AGENDA
CITY COUNCIL MEETING
June 9, 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. City Council Meeting Minutes of May 12, 2015

VI. PRESENTATIONS/PUBLIC HEARINGS RECOGNITIONS/PROCLAMATIONS

VII. ENGINEERING

A. Update on Feasibility Work-1st Street Reconstruction Project
B. Fire Facility Project
   1. Update on Space Needs Analysis
   2. Phase 1 Environmental Assessment

VIII. LEGAL

A. Ordinance 80, Third Series: An Ordinance of the City of Kenyon to Rezone a Parcel of Land owned by Amber Brossard
C. Nuisance Property at 223 Langford Avenue
D. Update on Fire Hall Site Purchase

IX. FINANCIAL

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

X. OLD BUSINESS

A. Update on Trondheim Area Paving - Bigelow

XI. NEW BUSINESS

A. Kenyon Snowdrifters Club Charitable Gambling Donation to Municipal Liquor Store
B. DEED Small Cities Development Application
C. Approve Hiring of Garrick Mallery- Lifeguard

XII. OTHER BUSINESS

A. Schedule of Upcoming Meetings
   1. Regular City Council Meeting: Tuesday, July 14th @ 7:00 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 June 9, 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:
Regular City Council Meeting Minutes of May 12, 2015
May 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 Feasibility Work – 1st Street Reconstruction Project

Televising of the sewer lines is continuing. Roto Rooter is working with the owners of private lines to gain access to televise them, but have had some difficulty gaining access to some private lines. The City Engineer will have more information on the status of the televising and other feasibility work.

Fire Facility Project

Update on Space Needs Analysis

The Fire Facility Committee met on May 28th with the City Engineer and project Architect Corey Brunton and his staff. The Committee discussed what design elements that they would like to see in a new facility. The architect discussed some design elements that he has implemented in other recent projects. Some of his design ideas included wider parking bays, and a tower that could be used to dry hoses and improve building ventilation. This meeting was the first step in gathering information to determine the needs and layout of the new facility. The architect will also consult with the City Administrator and Council during this process. The architect will then summarize this information and provide recommendations for the size and design/layout for the new facility. Further information is contained in the packet.

Phase 1 Environmental Assessment

Please see the information included in your packet. ***MOTION NEEDED***

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

Ordinance 80, Third Series: An Ordinance of the City of Kenyon to Rezone a Parcel of Land Owned by Amber Brossard Parcel ID 66-660-0240 (

The applicant is seeking to have her property rezoned from R-1 (One and Two Family Residential) to A (Agricultural) to allow for limited agricultural use. Her property is adjacent to Ag-zoned property. The property has some outbuildings and is large enough that limited agriculture could be supported. She is requesting the rezoning to allow for a limited amount of chickens to be kept on the property. The property is currently a single family use. Further information is included in the packet.

MOTION NEEDED – ROLL CALL VOTE

Nuisance Property at 223 Langford Avenue

This property contains multiple vehicles including large trucks and other miscellaneous debris. The owner has been cited by the Police Department and given written notice requesting clean-up of the property, but the debris still remains. The next step in the abatement (clean-up) process would be to schedule a public hearing. If the property is not cleaned-up by that time, the City can get a court order to gain access remove the debris.

Update on Fire Hall Site Purchase

Foldcraft is finalizing the purchase agreement. The City Attorney is working on updating the abstract on the property. We are also in the process of getting quotes for the survey. Further information is contained in the summary from the Fire Facility meeting. The City Attorney will provide a brief update at the meeting.

IX. FINANCIAL

May 2015 Treasurer's Report - Consent Agenda Item

Payment of Claims – Consent Agenda Item

X. OLD BUSINESS

Update on Trondheim Area Paving – Bigelow

See e-mail response from Bigelow in the packet.

XI. NEW BUSINESS

Kenyon Snowdrifters Charitable Gambling Donation to Municipal Liquor Store

The Snowdrifters club approved a $3500 donation toward the cost of constructing an access door and materials for an outdoor patio at the Muni. Other details are included in the packet with the Liquor Store manager's monthly report. The estimated cost to construct a door is approximately $3000. The patio would be located on the east side of the building. The patio would be either concrete or brick pavers with some type of fence. The cost of these items will depend on the materials needed. The manager is seeking furniture for the patio from distributors.

In order to meet current year end donation requirements, approval to accept the donation must be made by the Council before June 30, 2015. Final approval for the patio, or design would not need to be made at the council meeting. Liquor Store Manager Matt Bartel will be attending the Council meeting to discuss the patio concept further. ***MOTION NEEDED***

DEED Small Cities Development Application

The EDA has discussed submitting an application to the Small Cities Development Program though the Minnesota Department of Employment and Economic development. The program can provide funding for commercial, residential, and rental rehabilitation projects. The program

allows the City to structure a program to meet its specific needs. The City would need to work with an organization such as CEDA or SE MN Housing and Redevelopment to submit an application. Funding for the program is competitive and it is not uncommon for cities apply two or three times before funding is approved.

Approve Hiring of Garrick Mallery – Lifeguard
Pool Manager, Roxy Rolstad, has requested the approval to hire another lifeguard.
MOTION 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 or require additional information.

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 12th day of May, 2015. The following members were present: Mayor Mike Engel, Council Members, Fred Barsness, Richard Nielsen, Russ Thurmes, and Doug Henke. Also present: Administrator Mark Vahlsing, Engineer Joe Rhein, Attorney Scott Riggs, Administrative Assistant Pam Blow, and Police Chief Sjolander.

CITIZEN COMMENTS

None

ADOPT AGENDA

Motion by Nielsen seconded by Thurmes to adopt the amended agenda as published. Motion carried 5-0-0.

CONSENT AGENDA

Motion by Nielsen seconded by Thurmes to approve the Consent Agenda, which includes payment of check numbers 62736 through 62889; 2346E through 2360E and additional checks 62890 through 62898. Motion carried 5-0-0.

ENGINEERING

Update on Feasibility Work – 1st Street Reconstruction Project

According to City Engineer Rhein, the televising for all the main sewers should be done by the next meeting, and a notice will be sent to gain access to homes with private sewer lines. Rhein commented that this project is more extensive that the 3rd Street project was because there are more homes included in this proposed project area.

Fire Facility Project – Space Needs Analysis

City Engineer Rhein stated that if the city wants to continue with the Fire Facility project, a Space Needs Analysis should be compiled. Then a block diagram of a proposed building can be created. According to Engineer Rhein, he and the architect would meet with the Fire Facility Committee to determine the space needs. The cost of this project, which would include color renderings of the exterior and cost, would be $7,250. Administrator Vahlsing commented that this is the next step in the design development and is not dependent on having a site chosen for the location of the building. Motion by Nielsen, second by Thurmes to authorize the space needs study. Motion carried 5-0-0.

LEGAL

Update on St. Marc Materials – Chris Hanke

Attorney Riggs noted that Mr. Hanke appears to be responding to the terms of the development agreement, and if he complies, there will be no foreclosure.

Approve Lease Agreement for Taco Express (Luis Tellez)

Motion by Engel, seconded by Nielsen to approve the agreement for 2015. Motion carried 5-0-0.

Nuisance Property at 223 Langford Avenue

According to Administrator Vahlsing, there are multiple vehicles and large trucks along with debris at this property. There has been some effort to clean up, and the homeowner has talked to Chief Sjolander regarding this issue. The next step would be a public hearing for abatement and the City would go to court to gain access to the property. Administrator Vahlsing also stated that the owner has made some progress in cleaning up the site, and could be given another month to comply.

Motion by Barsness, second by Henke to table this matter to next month. Motion carried 5-0-0.

Discuss Counter Offer for the Purchase or Acquisition of Real Property for the Fire Hall Located Adjacent to Foldcraft Property at 615 Centennial Dr.; PID 66-375-0040

Attorney Riggs noted that he prepared a resolution approving the purchase agreement for the Foldcraft property. The purchase agreement includes some provisions that were based upon other meetings regarding the purchase of the property. The property description will need to be inserted into the purchase agreement. Attorney Riggs also stated that the legal description has to be approved by the Goodhue County Recorder's Office. Riggs said the City would need to do a minor subdivision to create a separate parcel, and the City would cover the cost of a survey. Mayor Engel commented that the price is reasonable, and Councilman Henke noted that it is a good value. Councilman Barsness agreed and noted that we need to keep moving forward in this process.

Resolution 2015-06: Resolution authorizing the purchase of a portion of Foldcraft Co. Property for the fire hall project

Motion by Nielsen, second by Thurmes to approve Resolution 2015-06. Motion carried 5-0-0.

OLD BUSINESS

Update on Municipal Pool Repairs – Sandblasting & Painting

Administrator Vahlsing said that the pool painting contractor would not be able to start work until around May 18. Starting the painting this late would delay the opening of the pool. Public Works Superintendent Steve Baalson felt it would be better to paint the pool in the fall. Vahlsing will contact the painting contractors and check on pricing and availability to do the work in the fall.

NEW BUSINESS

Approve Hiring of Lifeguards & Pool Manager

Motion by Barsness, second by Henke to approve the hiring of the employees listed on the agenda. Motion carried 5-0-0.

Approve Liquor License FVW Post 141 – Club License

Motion by Thurmes, second by Nielsen to approve the license for the VFW. Motion carried 5-0-0.

Amend Solid Waste Haulers License to Allow Regular Commercial Pickup

Administrator Vahlsing commented that he had received calls from business owners who wished to get quotes from other refuse haulers (besides Waste Management). Vahlsing noted that the license the City has with WM is for residential refuse. As such, the City controls the rates and billing. Commercial refuse isn't covered under the Administrative policy governing solid waste. According to Administrator Vahlsing, Flom Disposal and Gibson Sanitation have requested to amend their current licenses to allow them to provide commercial refuse services.

Motion by Engel, second by Nielsen to authorize commercial solid waste and recycling pickup by Flom Disposal and Gibson Sanitation amending their current licenses. Motion carried 5-0-0.

EDA Land Acquisition – Cemstone Property (Information)

Administrator Vahlsing stated that the EDA discussed the possible acquisition of the Cemstone Property at their April 28th meeting. The company has previously stated that they are interested in selling the site to the EDA and they would be willing to remove the cement plant, and leave the block garage building on the site. The EDA approved making a formal offer on the property. The City Attorney is finalizing the draft purchase agreement.

Request for Outdoor Band on May 30th – Liquor Store
Motion by Barsness, second by Henke to approve the temporary closure of the alley by the Municipal Liquor Store on May 30th for an outdoor band concert. Motion carried 5-0-0.

LMCIT Liability Coverage Waiver Form
According City Attorney Riggs, the Council must decide on an annual basis if the City will elect to waive State statutory limits for liability insurance coverage.
Motion by Engel, second by Thurmes to indicate that the City does not waive liability coverage limits. Motion carried 5-0-0.

Transfer of Fire Department Year End Excess Revenue to Capital Fund
Motion by Barsness, second by Nielsen to approve the transfer of $12,611 to the capital fund and stipulating that any future Fire departmental budget shortages are to be paid from the capital fund and not from the general fund. Motion carried 5-0-0.

Appointment of Council Representative to Planning Commission and Park & Recreation Committee
Motion by Engel second by Nielsen to appoint Councilman Doug Henke as council liaison for the Park & Recreation committee and member of the Planning Commission, replacing Russ Thurmes, effective immediately. Motion carried 5-0-0.

OTHER BUSINESS
Schedule of Upcoming Meetings
Goodhue County Historical Society Board Mtg. at Gunderson House: Monday, May 18th @ 5 p.m.
City Council Meeting: Tuesday, June 9th @ 7 p.m.

COUNCIL AND STAFF GENERAL COMMENTS
Council member Barsness commented that the roses look nice.

Motion Barsness, seconded by Nielsen to adjourn the meeting at 8:00 p.m. Motion carried 5-0-0.

Pam Blow, Administrative Assistant

Michael Engel, Mayor

709 Second Street
Kenyon, MN 55946

City of Kenyon

Phone 507.789.6415
Fax 507.789.5604

Fire Department Facility committee meeting summary
May 28, 2015
6:30 pm
City Hall Conference room

Update on status of Foldcraft site

The Council approved purchasing the Foldcraft site at the May meeting. All conditions for the sale were agreed to by both parties. The City has submitted the final purchase agreement to Foldcraft for final approval. Once signed a closing will be scheduled within 3 or 4 months. During this period normal due diligence including surveys, soil borings, environmental testing will be completed. The final closing date will be dependent on the timing of completing these steps. If

Discuss Space Needs for new fire facility. Joe Rhein City Engineer
Corey Brunton, Brunton Architects.

Now that the preferred site for the facility has been determined the next step in the Fire Hall development process will be the Space Needs Analysis. A memo from the City Engineer summarizing the process is included in the packet. The Space needs are dependent on a specific site and will reflect the needs of the Fire Department. This meeting will be first step in gathering information to determine the needs and layout of the new facility. The architect will also consult with the City Administrator and Council during this process. They will also review previous studies that have been completed to gather any relevant information. The architect will then summarize this information and provide recommendations for the size and design/layout for the new facility.

Preparation of Block Drawings

After the Space Needs are determined the Architect will provide drawings laying out their suggested design for the new facility. The Committee and Council will then have the opportunity to review the drawings. Subsequently modifications will be made based on the comments received. The architect will then provide drawings showing the proposed facility design on the site.

Next steps in process

The remaining steps in the process will be reviewed.

Adjourn

BRUNTON
ARCHITECTS & ENGINEERS
"DESIGNING WITH INTEGRITY, BUILDING ON TRUST"

bruntonarchitects.com

MEETING SUMMARY

PROJECT NAME: Kenyon Fire Station
PROJECT NUMBER: 1480-16
DATE/TIME: May 28, 2015/6:30 pm
RE: Programming/Space Needs Analysis

ATTENDEES:

Mark Vahlsing – City of Kenyon (City Administrator)
Joe Rhein – Bolton & Menk, Inc (Kenyon City Engineer)
Mike Engel – City of Kenyon (Mayor)
John Lee – Kenyon Fire Department (Fire Chief)
Bernie Overby – Township Supervisor
Doug Henke – City of Kenyon (Council Member)
Herb Castle – (Citizen Residential Representative)
Beth Fasnacht – Brunton Architects
Corey Brunton – Brunton Architects
John Nightingale – Brunton Architects

Following is a summary of the items that were discussed at the meeting.

1. Site:
   a. City Council approved Foldcraft site purchase
   b. 3-4 months for closing on site
   c. Geotechnical investigation will need to be completed

2. No Ambulance Bays or support areas

3. Administration/Support Areas:
   a. 30 Fighters (Volunteer)
   b. No sleeping quarters
   c. One shower in Toilets
   d. Private office for Fire Chief
   e. File Room (secure) capacity 5-7 file cabinets, adjacent to Fire Chief – future Office
   f. Open Office (4 workstations)
   g. No Conference Room
   h. Training/Meeting Room – 35 people
   i. SCBA – New cascade system required
   j. Existing Fire Station has one combination washer/dryer – new building prefer separate washer and dryer
   k. Storage (400 sq ft)
   l. Tool bench area
   m. No Locker Rooms
   n. No Fitness Room
   o. Room for a Command Center – EOC (Emergency Operations Center)
   p. Utilize back boards in lieu of gurneys

4. Apparatus Bays:
    a. 10 Bays required
    b. One designated wash bay
    c. Presently 2 tanker trucks
    d. No ladder trucks
    e. Fill station to be both low and overhead
    f. No display for the antique fire truck
    g. Hose tower preferred
    h. Gear Grid included in construction cost

Next meeting tentatively scheduled for mid July to present Block Diagrams.

If you have any questions or corrections about any of the items listed above, please contact the office of Brunton Architects within two days of receipt of this document.

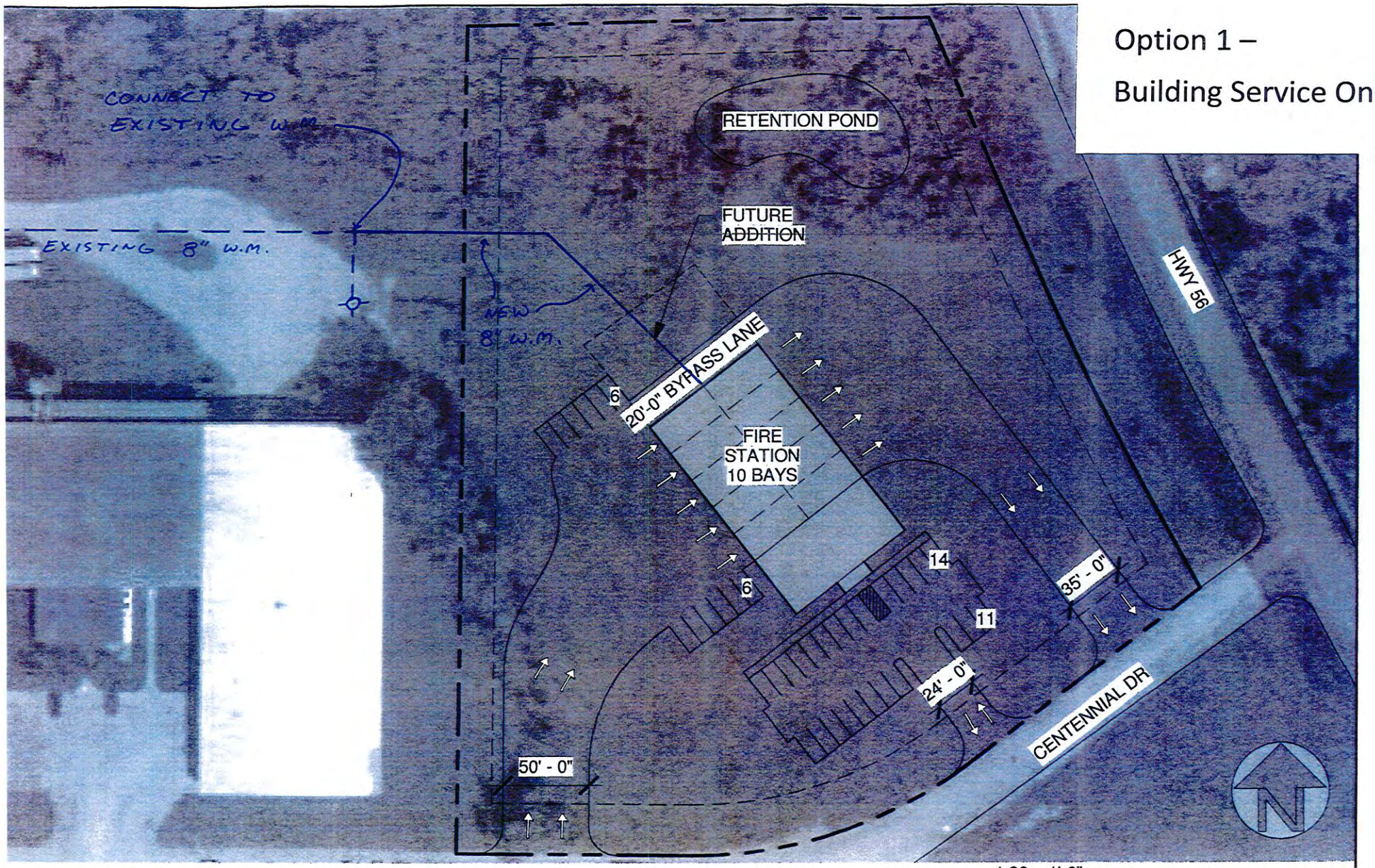
End of Document

brunton architects.com

PH: 507-386-7996 • FAX: 507-386-7992 | 225 Belgrade Avenue • N. Mankato, MN 56003

Option 1 –

Building Service Only



1:80 = 1'-0"

FOLDCRAFT SITE PLAN

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2035 County Road D East • Suite B • Maplewood, MN 55109-5314
Phone (651) 704-9970 • Fax (651) 704-9971
www.bolton-menk.com

MEMORANDUM

Date: May 12, 2015

To: Kenyon City Council
City Administrator Mark Vahlsing

From: City Engineer Joe Rhein

Subject: Fire Station
Space Needs Analysis

Background

In December 2014 the City of Kenyon authorized activities to perform preliminary investigation of potential sites for a new fire station. Three sites were investigated:

- Cemstone
- Foldcraft
- Nielsen Property

The results were presented to the City Council in March 2015. The preliminary activities found the Foldcraft site to be the top-ranked site of the three investigated. The City Council concurred with the findings of the preliminary investigation, and at their April 2015 meeting authorized staff to pursue a purchase agreement for the site.

In order to keep development of the fire station project moving forward, the City Council may also wish to consider the next step in the architectural development. This memo will present the scope and estimated cost associated with that work.

Scope of Work & Estimated Cost

The next architectural work for development of a potential fire station on the Foldcraft site would consist of gathering information from the Fire Committee, performing a space needs analysis, and preparing block diagram options to be considered. Further information on these activities is given in the following paragraphs:

- Space Needs: The space needs for the fire station would be identified, analyzed, and assessed. This process is anticipated to include two meetings with the Fire Committee for discussion and review of the needs. A report of the findings would be prepared and submitted to the City.
- Block Diagrams: Up to three block diagrams will be prepared based on the results of the Space Needs. The block diagrams will be provided to the City in electronic format for review and comment. It is intended that one of the concepts would be selected as the initial preferred layout. The preferred block diagram will then be placed on the Foldcraft site to confirm the adequacy, orientation, and visibility.

The estimated cost to perform the Space Needs and Block Diagrams as described is **$7,250.**

Future Activities

Looking forward, once the space needs analysis is completed and a preferred block diagram has been prepared, the next architectural activities would be to prepare a rendering of the preferred layout, estimate the project cost, and review the information with the City Council. Although authorization for those activities is not being sought at this time, information on those activities is provided below for reference:

- Rendering: Exterior elevations and a colored perspective rendering will be prepared based on the preferred block diagram. The documents will be provided to the City in electronic format for review and comment.
- Statement of Probable Cost: A statement of probable cost will be prepared based upon the preferred layout, elevations, and rendering. This statement will give a preliminary indication of anticipated budget needs. An inflationary factor and construction escalator will be included with the statement of probable cost if construction of the fire station is anticipated in 2016 or later.
- Presentation: A presentation will be made to the City Council to explain, review, and highlight the information generated by the preceding work steps.

If development of a fire station on the Foldcraft site continues beyond those future activities, a portion of the work may be of use in the following phase of architectural work, which would be Schematic Design. Any portion of the work able to be used would help reduce design fees of the Schematic Design phase.

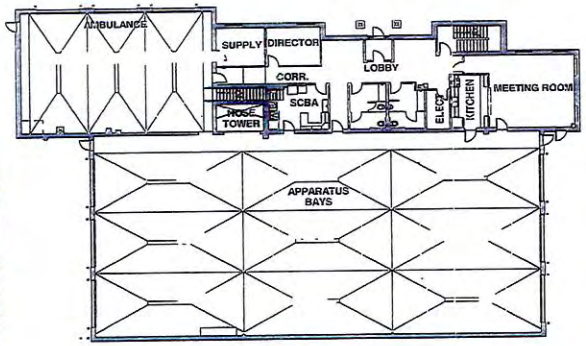
Conclusion

This memo has presented information on the next activities that could be performed for the continued architectural development of a potential fire station on the Foldcraft site in the City of Kenyon. This information is respectfully submitted for consideration. If the City wishes to proceed with the activities, it could direct the City Engineer to do so.

As done during the preliminary site analysis, the architectural work is proposed to be performed by Brunton Architects, acting as a subconsultant to the City Engineer, Bolton & Menk, Inc.

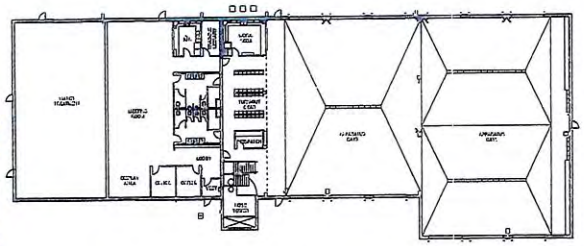
We will be in attendance at the May 12th City Council meeting to discuss the contents of this memorandum. Please contact me at 651-968-7384 or by e-mail at joerh@bolton-menk.com if you have any questions regarding the contents of this memo or if you wish to discuss this matter prior to the meeting.

Jackson Fire Station



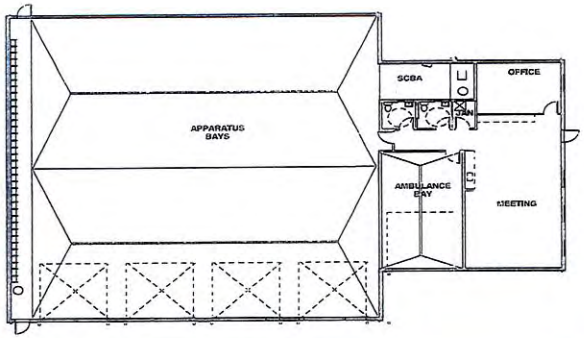
Location:	Jackson, Minnesota
Total Square Feet:	14,984 s.f.
Overall Construction Cost:	$1,885,000
Construction Type:	Precast Concrete Panels
# of Ambulance Bays:	3
# of Apparatus Bays:	9
Completed:	October 2012

Pine City Fire Station



Location:	Pine City, Minnesota
Total Square Feet:	20,000 s.f.
Overall Construction Cost:	$1,650,000
Construction Type:	Precast Concrete Panels
# of Apparatus Bays:	12
Completed:	Spring 2012

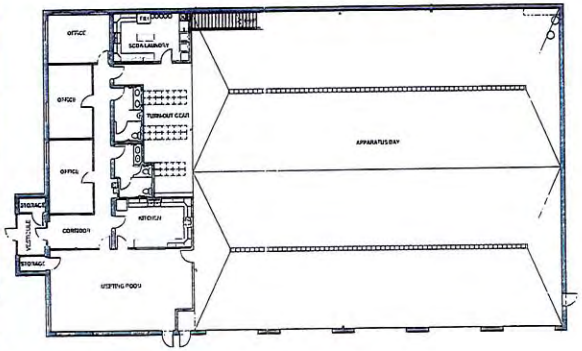
Lewisville Fire Station



Location:	Lewisville, Minnesota
Total Square Feet:	7,568 s.f.
Overall Construction Cost:	$362,153
Construction Type:	Pre-Engineered Wood
# of Ambulance Bays:	1
# of Apparatus Bays:	3
Completed:	2011

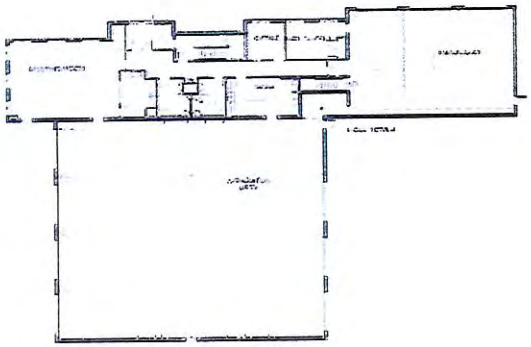
507-386-7996
225 Belgrade Avenue, North Mankato, MN 56003
www.bruntonarchitects.com
BRUNTON
ARCHITECTS & ENGINEERS

Morristown Fire Station



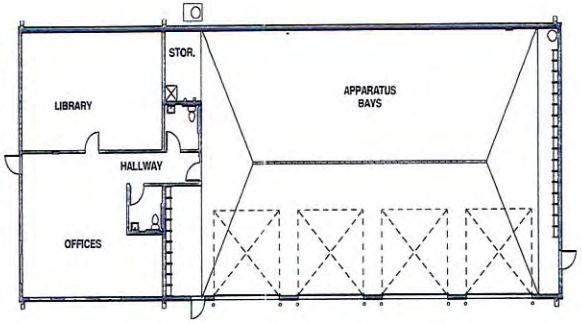
Location:	Morristown, Minnesota
Total Square Feet:	11,324 s.f.
Overall Construction Cost:	Approx. $1,500,000
Construction Type:	Precast Concrete Panels
# of Apparatus Bays:	10
Completed:	Est: Summer 2015

Hinckley Fire Station



Location:	Hinckley, Minnesota
Total Square Feet:	15,116 s.f.
Overall Construction Cost:	Approx. $2,400,000
Construction Type:	Precast Concrete Panels
# of Ambulance Bays:	6
# of Apparatus Bays:	8
Completed:	Est: November 2015

Darfur Fire Station



Location:	Darfur, Minnesota
Total Square Feet:	5,104 s.f.
Overall Construction Cost:	$282,583
Construction Type:	Pre-Engineered Wood
# of Apparatus Bays:	4
Completed:	2010

507-386-7996
225 Belgrade Avenue, North Mankato, MN 56003
www.bruntonarchitects.com
BRUNTON
ARCHITECTS & ENGINEERS

Program

The Program is developed from visiting the existing building and gathering information from the staff.

Determined Needs:

- Meeting/training room to accommodate 35 people.
- Kitchen large enough to cook meals for 35 members.
- Dining area to accommodate (3) three on-call EMTs.
- Offices:
    - Fire Chief
    - Assistant Fire Chief and Training Officer (shared office)
    - Ambulance Director and EMS Coordinator (shared office)
- Sleeping Quarters:
    - (3) Three male quarters to accommodate on-call EMTs
    - (3) Three female quarters to accommodate on-call EMTs
- Locker rooms
- Fitness room
- Laundry/Custodial room
- Commons area
- Ambulance supply and storage room
- Fire supply and storage room
- Hose drying tower
- Decontamination room
- Ambulance Garage
    - (3) Three ambulance stalls
- Fire Apparatus Bays

FIRE / EMS STATION

Space Needs Analysis

Existing Square Footage = 6786

Needed Square Footage = 13544

Percentage of Increase = 99%

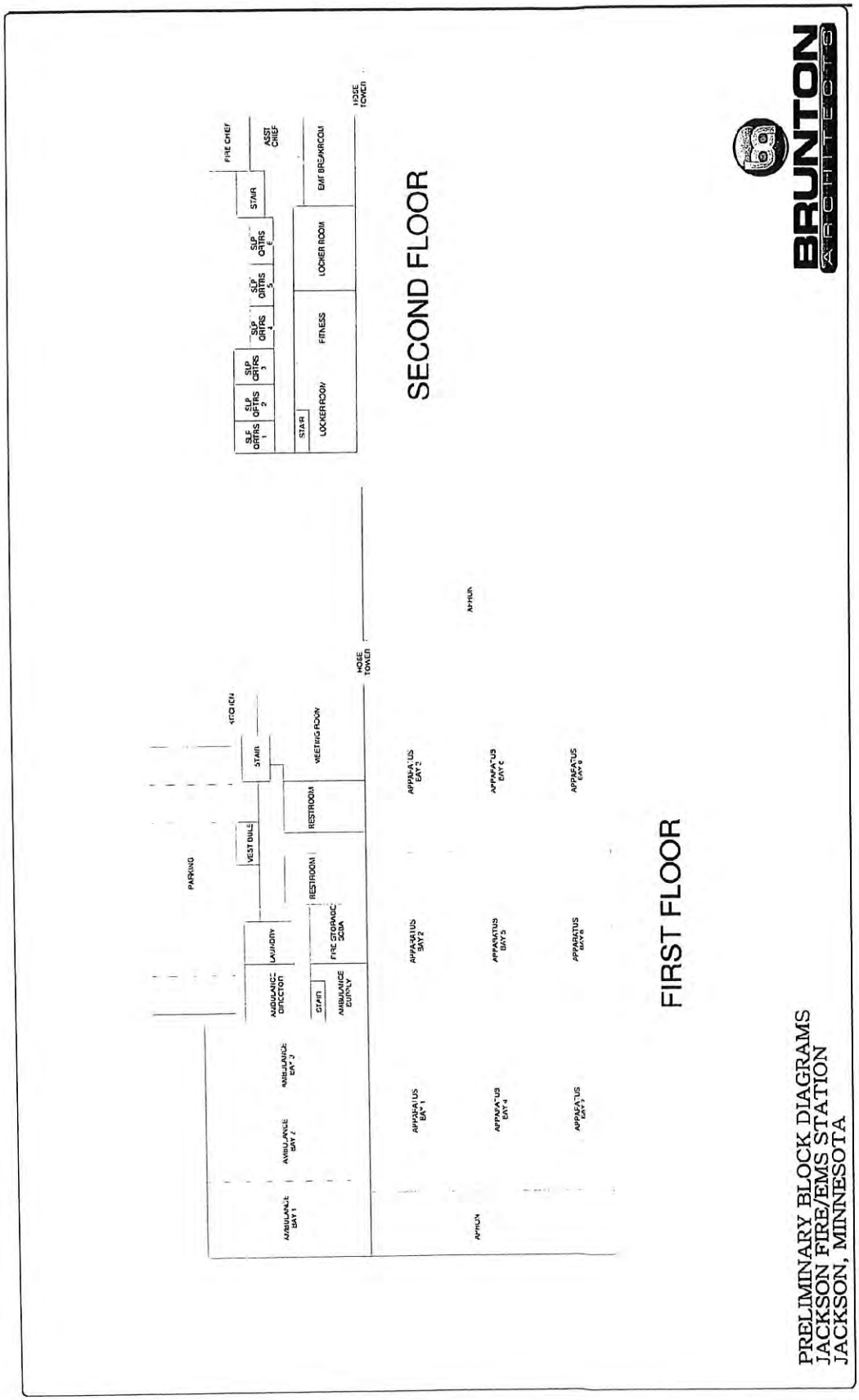
Area	*Square Footage Needed*	*Existing*
Office 1 Fire Chief - One Workstation	120	145**
Office 2 Assistant Fire Chief/ Training Officer - Two Workstations	150	N/A*
Office 3 Ambulance Director/ EMS Coordinator - Two Workstations	150	N/A*
Meeting/Training Room	525 (15 sf/per person x 35 people)	595
Kitchen	120	118
Hose Tower/Decontamination	100	27
Ambulance Storage/Supplies	200	N/A*
Fire Storage/SCBA	200	N/A*
Laundry/ Custodial	150	N/A*
Locker Room/Restrooms w/Showers - Including 3 showers each	600 (2) 15' x 20' rooms	117
Fitness Room	180 (12' x 15')	N/A*
EMT Breakroom/Common Area	200	N/A*
Sleeping Quarters - One single bed and chair in each	384 (6) 8' x 8' rooms	N/A*

Space Needs Analysis cont.

Area	*Square Footage Needed*	*Existing*
Ambulance Garage	2160 (54' x 40')	Included in fire bays
- 3 ambulance stalls - 18' x 40' space per vehicle (3' circulation between)		
Apparatus Bays	7200 (9 bays @ 800/each) 20' x 40'/ each	5486
Restrooms (1 Mens/1 Womens)	240 (120/ each)	18
Mechanical	168 (12' x 14')	N/A*
Total Net Area	**12847 SF**	6570
Add Circulation 20% (less bays) (3487 sf x .20)	**697 SF**	216
Total Building Gross SF	**13544 SF**	6786

*Does not exist in current facility
**Currently only one office for all 5 staff members

FIRE / EMS STATION



BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2035 County Road D East • Suite B • Maplewood, MN 55109-5314
Phone (651) 704-9970 • Fax (651) 704-9971
www.bolton-menk.com

MEMORANDUM

Date: June 9, 2015

To: Kenyon City Council
City Administrator Mark Vahlsing

From: City Engineer Joe Rhein

Subject: Fire Station – Foldcraft Site
Phase I Environmental Assessment

Background

In May 2015 the City of Kenyon authorized purchase of a portion of the Foldcraft site for the potential construction of the new fire station. The purchase was contingent upon the City being able to perform certain investigative activities on the site, including environmental evaluation. This memo will present a description, scope of services, estimated cost and anticipated schedule of the environmental evaluation, for consideration by the City.

Description and Scope - Overview

A Phase I Assessment is typically the first step to assess whether or not the site is likely to be contaminated. A Phase I Environmental Site Assessment is a non-intrusive study that evaluates the potential presence of contamination on a commercial or industrial property.

The Phase I Environmental Site Assessment includes the following main activities:

- Review of historical records.
- Evaluation of past and current site use.
- Field reconnaissance.

Phase I work is performed to ASTM standards. Upon completion of the work, a written report is prepared to document the findings.

The attachment to this memo contains more detailed information on the Phase I Environmental Site Assessment.

If the completed Phase I Assessment determines no further investigation is necessary, then that is the end of the environmental assessment. However, if the probability of contamination is found during the Phase I Assessment, the decision must be made whether to proceed with a Phase II investigation to identify the contamination and define its extent.

Cost

The work for the Phase I Environmental Site Assessment would be performed on an hourly basis, with the final cost based on the actual hours spent. Based on the anticipated scope as described in the attachment to this memo, we believe the work can be completed for less than $5,000. Therefore, if the City wished to proceed with the Phase I Assessment, the appropriate direction would be for work on an **hourly basis not to exceed $5,000.**

Schedule

If the Phase I Environmental Site Assessment were authorized on June 9th, the report could be completed by July 15, 2015.

Conclusion

This memo has presented information on the Phase I Environmental Site Assessment on the portion of the Foldcraft site being purchased by the City of Kenyon. This information is respectfully submitted for consideration.

Bolton & Menk is capable of performing the Phase I Environmental Site Assessment on behalf of Kenyon. If the City wishes to proceed with the work, it could direct the City Engineer.

We will be in attendance at the June 9th City Council meeting to discuss the contents of this memorandum. Please contact me at 651-968-7384 or by e-mail at joerh@bolton-menk.com if you have any questions regarding the contents of this memo or if you wish to discuss this matter prior to the meeting.

Attachment

DESCRIPTION OF PROPOSED PROJECT

We understand the City of Kenyon wishes a site investigation done relative to the possibility of environmental hazards on a portion of 1 parcel totaling approximately 4.00 acres, which is a potential site for a new fire station in Kenyon, MN. A Phase I Environmental Site Assessment will use historical records and a site reconnaissance visit to determine the probability of contamination. The investigations will be conducted to the ASTM E 1527-13 standard and will be subject to all conditions and limitations contained within that standard. The report will include a Vapor Encroachment Screening in accordance with ASTM E2600-10 standard.

SCOPE OF WORK

Bolton and Menk, Inc. (BMI) will complete the following scope of work on this project for the City of Kenyon (Client):

Task I – Phase I Environmental Site Assessment
The Phase I Environmental Site Assessment is the non-intrusive study that evaluates the potential presence of contamination on a commercial or industrial property. A Phase I Assessment is typically the first in a series of phases designed to assess whether the site is likely to be contaminated, and if found, to identify the contamination and define its extent in a Phase II investigation. Often, the series ends with a completed Phase I because it is determined that no further investigation is necessary. This proposal is only for a Phase I Environment Site Assessment.

A. This work shall include:
   1. Obtain and review owner-furnished information, including a site map showing legal property boundaries and Property Identification Number.
   2. Evaluation of past and present uses of the site and surrounding area. Historic site information will be supplemented with a special report by Historical Information Gatherers (HIG).
   3. Research into Activity and Use Limitations (AULs) like environmental liens.
   4. Identification of data gaps.
   5. Comparison of purchase price to fair market value (if the property is being offered at much less than fair market value, this may be a red flag - the property owner may want to sell at a lower price to be rid of a property with environmental hazards).
   6. Site reconnaissance visit to assess the site conditions.
   7. Interviews with past and current property owners (or neighbors, if owners are not available), if possible.
   8. Vapor encroachment screening to ASTM 2600-10 standard.
   9. Preparation of a written report.

Any additional meetings or services would be considered extra work. These additional meetings will only be called with Client approval.

This work does not cover the existence or non-existence of the following conditions: asbestos, radon, lead-based paint, wetlands, air quality, or mold.

ASSUMPTIONS

This proposal is based upon the following additional assumptions:

A. This Phase I Environmental Site Assessment will be conducted based on the ASTM E 1527-13 standard ("Standard"). A Vapor Encroachment Screening to ASTM E2600-10 standard will be included as part of the Phase I report.
B. Client will provide BMI the following information: any specialized knowledge about the property previously disclosed to Client, including but not limited to maps, real estate disclosure statements, title history, together with contact information for former property owners.
C. BMI will use Historical Information Gatherers (HIG) to locate information from federal and state records.
D. Client will provide BMI a property identification number and a legal description if BMI does not already have such information. The legal description and property identification number are needed to use HIG to locate records.
E. BMI will conduct the site visit/visual inspection of the property, interviews with current, previous, or adjacent property owners, and a review of current and historical sources about the property and the surrounding area.
F. If the Phase I indicates likelihood of hazardous contamination on the site, a Phase II investigation may be required. A Phase II investigation is not included in this proposal.
G. If the presence of hazardous substances is confirmed during a subsequent Phase II investigation, and further characterization is required, a Phase III assessment and/or remedial action may be required. A Phase III assessment and remedial action are not included in this proposal.
H. Phase I Environmental Site Assessment Report will be certified to "the City of Kenyon" (as Client) by BMI in accordance with and only to the extent specifically required by the Standard. Client agrees that its use of the Phase I Environmental Site Assessment shall be with full acknowledgment of the limited purposes contemplated for such Phase I Assessments as per the Standard or as may be otherwise limited in our final Assessment Report for specific site conditions; and, further, that use of the Assessment for purposes not in accordance or appropriate to the Standard shall be at full and sole risk of the Client at no liability to BMI.
I. Client acknowledges that services are being provided for sole benefit of the Client and convey no rights to third parties. Extension of any certification by BMI upon request by Client to any third parties shall be at sole discretion of BMI and may require additional fee.
J. Acceptance of special certification language, not explicitly described in this Proposal or required by the Standard, shall be at sole discretion of BMI and, to the extent that such special certification extends the liability of BMI beyond that required by the Standard, BMI may charge such additional fees, beyond the originally agreed fee and third party fees, as BMI deems appropriate for assuming additional risk.

DELIVERABLES

Tasks I. Deliverables will be up to 2 hard copies and up to 5 CDs of the completed Phase I Environmental Site Assessment report for the property.

FEES

The above-described work will be completed as follows:

TASK	FEE BASIS	COST
I. Phase I Environmental Site Assessment	Hourly, Not to Exceed	$5,000

SCHEDULE

Upon receiving your authorization we will immediately request the historic information research from HIG. The Phase I report will take approximately 1 month to prepare.

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

CITY OF KENYON
APPLICATION FOR ZONING REQUEST

Street Address of Property: 902 2nd St

Parcel Identification Number: 66- 660-0240

Legal Description of Property: 2.66 acres on east end of town creek running through property

Applicant Name: Amber Brossard Owner: (Yes) No

Address: 902 2nd St.
Kenyon, MN 55946

Phone: 507-271-4698

Type of Zoning Request:

X Rezoning
_____ Conditional Use Permit
_____ Review of Zoning Administrator
_____ Other – Describe: _____

Description of Request: Rezoning from R1 to Agriculture

Reason for Request: To allow limited agricultural use, such as a small flock of laying hens.

Present Zoning Classification: R1 Current Use of Property: _____

Has this request been previously sought for this property? _____ When? _____

Amber Brossard 5/14/15
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. _____

PLANNING COMMISSION
NOTICE OF PUBLIC HEARING

The Kenyon Planning Commission will conduct a public hearing in the Council Chambers of City Hall on Monday, June 1, 2015, at 6:00 p.m. to review a proposal to amend the Comprehensive Plan and rezone a parcel of land owned by Amber M. Brossard at 902 2nd Street described as follows:

> Parcel ID 66-660-0240: Sect-04 Twp-109 Range-018 UNPLATTED LAND 2.66 AC DOC#620513 PT OF SE1/4 OF SE1/4 SEC 4-109-18 0.69 AC HWY EASE ID#16-0580-01300

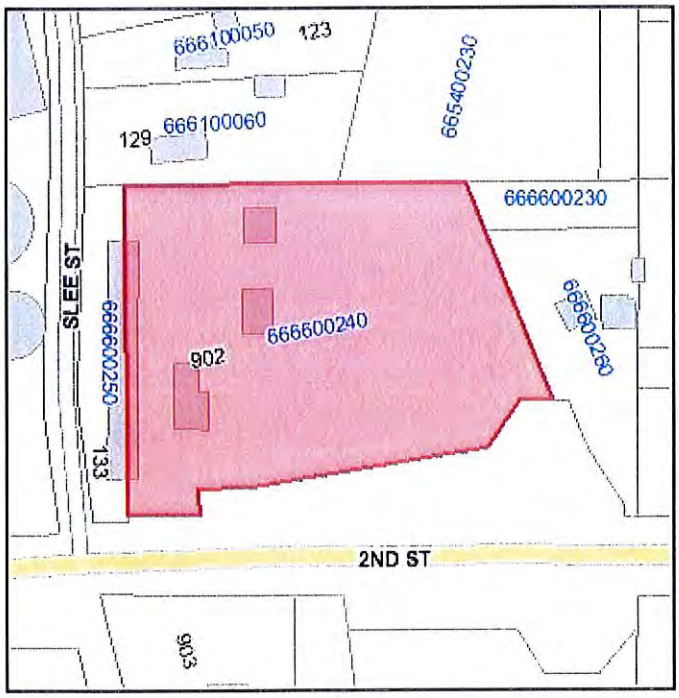
This parcel of property is proposed to be rezoned from R-1 (One and Two Family Residential) to A (Agricultural) to allow for limited agricultural use.

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: May 15, 2015
Mailed: May 15, 2015
Publish: May 20, 2015



Kenyon Parcel Report

Report Creation Date: 5/15/2015

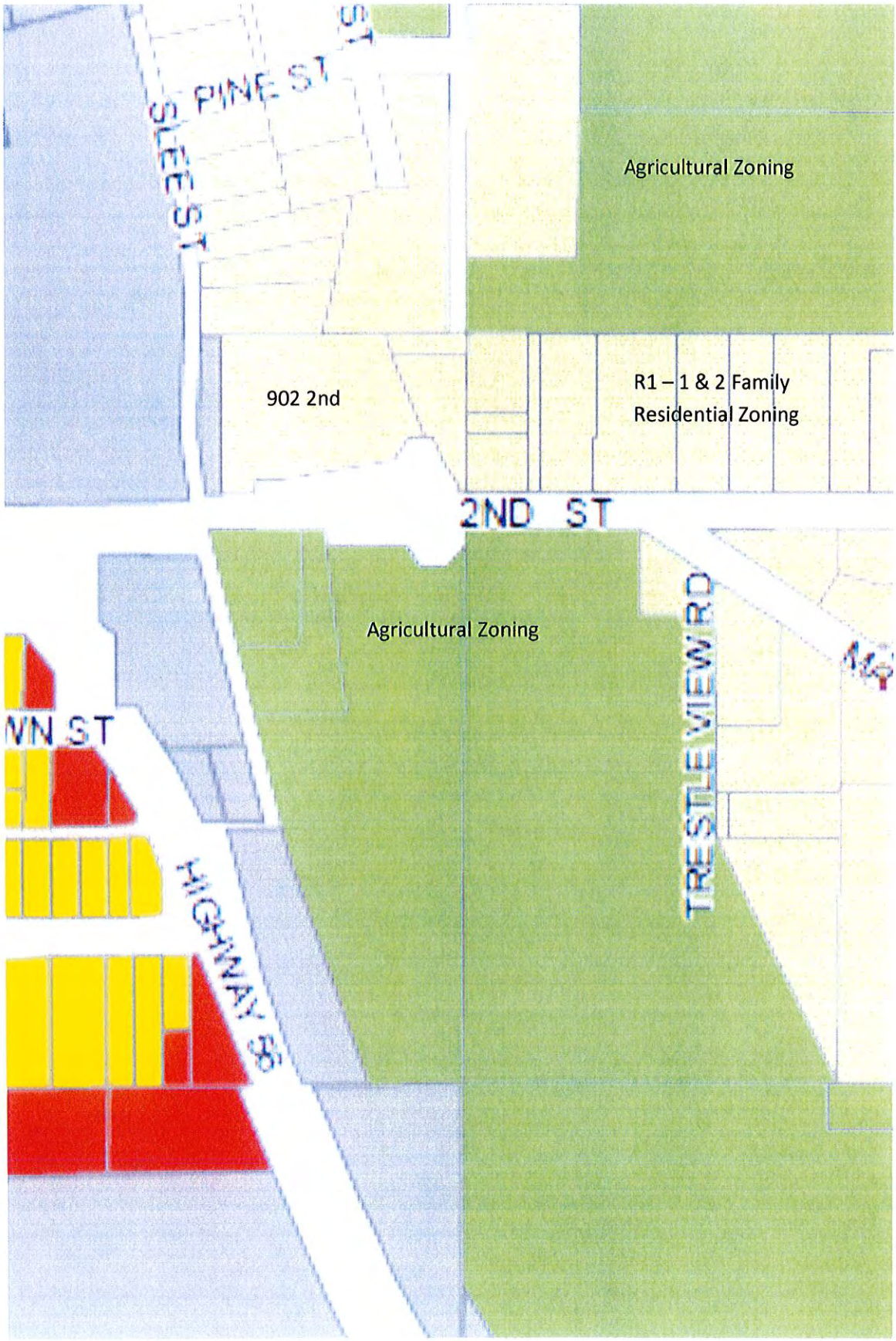
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.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

Parcel ID: 666600240
Parcel Address: 902 2ND ST
KENYON, MN 55946
Deeded Acres: 2.66
Sect-Twp-Rng: 04 - 109 - 018
Lot - Block:
Township/City: KENYON CITY

Taxpayer Name: AMBER M BROSSARD
Taxpayer Name2:
Taxpayer Address: 902 2ND ST
KENYON, MN 55946

Abbreviated Legal Description:

Sect-04 Twp-109 Range-018 UNPLATTED LAND 2.66 AC DOC#620513 PT OF SE1/4 OF SE1/4 SEC 4-109-18 SEE INDEX CARD 101 0.69AC HWY EASE ID# 16-0580-01300


PINE ST
Agricultural Zoning
902 2nd
R1 – 1 & 2 Family
Residential Zoning
2ND ST
Agricultural Zoning
TRESTLE VIEW RD
HIGHWAY 8

PLANNING COMMISSION
RESOLUTION 2015-01
CITY OF KENYON
COUNTY OF GOODHUE
STATE OF MINNESOTA

RESOLUTION RECOMMENDING REZONING OF A PARCEL OF LAND OWNED BY AMBER BROSSARD FROM R-1 (ONE AND TWO FAMILY RESIDENTIAL) TO A (AGRICULTURAL)

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

WHEREAS, Amber Brossard (the "Applicant") is the fee owner of the property located at 902 2nd Street in the City of Kenyon, Goodhue County, Minnesota, legally described as:

Parcel ID 66-660-0240: Sect-04 Twp-109 Range-018 UNPLATTED LAND 2.66 AC DOC#620513 PT OF SE1/4 OF SE1/4 SEC 4-109-18 0.69 AC HWY EASE ID#16-0580-01300; and

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

WHEREAS, this matter was reviewed at a public hearing conducted by the Planning Commission at its meeting on June 1, 2015; 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 R-1 (One and Two Family Residential) to an A (Agricultural) 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 R-1 (One and Two Family Residential) to A (Agricultural) be granted by the Kenyon City Council with the following conditions:

   i. No more than 6 chickens that must be stored in a structure and not roaming.

   ii. No Roosters.

   iii. No animal slaughtering.

   iv. Two llamas or sheep will be allowed to be kept on the property for 2-3 weeks up to four times a year.

   v. No other livestock, or foul allowed to be kept on the property

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 1st day of June, 2015, by the Kenyon Planning Commission.

Donald Woodward, Chairman
Planning Commission

ATTEST:

Mark R. Vahlsing
City Administrator

ORDINANCE 80, THIRD SERIES

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

Parcel ID 66-660-0240: Sect-04 Twp-109 Range-018 UNPLATTED LAND 2.66 AC DOC#620513 PT OF SE1/4 OF SE1/4 SEC 4-109-18 0.69 AC HWY EASE ID#16-0580-01300 Located at 902 2nd Street

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

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 June 1, 2015, 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:

Parcel ID 66-660-0240: Sect-04 Twp-109 Range-018 UNPLATTED LAND 2.66 AC DOC#620513 PT OF SE1/4 OF SE1/4 SEC 4-109-18 0.69 AC HWY EASE ID#16-0580-01300 and Located at 902 2nd Street be rezoned from R-1 (One and Two Family Residential) to A (Agricultural) with the following conditions:

1. No more than 6 chickens that must be stored in a structure and not roaming.
2. No Roosters.
3. No animal slaughtering.
4. Two llamas or sheep will be allowed to be kept on the property for 2-3 weeks up to four times a year.
5. No other livestock, or foul allowed to be kept on the property

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 9th day of June, 2015.

_____
Michael Engel
Mayor

ATTEST:

_____
Mark R. Vahlsing
City Administrator

Mark R. Vahlsing

Subject: FW: Trondheim Streets

From: Tony [mailto:Tony@bigelowhomes.net]
Sent: Thursday, May 14, 2015 1:12 PM
To: Mark R. Vahlsing
Subject: RE: Trondheim Streets

Mark

Joel met with our banker (Minnwest Bank) again last week to request some funds to get this done and got turned down. He is out today, but I know he is working at getting the money lined up to do this. I have to call Pat at BMI and let him know our status as well, but am waiting for Joel to give the go ahead. We can't ask Pat to start work until we have the money in hand. We have some, but not all.

I will work on getting a solid answer to you soon. We are going to get this done somehow and soon.

June Liquor Store Update

- The Kenyon Snow Drifters have shown interest in donating a door for the east side of the building. This would cover a large portion of the cost of a future patio. L&M Construction gave me an estimate for removing the north window on the east wall and replacing it with a 36" door and a Handicap accessible ramp, the estimate was $2956. The Snow Drifters will donate $3500 to cover this and some materials for outside. This is a great opportunity for us to explore the idea of a small patio. I think I could get a couple volunteers to help me with the installation of a fence to also keep the cost down if approved.

Thank You, Matt Bartel

L&M Construction Company

Josh Lerfald & Greg Mills
1156 Mantorville Rd
Kenyon, MN 55946

Mitty

Estimate

Date	Estimate #
5/31/2015	295

License # BC672239

Name / Address
Kenyon Liquor Store 645 2nd St Kenyon, MN 55946

Description	Total
Install new 36" door in replace of window Install interior landing with a 8' ramp Install 42" high walls on one side of ramp Install handrail and trim	2,956.00

Thanks we look forward to working with you!	**Total** $2,956.00

Josh Lerfald 507-251-4948 Greg Mills 507-351-0079 lmconstruction89@gmail.com

SHARE THIS

DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

Community Development Funding

Our Small Cities Development Program helps cities and counties with funding for housing, public infrastructure and commercial rehabilitation projects.

Projects must meet one of three federal objectives:

- Benefit people of low and moderate incomes
- Eliminate slum and blight conditions
- Eliminate an urgent threat to public health or safety

In addition, need, impact and cost effectiveness must be documented and the general public must be involved in the application process.

Cities with fewer than 50,000 residents and counties with fewer than 200,000 residents are eligible.

Overview **Apply** **Manuals & Forms** **Consolidated Plans** **Rehab Guides** **Contacts**

Overview

Eligible Projects

State program rules subdivide grant funds into three general categories:

1) Housing Grants - Funds are granted to local units of government, which, in turn, lend funds for the purpose of rehabilitating local housing stock. Loans may be used for owner-occupied, rental, single-family or multiple-family housing rehabilitation. Loan agreements may allow for deferred payments or immediate monthly payments. Interest rates may vary, and loan repayments are retained by grantees for the purpose of making additional rehabilitation loans. In all cases, housing funds must benefit low- and moderate-income persons.

2) Public Facility Grants - Funds are granted for wastewater treatment projects, including collection systems and treatment plants; wells, water towers and distribution systems.

3) Comprehensive Grants - Comprehensive projects frequently include housing and public facility activities described above. In addition, comprehensive projects may include an economic development activity, which consists of loans from the grant recipient to businesses for building, rehabilitation related to facade improvements, code violations, and health and safety issues. The most common economic development activity is rehabilitation of local commercial districts.

Maximum Available

The maximum grant award for a Single Purpose project is $600,000. The maximum grant award for a Comprehensive project is $1.4 million.

Other Funds Required

The amount of other funds required varies and is contingent upon the project type. However, the amount of leveraged resources plays a significant role in determining whether the project is funded.

Terms

The timeline to complete projects is normally 30 months, depending on project size and scope.

2015 Grant Awards

- List of 2015 Project Awards
- Map of 2015 Project Awards

2014 Grant Awards

2015 SCDP Applications Recommended for Approval

Applicant	Region	Project Type	Amount
Fosston	1	Housing	$124,570
Karlstad	1	Housing	$506,000
Oslo	1	Public Facilities	$600,000
Plummer	1	Housing	$502,000
Akeley	2	Public Facilities	$310,000
Bemidji	2	Housing	$387,500
Roosevelt	2	Comprehensive	$235,175
Waubun	2	Public Facilities	$600,000
Cloquet	3	Comprehensive	$885,500
International Falls	3	Comprehensive	$628,677
Lake County/Knife River	3	Housing	$283,500
Moose Lake	3	Comprehensive	$537,000
Elbow Lake	4	Housing	$470,000
Fergus Falls	4	Housing	$446,550
Rothsay	4	Housing	$178,620
Browerville	5	Comprehensive	$251,390
Clarissa	5	Comprehensive	$1,032,000
Crosby	5	Housing	$435,100
Ironton	5	Comprehensive	$628,400
Grove City	6E	Public Facilities	$600,000
Hutchinson	6E	Housing	$364,359
New London	6E	Comprehensive	$417,804
Stewart	6E	Housing	$351,594
Appleton	6W	Comprehensive	$591,250
Dawson	6W	Comprehensive	$419,382
Mora	7E	Comprehensive	$651,590
Hendricks	8	Housing	$141,820
Redwood Falls	8	Housing	$600,000
Westbrook	8	Housing	$425,500
Amboy	9	Comprehensive	$368,000
Madelia	9	Comprehensive	$637,260
Sleepy Eye	9	Comprehensive	$684,080
St. Peter	9	Housing	$350,000

Albert Lea	10	Housing	$483,640
Harmony	10	Housing	$182,400
Plainview	10	Comprehensive	$853,532
Winona	10	Housing	$449,500
TOTAL			**$17,613,693**

2014 SCDP APPLICATIONS RECOMMENDED FOR APPROVAL			
APPLICANT	**REGION**	**PROJECT TYPE**	**AMOUNT**
Badger	1	Housing	$223,104
Crookston	1	Housing	$350,000
Oklee	1	Housing	$379,500
Climax	1	Public Facilities	$320,000
Oslo	1	Comprehensive	$399,280
Akeley	2	Housing	$345,000
Kelliher	2'	Public Facilities	$600,000
Mahnomen	2	Comprehensive	$552,000
Beaver Bay	3	Housing	$425,250
Deer River	3	Comprehensive	$772,875
Cook County	3	Comprehensive	$350,175
Grand Rapids	3	Comprehensive	$615,552
Breckenridge	4	Housing	$459,600
Campbell	4	Housing	$286,800
Chokio	4	Housing	$342,000
Glenwood	4	Housing	$249,750
Herman	4	Public Facilities	$320,000
Backus	5	Comprehensive	$410,000
Riverton	5	Comprehensive	$309,500
Verndale	5	Comprehensive	$645,880
Sacred Heart	6E	Public Facilities	$600,000
Clara City	6W	Comprehensive	$613,295
Princeton	7E	Comprehensive	$370,300
Sartell	7W	Housing	$395,000
Jeffers	8	Housing	$487,900
Luverne	8	Comprehensive	$941,760
Mountain Lake	8	Comprehensive	$890,900
Tracy	8	Comprehensive	$740,900
Arlington	9	Housing	$262,194
Lewisville	9	Public Facilities	$576,000
Gaylord	9	Comprehensive	$598,086
Vernon Center	9	Comprehensive	$678,500
Austin	10	Housing	$497,200
Wanamingo	10	Housing	$552,521
Red Wing	10	Comprehensive	$683,184
TOTAL			**$17,244,006**