**$36,180**	**$39,790**	
Fund 204 Library			
Expenditures -	($154,460)	($164,885)	
Revenues without Taxes -	$43,110	$43,210	
Levy -	**$111,350**	**$121,675**	
Fund 205 Economic Development Authority			
Expenditures -	($21,860)	($16,845)	
Revenues without Taxes -	$9,250	$5,970	
Levy -	**$12,610**	**$10,875**	
Fund 301 Debt Service GO Bond (2012 Hwy 56/CSAH 12 proj)			
Expenditures -	($9,050)	($8,735)	
Levy -	**$9,050**	**$8,735**	
Fund 307 Debt Service GO (2007 Ref.-Public proj.)			
Expenditures -	($118,730)	($90,190)	
Levy -	**$118,730**	**$90,190**	
Fund 409 Trondheim Road Extension			
Expenditures -	($26,325)	($26,325)	
Assessment Revenues -	$3,345	$2,850	
Levy -	**$22,980**	**$23,475**	
Fund 602 Sanitary Sewer - Bond Debt			
2013 PFA Principal & interest	($107,215)	($102,580)	
Assessment revenue	$4,090	$3,510	
Levy -	**$103,125**	**$99,070**	
REV	$909,670	$922,510	
EXP	($1,660,430)	($1,725,990)	
LEVY	**$750,760**	**$803,480**	

CITY OF KENYON 2016 BUDGET SUMMARY

EXPENSE BUDGET

FUND	FUND DESCRIPTION	2015 Budget	2015 YTD Amt thru Nov.	2016 FINAL BUDGET
101	GENERAL FUND	$1,124,470	$888,101	$1,219,180
202	CAPITAL OUTLAY	$115,000	$195,211	$71,200
203	FIRE	$142,180	$57,165	$141,150
204	LIBRARY	$154,460	$139,759	$164,885
205	ECONOMIC DEVELOPMENT AUTHORITY	$21,860	$8,453	$16,845
208	FIRE HALL CAPITAL FUND	$0	$141,757	$0
230	SPECIAL PURPOSE DONATIONS	$0	$10,637	$0
301	2012 G.O. IMP. BONDS-STREETS	$9,050	$8,817	$8,735
307	2007 G.O. REFUNDING BONDS	$118,730	$118,725	$90,190
402	2004 SUNSET HOME TAX INCREMENT	$19,595	$10,048	$20,265
403	2004 CLINIC(SUN HOME)TAX ABATE	$0	$3,200	$0
409	2006 TRONDHEIM ROAD EXTENSION	$26,325	$1,194	$26,325
602	SANITARY SEWER	$379,040	$342,611	$381,843
605	STORM SEWER	$40,660	$38,864	$45,325
609	LIQUOR	$652,975	$624,540	$675,456
		$2,804,345	**$2,589,083**	**$2,861,399**

REVENUE BUDGET

FUND	FUND DESCRIPTION	2015 Budget	2015 YTD Amt thru Nov.	2016 FINAL BUDGET
101	GENERAL FUND	$1,157,470	$658,661	$1,252,650
202	CAPITAL OUTLAY	$158,420	$28,965	$223,450
203	FIRE	$142,180	$135,956	$141,150
204	LIBRARY	$154,460	$99,764	$164,885
205	ECONOMIC DEVELOPMENT	$21,860	$15,516	$16,845
210	POLICE FORFEITURES	$0	$479	$0
230	SPECIAL PURPOSE DONATIONS	$60	$15,808	$160
301	2012 G.O. IMP. BONDS-STREETS	$9,050	$4,540	$8,735
307	2007 G.O. REFUNDING BONDS	$118,730	$59,365	$90,190
402	2004 SUNSET HOME TAX INCREMENT	$19,600	$13,109	$20,170
409	2006 TRONDHEIM ROAD EXTENSION	$26,325	$12,440	$26,325
602	SANITARY SEWER	$393,985	$313,619	$387,110
605	STORM SEWER	$41,460	$38,714	$42,285
609	LIQUOR	$667,160	$685,266	$714,320
		$2,910,760	**$2,082,201**	**$3,088,275**

RESOLUTION NO. 2015-22
CITY OF KENYON
COUNTY OF GOODHUE
STATE OF MINNESOTA

A RESOLUTION ADOPTING THE 2016 BUDGET AND ESTABLISHING THE TAX LEVY FOR PAYABLE 2016

BE IT RESOLVED by the Council of the City of Kenyon, Minnesota, Goodhue County, that the 2016 budget is adopted as presented; and

BE IT FURTHER RESOLVED, that the following sums be certified to the Goodhue County Auditor as the amounts to be levied upon the taxable property in the City of Kenyon, County of Goodhue County, State of Minnesota, for the year payable 2016 for the following purposes to wit:

	Levy
General Purpose	$605,485
Bond Indebtedness	$197,995
Total Levy	$803,480

Adopted by the City Council of the City of Kenyon on this 8th day of December, 2015.

Michael Engel
Mayor

ATTEST:

Mark R. Vahlsing
City Administrator

RESOLUTION NO. 2015-25
CITY OF KENYON
COUNTY OF GOODHUE
STATE OF MINNESOTA

RESOLUTION COMMITTING CAPITAL FUND BALANCES

WHEREAS, The Governmental Accounting Standards Board's Statement #54 definition of committed fund balance describes that portion of fund balance that represents resources whose use if constrained by limitations that the government imposes upon itself at its highest level of decision making; and,

WHEREAS, City Council action is required to formalize the commitment of the capital fund balance for specific purpose; and,

WHEREAS, It has been determined to commit capital fund balance for the City in the amount determined each year by the annual audit.

NOW THEREFORE, BE IT RESOLVED BY THECITY COUNCIL OF KENYON, MINNESOTA that capital fund balance will be committedas shown in Exhibit A.

Adopted by the City Council of the City of Kenyon on this 8th day of December, 2015.

_____
Michael Engel
Mayor

ATTEST:

_____
Mark R. Vahlsing
City Administrator

EXHIBIT A

Purpose	Amount
Major purchases and upgrades for:	
General Purpose	$71,490
Gunderson House	$ 9,308
Industrial Park	$15,230
Police Department/Civil Defense	$38,198
Fire Department	$239,859
First Responders	$15,042
Street Department	$300,052
Library	$8,567
Parks	$2,790
Pool	-$7,947
TOTAL	$692,589

Goodhue County | Land Use Management Department
Building Code Administration, Permits, and Inspections

Friday 13 November 2015

Mark Vahlsing
City of Kenyon
709 Second Street
Kenyon, Minnesota 55946

Dear Mark:

Here are two copies of the proposed 2016 agreement for continuation of our City-County joint-powers "*Agreement for State Building Code Administration.*" Please note two minor edits below.

Previous Opening: *This agreement is made and entered into this _____ day of _____, 20_____, by and between the County of Goodhue, hereinafter referred to as the "County," and the [NAME OF CITY], hereinafter referred to as the "City."*

Now Reads: *"This agreement is made and entered into by and between the County of Goodhue, hereinafter referred to as the "County," and the [NAME OF CITY], hereinafter referred to as the "City."*

And

In Article IV: *Unless sooner terminated as provided for herein, this Agreement shall be effective upon the date specified in the Agreement and shall be for a period of one (1) year.*

Updated To: *Unless sooner terminated as provided for herein, this Agreement shall be effective for the calendar year specified by the Agreement.*

As in the past, please sign and return both copies. An addressed envelope is enclosed. We will request the Goodhue County Board of Commissioners authorize final execution. Then, after the County signatures are in place, a County-signed copy of the agreement will be returned to you. The other copy will be retained by the County Building Official.

We appreciate our continuing relationship and look forward to another year. Please call with questions, comments, or concerns. I am reached at 651.385.3114.

Regards,

Michele Engberg

Michele Engberg
Building Permit Technician

Copy: County Building Official

Enclosures

509 West Fifth Street | Red Wing, Minnesota 55066 Telephone: 651.385.3114 | Fax: 651.385.3106

2016 Agreement
State Building Code Administration

This agreement is made and entered into by and between the County of Goodhue, hereinafter referred to as the "County," and the **City of Kenyon**, hereinafter referred to as the "City."

Witnesseth

WHEREAS, the City is desirous of contracting with the County for the performance of the hereinafter described State Building Code administration and duties within its boundaries by the Land Use Management Department of the County; and

WHEREAS, the County is agreeable and desirous of rendering such State Building Code administration services on the terms and the conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided by Section 471.59 of the Minnesota State Statutes;

NOW, THEREFORE, pursuant to the terms of the aforesaid Statute and any amendments and revisions subsequent thereto, and in consideration of the mutual promises contained herein, it is mutually agreed between the County and the City as follows:

Article I

The County agrees to provide, through the Land Use Management Department of Goodhue County, State Building Code administration services within the boundaries of the City to the extent and in the manner hereinafter set forth.

1. Except as otherwise specifically set forth herein, such State Building Code administration services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a Building Official under law, and shall not include services normally provided by the State of Minnesota such as issuance of electrical permits and electrical inspections or any miscellaneous city ordinances.

2. The standard of performance, the method of providing State Building Code administration services, and other matters incident to the performance of the services under this Agreement, including personnel to be employed, shall be determined by the Director of the Land Use Management Department of the County.

3. The City shall, by ordinance, adopt the latest Minnesota Building Code and all referenced documents contained within.

4. Under this Agreement, the City Clerk will receive all applications for building permits within the City as required by existing laws, codes, and ordinances.

5. All applications for permits, which require a conditional use permit, a variance to existing ordinances, or other local approval or action, shall be referred to the Governing Body of the City, together with recommendations as appropriate, for action by the Governing Body.

6. Following City approval per all local rules, regulations and ordinances, the permit application and related submittals shall be forward to the Building Official of the County, who shall examine all such applications and appropriate submittals to determine compliance with the State Building Code.

7. Under this Agreement, the Building Official, or designee, of the County will provide plan review services as necessary in all instances where such plan review is mandatory by existing laws, codes, or ordinances.

8. The Building Official, or designee, of the County shall provide all job-site inspections of projects under permits as required by the State Building Code, as well as all such special inspections as shall be deemed necessary in order to insure compliance with existing laws, and upon completion of each project shall issue a Certificate of Occupancy where required.

9. The City Clerk shall collect, receipt for, disburse, and maintain records of all fees and charges collected incident to the administration of the State Building Code contained herein, according to the Schedule of Fees and Charges agreed to by both parties.

Article II

The parties hereto further agree that the schedule of fees and charges contained herein shall apply to all permits and services performed under the provisions of this Agreement.

1. Fees and charges shall be due and payable upon permit approval, and shall be collected by the City Clerk from the applicant for said permit.

2. A) The Building Official may authorize refunding of any fee which was erroneously paid or collected.

   B) The Building Official may authorize refunding of not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with the State Building Code.

   C) The Building Official may authorize refunding of not more than 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

3. The base Building Permit Fee shall be determined by the Goodhue County Fee Schedule.

4. When the Building Official requires a plan or other data, a Plan Review Fee shall be incurred and paid with the permit fee. Said Plan Review Fee shall be 40% of the base Building Permit Fee for residential occupancies. The Plan Review Fee for all non-residential occupancies shall be 65% of the base Building Permit Fee.

5. The building permit valuation shall be determined by the Building Official.

6. A) Where work for which a permit is required is started, or proceeded with, prior to obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

   B) An investigation fee as referenced in the County Fee Schedule shall be collected and is in addition to the required permit fees, but it may not exceed the permit fee.

7. The fees and charges listed herein are exclusive of fees and charges required by the State of Minnesota pertaining to electrical permits and inspections.

8. At the discretion of the Building Official, an additional charge in accordance with the Goodhue County Fee Schedule may be required in such instances where repeated violations of the Building Codes and Ordinances make necessary an excessive number of reinspections in order to insure compliance with the provision of said codes and ordinances. Such charges shall be payable by the permittee prior to the issuance of the Certificate of Occupancy.

Article III

The parties hereto further agree as follows:

1. The City agrees that in payment for the State Building Code administration services contained herein, the City shall remit quarterly to the County out of the fees and charges collected pursuant to this agreement during the previous quarter, eighty percent (80%) of all building permit fees and penalties, and one hundred percent (100%) of all plan review fees and all building permit surcharges required by law to be remitted to the State of Minnesota.

2. The Building Official of the County shall account for and forward to the State of Minnesota, all building permit surcharge monies required by law.

3. The City shall not assume, under this agreement, any liability for the direct payment of any salary, wage, or other compensation to any County employee performing State Building Code administration service to the City.

4. Except as otherwise specified herein, the City shall not, under this Agreement, be obligated to, or responsible for, or liable for compensation or indemnity to, any County employee performing State Building Code administration services to the City for injury or sickness arising out of said employment, and the County agrees to hold harmless the City against any such claim.

Article IV

The parties hereto, the County and the City, further agree as follow:

1. The City, its officers, agents, and employees, will cooperate with and assist the County in the orderly performance of services listed herein.

2. The County, its officers, its agents, and its employees, shall not assume to be liable for any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to hold the County, its officers, its agents, and its employees harmless from any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to defend the County, its officers, its agents, or its employees, from any claim for damages resulting from the negligent act of the City, or of any officer, agent or employee of the City.

3. The City, its officers, its agents, and its employees, shall not assume to be liable for any intentional or negligent act of the County or of any officer, agent, or employee of the County; and the County agrees to hold the City, its officers, its agents, and its employees, harmless from any intentional or negligent act of the County, or of any officer, agent, or employee of the County; and the County agrees to defend the City, its officers, its agents or its employees, from any claim for damages resulting from the negligent, or intentional act of the County, or of any officer, agent or employee of the County.

4. Unless sooner terminated as provided for herein, this Agreement shall be effective for the calendar year specified by the Agreement.

5. This agreement shall be self-renewing for additional one-year periods. At the option of the City, the Agreement may be terminated with no less than a ninety-day notice in writing to the Board of Commissioners of Goodhue County, Minnesota. Should the County desire to terminate the Agreement they shall provide no less than ninety days notice in writing to the Governing Body of the City. The County shall annually review and adjust as necessary fees and charges to insure that such charges and fees do not exceed the actual cost of providing the service. Any change to the fees and charges shall be reflected in the County Fee Schedule.

6. It is understood that this Agreement contains the entire agreement between the County and the City and that no statement, promises, or inducements, made by any party hereto, or officer, agent, or employee of either party hereto which is not contained in this written Agreement shall be valid or binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon. It is expressly understood between the parties hereto, that this understanding will be considered in interpreting the provisions of this Agreement, that upon notice given by any party hereto, later negotiations may be undertaken for the purpose of revising, adding to, or striking, any provision or provisions of this Agreement which appear unworkable or insufficient to perfect, maintain, and insure that the purpose of this Agreement, and any change to the original provisions of this Agreement, mutually acceptable shall be written and attached to this Agreement. As provided above, any such revision, addition, or deletion, will only apply to the provision revised, added, or deleted, and the remainder of this Agreement shall remain in full force and effect.

7. The effective date of this Agreement is January 1, 2016, and its expiration date is December 31, 2016, at which time it shall be automatically renewed unless terminated or altered by operation of law or by terms of the Agreement.

Attest

For the City of Kenyon, Minnesota:

City Administrator	*Mayor*
Date	*Date*

For Goodhue County, Minnesota:

County Administrator	*County Board Chair*
Date	*Date*

Minnesota State Building Code Administration

The Goodhue County Building Official and staff are part of the Land Use Management Department and administer the Minnesota State Building Code in the unincorporated townships and for some of the cities of the County. Below is a summary of Code Administration in the cities.

- ✓ A permit application is received by the City. The City approves each application per local requirements, generally the local Zoning Code or Zoning Ordinance.
- ✓ Once the local, municipal approval is in place, the application, together with other submittals (construction drawings, site plan, and so on) are provided to the County for review by the Building Official and staff.
- ✓ As per Code requirements, the Building Official determines the *building permit valuation*. The value of a permit is based on the scope of the project including structure size, construction type, occupancy/use, and required inspections. Available industry-standard, construction-valuation data are also considered.
- ✓ Permit fees are in accordance with the County Fee Schedule. Typically, the total permit fee for a project is the sum of the *general permit fee*, the *plan review fee*, and a *state surcharge*. Permit fees are paid to the city.
- ✓ City compensation to the County for Code Administration is based on a percentage (80%/20%) of the general permit fee and is detailed in the joint-powers agreement. The County is compensated by the permit fees, not by levy dollars.
- ✓ After the County permit data/records and the corresponding City permit data/records are reviewed and reconciled, the County completes and files required quarterly reports and submits surcharge payments to the state.
- ✓ The *average* "turn-around" time for review and approval of City permit applications for residential projects is five working days after receipt of all of the required/requested submittals. Non-residential (commercial, industrial, public) reviews typically involve more intense review and require longer turn-around time.
- ✓ The County receives requests for required construction inspections. Inspection requests can generally be accommodated during the next working day.
- ✓ Code information and handouts are available through the County Web site, by fax, by mail, or by e-mail upon request to the office of the Building Official.
- ✓ The County Building staff welcome citizen inquiries and building code questions.

We believe that we have fostered and continue to maintain throughout the County cooperative attitudes and positive relationships regarding Building Code Administration. Our working relationships with contractors, subcontractors, homeowners, others in the field, and with other governmental entities are typically characterized by collaboration, respect, and professionalism.

The Building Official and staff are please to provide additional details, attend a meeting of your city officials, or respond to your questions.

We appreciate the opportunity to work with you!

Building Department Personnel

*Goodhue County Building Department is a member of the Association of Minnesota Building Officials (AMBO) and is honored to have been chosen as the recipient of the AMBO "**2013 Building Department of the Year**" award. The award recognizes "dedication to code development and education for building inspectors."*

Doug Morem, County Building Official

Since 1990, Doug has been actively involved in the construction industry. Doug is a Minnesota Certified Building Official and has been with Goodhue County since 1998, and has been the appointed Building Official since 2002. He has completed coursework in Business Administration and in Building Inspection Technology. Doug is an active member of the Southeast Minnesota Code Officials (SEMCO) Chapter of the International Code Council (ICC) and has served numerous terms as the treasurer. He is a member of the Goodhue County Disaster Assessment Response Team (DART). Doug has done educational presentations on Code issues for the Minnesota Building Permit Technicians Association. Doug offers his full support and encouragement to his staff for pursuing employment-related activities and educational opportunities.

Scott Safe, County Building Inspector

Scott brought over 20 years of construction-industry experience to Goodhue County where he has been doing extensive, building-code, field inspecting since 2002. He has a degree in Architectural Drafting and has completed numerous courses in Building Inspection Technology. Scott is a Minnesota Certified Building Official. He is an active member and past president (2012-2013) of the Southeast Minnesota Code Officials (SEMCO) Chapter of the International Code Council (ICC). Since 2007, Scott has been active on the AMBO/DLI Disaster Preparedness Committee and is an influential member of the Goodhue County Disaster Assessment Response Team (DART). In 2007, Scott was in the cities of Stockton, Rushford, and Goodview helping state and local authorities search and evaluate properties damaged by devastating floods. This effort figured prominently in his being named the winner of the Red Wing Rotary Club's *2007 Service Above Self Award*. In 2010, Scott was in Wadena, again assisting with disaster assessments of tornado-damaged properties. Scott was also on the City of Red Wing Planning Advisory Commission from 2005 to 1012, serving as the chair of the Commission from 2009 through 2010.

Michele Engberg, Building Permit Technician

Michele holds a Master's Degree in Public Administration from Hamline University and is a member of the Advisory Board for the Hamline University Center for Public Administration and Leadership (CPAL). She completed undergraduate work at the University of Minnesota and later additional MNSCU (Minnesota State Colleges and Universities) program offerings for an AAS Degree in Supervisory Management as well as certificates in Building Inspection Technology and in Building Permit Technology. Michele is a member of the Minnesota Building Permit Technicians Association (MBPTA) Chapter of ICC, currently serving as vice president, actively involved in education, serving on the MBPTA education committee, the planning committee for the Annual Institute for Building Officials held at the University of Minnesota, and working with the AMBO planning committee for the Region III Educational Institute. She was a member of the MNSCU State Building Inspection Technology Higher Education Advisory Committee, which has become the Construction Programs Advisory Committee. Michele participated on the CCLD committee that was preparing for the on-line surcharge reporting and more recently she was on the Minnesota Rules Chapter 1300 Advisory Committee. Michele is a member of the Goodhue County Disaster Assessment Response Team (DART) and a County Public Information Officer (POI). She is an officer and steward for her local Union and an officer for the Goodhue County Labor Management Committee. She has been with Goodhue County since December of 1998.