AGENDA
CITY COUNCIL MEETING
July 12, 2016

Recite Pledge of Allegiance

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

II. CITIZEN COMMENTS

III. ADOPT AGENDA

IV. CONSENT AGENDA

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

V. **APPROVAL OF MINUTES

A. City Council Work Session Minutes of June 14, 2016
B. City Council Meeting Minutes of June 14, 2016

VI. PRESENTATIONS/PUBLIC HEARINGS RECOGNITIONS/PROCLAMATIONS

A. Legislative Update by Senator Matt Schmit

VII. ENGINEERING

A. Update on 1st Street Reconstruction Project
    1. Pay request #3 – Heselton Construction - $115,272.69
B. Update on Fire Facility Project
C. Northridge Drive Sewer Main Replacement

VIII. LEGAL

A. Update on Property Abatement at 411 Bullis St.
B. Ordinance Opting-Out of the Requirements of MN Statutes, Section 262.359 dealing with Temporary Family Health Care Dwellings

IX. FINANCIAL

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

X. OLD BUSINESS

A. Amy Repinski for Hiawathaland Transit
    1. Resolution 2016-17: Resolution Committing Support to Provide Public Transportation
B. Proposed Changes to City Code Section VII – Public Utilities
    1. Ordinance 81, Third Series: An Ordinance Amending Section 705 as to the Wastewater Treatment of the City of Kenyon

C. Change August 9, 2016 Council Meeting Date
D. Engagement Letter for Interim Financing for Fire Facility

XI. NEW BUSINESS

A. Resolution 2016-18: Resolution of Adoption of Election Judges for 2016
B. Goodhue County "Nielsen Park" Development Master Plan
C. Donation for Landscaping in Veterans' Park
D. Appointments to Park & Recreation Committee
E. Rose Fest Requests
    1. Street Dance Permit - Municipal Liquor Store
    2. Parade Permit
    3. Port-a-Potty Payment
    4. Street Closures
    5. Sidewalk Vendors on 2nd St.
    6. 2nd Annual Kenyon Fire Dept. 5K Run/Walk Route Approval
    7. Donation to Cannon Valley Shriners Club - $250

XII. OTHER BUSINESS

A. Schedule of Upcoming Meetings
    1. City Council Meeting: August – TBD
    2. SEMLM Meeting: Wednesday, July 27th in Pine Island

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 July 12, 2016
Attached please find the agenda and related materials for Tuesday's meeting.

I. CALL TO ORDER AND ROLL CALL

II. CITIZEN COMMENTS

III. ADOPT AGENDA

MOTION NEEDED

IV. CONSENT AGENDA

The Consent Agenda contains the following items for approval:
City Council Work Session Minutes of June 14, 2016
Regular City Council Meeting Minutes of June 14, 2016
June 2016 Treasurer's Report
Payment of Claims

MOTION NEEDED

V. APPROVAL OF MINUTES

Consent Agenda Item

VI. PRESENTATIONS/PUBLIC HEARINGS

Legislative Update by Senator Matt Schmit

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

Update on 1st Street Reconstruction Project
The City Engineer will provide an update on the status of the project.

Pay request #3 - Heselton Construction - $115,272.69
MOTION NEEDED

Update on Fire Facility Project
The USDA has concurred with the low bidder and bidding process for the project. A memo with more specific information is included in the packet from the City Engineer.

Northridge Drive Sewer Replacement
Up to 100 feet of 8" clay Sewer Main is need of replacement along Northridge Drive. The City has received a quote from Schumacher Excavating and B & B Excavating to replace the line. A map showing the approximate location of the sewer main and the quote are included in the meeting packet.
MOTION NEEDED

VIII. LEGAL

Update on Property Abatement at 411 Bullis St.
Chief Sjolander and I are still working with the occupants of the house to conduct an inspection with a Goodhue County building official. The City Attorney will provide further information at the Council Meeting.

Ordinance Opting-out of the Requirements of MN Statutes, Section 262.3593

The 2016 State Legislature passed a new law that allows temporary housing structures in residential area for health reasons. The new law would preempt local zoning ordinances. The new law is explained in a memo from the City Attorney. The legislature gave City's the authority to opt out of the new law. After reviewing the law and its implications it would be a good idea for the City to opt out of the law. This would give Kenyon more regulatory control over this type of temporary housing.

MOTION MAY BE NEEDED

IX. FINANCIAL

June 2016 Treasurer's Report – Consent Agenda Item

Payment of Claims – Consent Agenda Item

X. OLD BUSINESS

Amy Repinski – Three Rivers Community Action - Hiawathaland Transit

Amy will provide an update on the status of the survey and efforts to add transit services to the Kenyon and Wanamingo Communities.

Resolution 2016-17: Resolution Committing Support to Provide Public Transportation

Amy Repinski will attend the Council meeting to review the results of the transit survey conducted in Kenyon and Wanamingo. The survey results are included in the meeting packet. *80%* of the survey respondents indicated they would utilize transit services if they were available. In order to proceed with the MNDOT transit program grant application, the resolution is required. If funding from the program is approved by the State, Kenyon and Wanamingo would be committed to paying for 20% of the cost of the transit vehicle. The estimated cost for a new bus is $74,000. Of that cost 80% ($59,200) would be paid by the grant and the remaining amount ($14,800) would split approximately 2/3 Kenyon and 1/3 Wanamingo. This would equate into an approximate cost to the City of $9860 toward the bus cost. Further information is contained in the meeting packet.

MOTION NEEDED

Proposed Changes to City Code Section VII – Public Utilities

As discussed at the June Council meeting. A redlined copy of Sections 705.05 and 705.07 of the City Code is included in the packet. These sections of the code cover requirements of connecting to the City Sewer system. The proposed amendments would require residents to hook-up by November 1 on both Sections of the Code. These changes would make the Sections consistent.

Ordinance 81, Third Series: An Ordinance Amending Section 705 as to the Wastewater Treatment of the City of Kenyon

MOTION NEEDED – Roll Call Vote

Change August 9, 2016 Council Meeting Date

MOTION MAY BE NEEDED

Engagement Letter for Interim Financing for Fire Facility

George Eilertson of Northland Securities will attend the meeting to review the temporary financing for the Fire hall project. The City will need to issue interim financing in the amount of $2,900,000 to cover project costs. After the project is completed, the USDA will provide permanent financing. There will be no payments during the construction period, but there will be small interest charges. The interest rate for the interim financing will be 0.75% which will equal $21,750. The engagement letter in the meeting packet with Northland will need to be approved in order to move ahead with the interim financing. This financing will need to be approved at the August Council meeting. A memo is

included in the packet. The memo also discusses options for refinancing the City Hall bond. At this time I would not recommend pursuing any refinancing of this debt. Since the Fire hall bond repayment will not start until 2019, re-financing the City Hall debt can be reviewed in 2017 or 2018.
MOTION NEEDED

XI. NEW BUSINESS

Resolution 2016-18: Resolution of Adoption of Election Judges for 2016
MOTION NEEDED

Goodhue County "Nielsen Park" Development
Goodhue County Public Works Director Greg Isacson will be conducting a Master Planning process for the land donated by the Harold Nielsen Estate. The County is looking for a representative from the City to attend a strategic planning meeting to gain information for the Master Planning Process. The goal of the process will be to develop a plan for the future park. A map of the area is included in the meeting packet.
MOTION MAY BE NEEDED

Donation for Landscaping in Veterans' Park
Councilmen Henke and representatives of the Veterans will be attending the Council meeting to discuss a landscaping plan for the Veterans' Park off of Highway 56. The plan would include the planting of rose bushes and other plants. Benches and pavers and other items would be included in the landscaping plan. The Veterans are seeking donations toward the cost of the project. This would be a very good project for the Municipal Liquor Store to make a donation. It is common for Muni's to make donations toward projects in their communities. The Liquor Store manager fully supports making a donation in the amount of $300-$500 toward the project. A donation from the Muni would require approval from the City Council. A diagram is of the plan is included in the packet.
MOTION NEEDED

Appointment to Park & Recreation Committee
The City has received two applications from persons interested in serving on the Park Board. They are included in the packet.
MOTION NEEDED

Rose Fest Requests
See items that need approval in meeting packet.
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 Work Session was duly held in the City Hall Council Chambers on the 14th day of June, 2016. The following members were present: Mayor Mike Engel, Council members, Fred Barsness, John Mortensen, Richard Nielsen, and Doug Henke. Also present: City Administrator Mark Vahlsing, Fire Chief John Lee, City Engineer Joe Rhein, Corey Brunton and Stephen Myslajek of Brunton Architects.

Mayor Engel called the work session to order at 5:30 p.m.

Review Results of Bid Opening for Fire Hall Facility

City Engineer Rhein noted that there were thirteen bidders. One company subsequently withdrew its bid after a major error was discovered on their bid forms. The engineer's estimated construction cost for the project was $2.3 million. All twelve remaining bids were less than the engineer's estimate. Prices for four alternates were also reviewed from each bidder. Councilman Barsness asked if the City Engineer or project architect had checked references on the low bidders. Mr. Brunton noted that Mohs Construction is highly reputable firm and has done other large projects. He also noted that his firm has not worked with Schwab LLC. He stated that they have been in business for many years. Mr. Brunton commented that he has also worked with J.D. Driver. Mayor Engel noted that Mohs Construction has been in business for ten years, Schwab LLC in business for many years, and J.D. Driver for about twenty years. Engineer Rhein noted that the contractor needs to be responsible and responsive, and only a real "red flag" would preclude the City from accepting a bid. Rhein also noted that the USDA will have to sign off on the low bidder.

Review Alternates

Corey Brunton reviewed the four alternates: Alternate #1 – Flagpoles with integral lighting (LED on top of pole). Includes three poles with internal halyards, lighting and concrete base. Based upon the construction estimates, the cost would be about $4,000 per pole. Councilman Barsness commented that he would like to see the flagpoles instead of the entrance building treatment because the flags show respect.

Alternate #2 – Entrance would be included in the roof system with lighting on top with columns. If this option is not selected, the building will be flat across the front. Engineer Rhein and Architect Brunton noted that a simple canopy could be added later for an entry treatment.

Alternate #4 – Adhered Roof: Mr. Brunton noted that the real difference with the adhered roof will be in the area of maintenance. He explained that when high winds blow over a flat-roofed building, they can move the rock around. This can leave portions of the roof membrane exposed which can lead to leaks developing. The rock is the ballast that holds the roof membrane down. According to Mr. Brunton, a fully adhered roof is glued – the insulation and rubber are glued down. Roofs with rock ballast require visual inspections several times per year. Mayor Engel asked if the adhered roof has greater longevity, and Brunton noted that there is a 20 year warranty on either roof, but commented that it is easier to find a leak on a fully adhered roof. Mayor Engel commented that a roof with rock ballast can harbor vegetation over time. Councilman Barsness commented that he thinks an adhered roof is the better option.

Alternate #6 – Wall Finish for Panels: Mr. Brunton noted that the precast companies would use actual brick for the lower portion of the wall panel, rather than a form liner. The brick are snapped into the form. Mr. Brunton showed a sample of the wall treatment for the panels. They would have brick on the bottom, the middle would be exposed aggregate, and the top would be sand blasted. If this alternate is chosen, the entire wall would be in the sand blast finish. Engineer Rhein noted that

the wall panel finish must be done now; it can't be changed later. Administrator Vahlsing noted that he recommends leaving the panel finish as bid with the three layers of finishes.

The Council reviewed the alternates. Mayor Engel stated that it sounds like the Council prefers Alternate #1 – Flagpoles, and Alternate #4 – Adhered roofing would be the best options. According to Engineer Rhein, Mohs Construction would be the apparent low bidder for the base bid and Alternate #1 & #4 at a cost of $2,113,900. The acceptance of the bid and award of the contract would be contingent on USDA approval.

Engineer Rhein noted that the unit price curb work doesn't need to be decided now, but the Council can consider this after construction begins.

According to Rhein, subsequent to USDA approval, a preconstruction meeting could be held in late July with the contractor. Mr. Brunton noted that there is some uncertainty for the precast product. It would likely be October or November before the panels would be made. The building will be set and enclosed within two weeks when the panels are done. An extended final completion would go into the spring. Brunton recommended that one lift of asphalt be put on the parking lot and drive areas before winter. The building has a one year warranty from the substantial completion date.

With contingency, engineering, and other costs, the facility would have a final price tag of $2.5 to $2.6 million. Mr. Brunton noted that the contingency is not a part of the bid price and is used for unanticipated expenses.

Fire Chief John Lee noted that the department is looking at options for the gear grids used in storing their turnout gear.

There being no further business, the meeting was adjourned at 6:55 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 14th day of June, 2016. The following members were present: Mayor Mike Engel, Council Members, Fred Barsness, Richard Nielsen, Doug Henke and John Mortensen. Also present: Administrator Mark Vahlsing, Engineer Joe Rhein, Attorney Scott Riggs, Police Chief Lee Sjolander, and Administrative Assistant Pam Blow.

CITIZEN COMMENTS

Shawn Seiter, who resides at 20 Forest Street, addressed the council regarding water issues; specifically, water runoff coming from the alley and into his yard and sidewalk. Mr. Seiter mentioned that snow melt coming from the alley freezes onto his sidewalk, causing breaking up of the cement. Administrator Vahlsing noted that last year, he and Engineer Rhein went to the property to investigate this issue. Administrator Vahlsing advised Mr. Seiter to file an insurance claim and get estimates for repairs. Engineer Rhein will look at the slope in the alley to see if there is a solution. Councilman Barsness suggested that the gravel alley could be re-graded.

ADOPT AGENDA

Add: / XI / New Business / K / Authorize Hiring of Natalie Haugen at the Liquor Store. Motion by Mortensen second by Nielsen to approve the agenda as amended. Motion carried 5-0-0.

CONSENT AGENDA

Motion by Henke second by Nielsen to approve the Consent Agenda, which includes payment of check numbers, 64872 through 65018; 2577E through 2594E; and additional checks 65054 through 65066. Motion carried 5-0-0.

ENGINEERING

Update on 1st Street Reconstruction Project

According to City Engineer Rhein, all utility and concrete work has been completed. The gravel base has been nearly installed and the Contractor has said they will complete the first lift of paving next week. Within two weeks the sod should be installed. The final lift of pavement should be installed before August 1, 2016.

Pay Request #2 – Heselton Construction - $188,263.61

Engineer Rhein recommended approval of the pay request for the 1st Street project. Project area resident Richard Westphal mentioned that there is a stop sign missing in the project area going east on 1st Street at Forest Street. Engineer Rhein will mention this to the contractor.
Motion by Henke, second by Mortensen to approve the pay request in the amount of $188,263.61. Motion carried 5-0-0.

Update on Fire Facility Project

Further Review of Plans and Specifications

Engineer Rhein noted that the council reviewed the bids and alternates at a work session earlier in the evening. The bids were opened on June 8, 2016. 13 bids were received; however, one bidder withdrew his bid due to an error. The bids were all within ten percent of each other. The 4 alternates included were: Alternate #1 – Flag poles with lighting; Alternate #2 – Entrance treatment; Alternate #4 – Fully adhered roof system; Alternate #6 – Exterior wall panel finish. Engineer Rhein explained why the numbering of the alternates was not changed from the original plans. The USDA has authorized the City to proceed with the bid opening.

When the council reviewed the bids at the work session earlier in the evening, they reached the

conclusion that Alternate #1 and Alternate #4 should be included, along with the base bid.

Resolution 2016-16: A Resolution Accepting Bid for the Fire Facility Construction Project

Motion by Engel, second by Nielsen to approve Resolution 2016-16, accepting Mohs Construction's base bid and Alternate #1 Flag poles with lighting and Alternate #4 Fully Adhered roof system, contingent on approval of the bid by USDA Rural Development. Motion carried 5-0-0. The notice of the bid award will be issued after approval by the USDA. Engineer Rhein suggested that possibly work could begin around August 1, 2016.

Patching & Overlay Project Quotes for Portions of 7th Street and Forest Street

Based on City Attorney instructions from the May Council meeting, a second quote was received from LaCanne Paving for the project. According to Engineer Rhein, after reviewing both quotes, BMI is most favorable. City Engineer Rhein reviewed a memo comparing the two paving quotes. He suggested that a contingency amount be approved to allow for additional patching if needed.

Motion by Mortensen, second by Nielsen to approve the quote from BMI for the project, including City staff authorizing $6,000 additional patching and $2,000 subgrade correction for a total not to exceed $45,000. Motion carried 5-0-0.

LEGAL

Property Abatement at 411 Bullis St.

Chief Sjolander noted that the PD assisted with executing a search warrant at 411 Bullis Street approximately one month ago. At that time, he noticed the house was in poor condition and the outside area was in severe disarray. Attorney Riggs noted that the city had the property cleaned up about two years ago, and it may now constitute a hazardous building. Mayor Engel commented that there are back taxes and assessments due on the property. He also noted that there were illegal activities going on there in close proximity to the school. Chief Sjolander commented that it seems as though walls have been erected inside the house, and thought perhaps a building inspection would be in order. Attorney Riggs said that an Administrative Search warrant could be obtained to examine the property more closely. Administrator Vahlsing stated that due to the existing conditions of the house and property and the recent suspected activities there the structure may have to be torn down. According to Riggs, there are reasons to move forward with some type of abatement, and any costs would be assessed to the property.

OLD BUSINESS

Amy Repinski for Hiawathaland Transit

Ms. Repinski was not in attendance.

NEW BUSINESS

730 2nd Street – Joe Kidder – Request to Lease or Purchase City-owned Land behind Apartment building for Resident Parking

According to Administrator Vahlsing, Mr. Kidder would like to buy the parcels adjacent to his property, but a lease might be more realistic. He would like the formal right to use the City-owned area for parking for his tenants. Attorney Riggs recommended a Limited Use Agreement, which would allow Mr. Kidder to use the property, and Kidder would have to provide liability insurance as part of the use agreement. Attorney Riggs stated that this type of agreement can be open-ended, and can be cancelled in a short amount of time.

Motion by Mortensen, second by Nielsen to prepare a Limited Use Agreement for one to two years, with Mr. Kidder paying the costs of preparing the agreement. Motion carried 5-0-0.

Proposed Changes to City Code Section VII – Public Utilities

Administrator Vahlsing is recommending changes to two sections of the City code based upon what was previously discussed by the Council during the 3rd Street Project. At that time the Council discussed revising the deadline for residential properties to connect to the public sewer. For Section 705.05 – Waste Disposal: Administrator Vahlsing would like to update the code to be consistent with what was approved for the 3rd Street Project. At that time, the council approved the connection of resident's sewer service to the public sewer by November 1st of the year that the public sewer is operational, rather than within ten days as the code is written.

The other change recommended by Administrator Vahlsing is to Section 705.07 – Private Wastewater Disposal. Vahlsing created two options for changes; either amend 705.07; Subd. 5, or create a new subparagraph to clarify the connection requirements when a public sewer becomes available to a property that has private wastewater disposal (septic system). Administrator Vahlsing is recommending that the connection to the public sewer be made within 30 days, rather than 10 days as is stated in the City Code. Mayor Engel stated that these items would be discussed further at the July Council meeting.

Proposed Revisions/Corrections to Personnel Policy

Administrator Vahlsing reviewed several revision that need to be made to the Personnel Policy. These changes are being recommended so that the Personnel Policy reflects current practices in health insurance benefits and other areas.
Motion by Engel, second by Henke to approve the changes as submitted. Motion carried 5-0-0.

Depot Park Liquor Request for June 26, 2016

Motion by Barsness, second by Nielsen to approve the liquor permit for Richard Westphal on June 26, 2016. Motion carried 5-0-0.

Public Works Superintendent Retirement / Transition Plan

According to Administrator Vahlsing, Steve Baalson, Public Works Superintendent, plans to retire after January 1, 2017. The Personnel Committee has discussed transition plans, and has recommended that Wayne Ehrich be appointed as interim Public Works Superintendent. Both current full-time employees were considered by the Personnel Committee. The committee felt that Mr. Ehrich would be a good long term fit for the position. Since he was hired, he has been learning the Superintendent's duties and working on procuring a wastewater operator's license. Administrator Vahlsing noted that there is not a set date for Baalson's retirement. Councilman Henke asked what this interim appointment was based upon. According to Administrator Vahlsing, when the last hiring of a public works employee was done, it was with the idea that the new hire would be trained to move into Baalson's position. The recommendation of the Personnel Committee was made to keep moving forward for the transition.

According to Attorney Riggs, the council has the latitude to fill the position from within the department, or advertise it. Councilman Henke requested that other staff in the department be questioned as to whether they are interested in the position as well.

City Buildings Cleaning Services Contract

According to Administrator Vahlsing, two quotes were received for cleaning services. Motion by Barsness, second by Mortensen to approve the quote from "Maid it Clean". Motion carried 5-0-0.

Change August 9, 2016 Council Meeting Date

Motion by Barsness, second by Nielsen to table this matter to the July meeting. Motion carried 5-0-0.

LMCIT Liability Coverage Waiver Form
Motion by Engel, second by Mortensen to not waive the liability coverage limits. Motion carried 5-0-0.

Resignation of Jill Paulson from Fire Department
Motion by Engel, second by Barsness to accept Jill Paulson's resignation. Motion carried 5-0-0.

Appointment to Park & Recreation Committee
Motion by Nielsen, second by Henke to appoint Elizabeth Engel and Jen Hanson to the Park & Recreation Committee. Motion carried 5-0-0.

Authorize Hiring of Natalie Haugen at the Municipal Liquor Store
Motion by Henke, second by Mortensen to approve the hiring of Natalie Haugen. Motion carried 5-0-0.

OTHER BUSINESS
Schedule of Upcoming Meetings
City Council Meeting: Tuesday, July 12th @ 7 p.m.

COUNCIL AND STAFF GENERAL COMMENTS
Administrator Vahlsing commented that he is excited about the Fire Hall project. Councilman Henke noted that this is a big step forward for the City.

Motion Nielsen, seconded by Henke to adjourn the meeting at 8:50 p.m. Motion Carried 5-0-0.

Pam Blow, Administrative Assistant

Michael Engel, Mayor

LEAGUE OF MINNESOTA CITIES

CONNECTING & INNOVATING
SINCE 1913

Memorandum

To: Mayors of Minnesota Cities

From: Gary Carlson, Director, Intergovernmental Relations, League of Minnesota Cities

Date: June 29, 2016

Re: League of Minnesota Cities Legislators of Distinction for 2016

Senator Matt Schmit, who represents your city at the state legislature, has been selected as a League of Minnesota Cities Legislator of Distinction for 2016. The League's Board of Directors recognized a total of 31 legislators this year, including 15 House members and 16 Senate members, for their actions and leadership on a wide variety of legislative issues of importance to cities across our state. The enclosed letter describes the specific reasons your legislator was chosen for this recognition. A copy of this letter was sent to your legislator several days ago.

Please share this recognition with your city council and the public at your next council meeting. We also encourage you to share this information with your local newspaper. Publicly acknowledging legislators for their support of city-friendly legislation helps to continue strengthening the partnership between state and local government officials in Minnesota.

If you have any questions, please feel free to contact Laura Ziegler, Senior IGR Liaison at the League of Minnesota Cities at liaison@lmc.org, (651) 281-1267, or toll-free at 800-925-1122. To read the complete list of all 31 legislators who received this designation, see the *Cities Bulletin* article online at www.lmc.org/lod.

Thank you, in advance, for your consideration and your support of the League's Legislators of Distinction recognition program.

Enclosure

145 UNIVERSITY AVE. WEST
ST. PAUL, MN 55103-2044

PHONE: (651) 281-1200 FAX: (651) 281-1299
TOLL FREE: (800) 925-1122 WEB: WWW.LMC.ORG

LEAGUE OF MINNESOTA CITIES

CONNECTING & INNOVATING
SINCE 1913

June 24, 2016

The Honorable Matt Schmit
3411 Minnesota Senate Bldg.
95 University Avenue W.
St. Paul MN 55155

Dear Senator Schmit,

On behalf of our 832 member cities, I want to thank you for your efforts this past legislative session and to recognize you as a League of Minnesota Cities Legislator of Distinction for 2016.

League staff and member city officials appreciate your accessibility and consultation with us on legislation affecting cities. Thank you for your strong leadership in propelling the broadband funding bill and League-supported broadband policy language forward. You hard work to increase broadband access and future-resilient policy is greatly appreciated. Furthermore, thank you for being accessible to League staff and consulting with staff on issues before the legislature that could impact city operations.

Our members know that in order to be successful in serving our common constituents, state and city officials must work together as partners to reach solutions that meet the unique needs of rural, suburban, and urban communities all across Minnesota. City leaders also understand that without the support of legislative leaders like you, this state-local partnership would not be possible.

To acknowledge your contributions last session, mayors of each city in your legislative district will receive notification of your recognition. A press release will also be issued to media in your area. City officials and League staff look forward to continuing to work with you in the future.

Sincerely,

Rhonda Pownell

Rhonda Pownell
Councilmember, City of Northfield
President, League of Minnesota Cities

Enclosure

145 UNIVERSITY AVE. WEST
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MEMORANDUM

Date: July 7, 2016

To: Kenyon City Council
City Administrator Mark Vahlsing

From: City Engineer Joe Rhein

Subject: First Street Project Update

This memo provides a brief update of activities on the First Street project over the past month.

Summary of Construction Activities

- All utility work, concrete work (curbing, sidewalk, and driveway aprons), and gravel base work for the street is completed.
- Paving the first layer of bituminous surfacing (2" thick) was done June 21st.
- Boulevard sodding began June 22nd and was substantially completed by June 24th.
    - Sod maintenance flyers were provided by the Contractor, and were distributed to the project properties on June 30th. A copy of the flyer is attached.
- A project inspection was performed June 28th, and a punch list was issued to the contractor on June 29th.
- Paving the second layer of bituminous surfacing (1.5" thick) is scheduled for July 13th.
- For reference, the project substantial completion date per the contract is July 29th.

Payment Request

- The third payment request for the contractor has been prepared and is provided to the City Council for consideration at the July 12th meeting. The amount of the request is $115,272.69.

We will be present at the City Council meeting on July 12th to review this information. If discussion is desired in advance of the meeting, please contact me at 651-968-7384 or joerh@bolton-menk.com.

Dahle Sod Farm
407 4th ST NW
Morristown, MN 55052

KENTUCKY BLUEGRASS MAINTENANCE

Taking good care of your lawn often requires no more work than taking poor care of it. A lawn that is properly mowed, fertilized and watered has far fewer problems. A well kept lawn also remains dense and attractive, providing you much more enjoyment and environmental benefits.

WATER NEEDS

New Sod requires 1 inch every other day. About an hours worth in each spot with the average sprinkler. DSF does water with a truck, but we appreciate help from the homeowners. After 30 days 1 inch per week is sufficient.

MOWING

New Sod can be safely mowed about 2 weeks after installation, or until rooted tightly in. Optimum mowing height is 1 ½ to 2 inches for a high quality lawn. (First mowing should be at 3 Inches - about as high as the average mower can be adjusted) Mow regularly with a sharp mower. Never remove more than 1/3 of the shoot growth at one mowing. Most homeowners tend to set their mowers too low.

FERTILIZATION

Fertilize twice a year, spring and fall, with a complete fertilizer containing nitrogen, phosphate and potassium. 20-10-10 or similar number analysis is recommended. You will need about 50 lbs for the average city lawn.

CONTRACTOR'S PAY REQUEST **FIRST STREET IMPROVEMENT PROJECT** **CITY OF KENYON, MN** **BMI PROJECT NO. N15.109279**	**DISTRIBUTION:** CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$430,659.69
TOTAL, COMPLETED WORK TO DATE	$378,783.73
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$378,783.73
RETAINED PERCENTAGE (5%)	$18,939.19
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$359,844.55
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$244,571.86
PAY CONTRACTOR AS ESTIMATE NO. 3	$115,272.69

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Heselton Construction, LLC
680 N.W. 24th Street
Faribault, MN 55021

By _____ V.P.
Name Title

Date 7/7/16

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 1960 PREMIER DRIVE, MANKATO, MN 56001.

By _____, CITY ENGINEER

Date 7-7-16

APPROVED FOR PAYMENT:
OWNER:

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 3

FIRST STREET IMPROVEMENT PROJECT

CITY OF KENYON, MN

BMI PROJECT NO. N15.109279

WORK COMPLETED THROUGH 7/1/2016

ITEM NO.	ITEM	UNIT PRICE	AS BID			PREVIOUS ESTIMATE			COMPLETED TO DATE		
			ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT
PART 1 - SANITARY SEWER											
1	MOBILIZATION	$6,000.00	1	LS	$6,000.00	0.75	LS	$4,500.00	1.00	LS	$6,000.00
2	TRAFFIC CONTROL	$3,620.00	1	LS	$3,620.00	0.75	LS	$2,715.00	0.75	LS	$2,715.00
3	TEMPORARY ROCK CONSTRUCTION ENTRANCE	$725.00	1	EA	$725.00	1	EA	$725.00	1.00	EA	$725.00
4	CLEARING & GRUBBING	$540.00	6	TREE	$3,240.00	14	TREE	$7,560.00	14.00	TREE	$7,560.00
5	REMOVE SEWER PIPE (SANITARY)	$3.50	72	LF	$252.00	99	LF	$346.50	99.00	LF	$346.50
6	REMOVE MANHOLE	$310.00	3	EA	$930.00	3	EA	$930.00	3.00	EA	$930.00
7	SANITARY SEWER BYPASS	$2,245.00	1	LS	$2,245.00	1	LS	$2,245.00	1.00	LS	$2,245.00
8	CONNECT TO EXISTING SANITARY PIPE	$640.00	4	EA	$2,560.00	4	EA	$2,560.00	4.00	EA	$2,560.00
9	CONNECT TO EXISTING SEWER SERVICE	$115.00	21	EA	$2,415.00	9	EA	$1,035.00	9.00	EA	$1,035.00
10	4" SDR-26 SANITARY SEWER SERVICE	$34.00	703	LF	$23,902.00	648.6	LF	$22,052.40	648.60	LF	$22,052.40
11	8" SDR-35 SANITARY SEWER PIPE	$25.00	965	LF	$24,125.00	1005	LF	$25,125.00	1,005.00	LF	$25,125.00
12	12" SDR-35 SANITARY SEWER PIPE	$44.50	72	LF	$3,204.00	145	LF	$6,452.50	145.00	LF	$6,452.50
13	IMPROVED PIPE FOUNDATION	$2.80	1740	LF	$4,872.00	721	LF	$2,018.80	721.00	LF	$2,018.80
14	8"x4" SDR-26 SANITARY SEWER WYE	$144.00	21	EA	$3,024.00	17	EA	$2,448.00	17.00	EA	$2,448.00
15	CONSTRUCT MANHOLE - 48"	$1,725.00	4	EA	$6,900.00	4	EA	$6,900.00	4.00	EA	$6,900.00
16	CONSTRUCT MANHOLE OVER EXISTING PIPE - 48"	$2,035.00	2	EA	$4,070.00	2	EA	$4,070.00	2.00	EA	$4,070.00
17	CASTING ASSEMBLY, SANITARY	$555.00	6	EA	$3,330.00	6	EA	$3,330.00	6.00	EA	$3,330.00
18	EXPLORATORY EXCAVATION	$250.00	20	HR	$5,000.00	6	HR	$1,500.00	6.00	HR	$1,500.00
PART 2 - WATER SYSTEM											
19	CONNECT TO EXISTING WATER MAIN - 6"	$721.00	2	EA	$1,442.00	2	EA	$1,442.00	2.00	EA	$1,442.00
20	CONNECT TO EXISTING WATER MAIN - 2"	$840.00	1	EA	$840.00	1	EA	$840.00	1.00	EA	$840.00
21	REMOVE WATER MAIN PIPE	$5.85	10	LF	$58.50	5	LF	$29.25	5.00	LF	$29.25
22	6" DIP WATERMAIN, CL. 52	$55.25	66	LF	$3,646.50	62	LF	$3,425.50	62.00	LF	$3,425.50
23	WATERMAIN OFFSET	$113.30	40	LF	$4,532.00	0	LF	$0.00	0.00	LF	$0.00
24	6" GATE VALVE & BOX	$1,362.00	1	EA	$1,362.00	1	EA	$1,362.00	1.00	EA	$1,362.00
25	WATERMAIN FITTINGS	$7.85	245	LB	$1,923.25	245	LB	$1,923.25	245.00	LB	$1,923.25
26	CUT IN 6" X 6" CROSS	$1,600.00	1	EA	$1,600.00	1	EA	$1,600.00	1.00	EA	$1,600.00
27	2" CORPORATION STOP	$505.00	1	EA	$505.00	1	EA	$505.00	1.00	EA	$505.00
28	2" WATER SERVICE	$42.00	45	LF	$1,890.00	35	LF	$1,470.00	35.00	LF	$1,470.00
29	ADJUST VALVE BOX	$160.00	2	EA	$320.00	2	EA	$320.00	2.00	EA	$320.00
PART 3 - STORM SEWER											
30	REMOVE SEWER PIPE (STORM)	$8.50	146	LF	$1,241.00	113	LF	$960.50	113.00	LF	$960.50
31	REMOVE MANHOLE (STORM)	$285.00	1	EA	$285.00	1	EA	$285.00	1.00	EA	$285.00
32	REMOVE CATCH BASIN	$285.00	4	EA	$1,140.00	4	EA	$1,140.00	4.00	EA	$1,140.00
33	12" RCP STORM SEWER, CLASS 5	$41.25	78	LF	$3,217.50	72	LF	$2,970.00	72.00	LF	$2,970.00
34	15" RCP STORM SEWER, CLASS 5	$42.50	10	LF	$425.00	10	LF	$425.00	10.00	LF	$425.00
35	18" RCP STORM SEWER, CLASS 5	$44.90	29	LF	$1,302.10	18	LF	$808.20	18.00	LF	$808.20
36	30" RCP STORM SEWER, CLASS 3	$61.70	20	LF	$1,234.00	0	LF	$0.00	0.00	LF	$0.00
37	4" DRAINTILE	$18.00	40	LF	$720.00	50	LF	$900.00	50.00	LF	$900.00
38	ADJUST CATCH BASIN CASTING	$200.00	3	EA	$600.00	5	EA	$1,000.00	5.00	EA	$1,000.00
39	ADJUST FRAME & RING CASTING	$305.00	1	EA	$305.00	0	EA	$0.00	0.00	EA	$0.00
40	CONNECT TO EXISTING STORM PIPE	$715.00	4	EA	$2,860.00	4	EA	$2,860.00	4.00	EA	$2,860.00
41	CONNECT DRAIN TILE TO CATCH BASIN	$310.00	4	EA	$1,240.00	2	EA	$620.00	2.00	EA	$620.00
42	CONST DRAINAGE STRUCTURE DES. 4020-60"	$1,995.00	1	EA	$1,995.00	1	EA	$1,995.00	1.00	EA	$1,995.00
43	CONST DRAINAGE STRUCTURE DES. R-1 (2'X3')	$1,045.00	2	EA	$2,090.00	2	EA	$2,090.00	2.00	EA	$2,090.00
44	CASTING ASSEMBLY, STORM	$655.00	3	EA	$1,965.00	3	EA	$1,965.00	3.00	EA	$1,965.00
PART 4 - STREET IMPROVEMENTS											
45	REMOVE BITUMINOUS	$2.20	5242	SY	$11,532.40	4933	SY	$10,852.60	4,933.00	SY	$10,852.60
46	REMOVE CURB & GUTTER	$2.60	2675	LF	$6,955.00	2752	LF	$7,155.20	2,752.00	LF	$7,155.20

Partial Pay Estimate No.: 3

FIRST STREET IMPROVEMENT PROJECT
CITY OF KENYON, MN
BMI PROJECT NO. N15.109279
WORK COMPLETED THROUGH 7/1/2016

ITEM NO.	ITEM	UNIT PRICE	AS BID ESTIMATED QUANTITY		AS BID ESTIMATED AMOUNT	PREVIOUS ESTIMATE ESTIMATED QUANTITY		PREVIOUS ESTIMATE ESTIMATED AMOUNT	COMPLETED TO DATE ESTIMATED QUANTITY		COMPLETED TO DATE ESTIMATED AMOUNT
47	REMOVE CONCRETE DRIVEWAY PAVEMENT	$7.60	77	SY	$585.20	87.7	SY	$666.52	87.70	SY	$666.52
48	REMOVE CONCRETE WALK	$0.67	3817	SF	$2,557.39	3427.3	SF	$2,296.29	3,427.30	SF	$2,296.29
49	SAWING BITUMINOUS PAVEMENT	$2.25	237	LF	$533.25	85	LF	$191.25	250.00	LF	$562.50
50	SAWING CONCRETE PAVEMENT	$3.50	265	LF	$927.50	60	LF	$210.00	60.00	LF	$210.00
51	COMMON EXCAVATION (EV) (P)	$10.80	2330	CY	$25,164.00	2000	CY	$21,600.00	2,330.00	CY	$25,164.00
52	SUBGRADE EXCAVATION (EV)	$6.90	233	CY	$1,607.70	0	CY	$0.00	0.00	CY	$0.00
53	GEOTEXTILE FABRIC	$1.15	6381	SY	$7,338.15	6344	SY	$7,295.60	6,344.00	SY	$7,295.60
54	TOPSOIL BORROW (LV)	$24.45	100	CY	$2,445.00	0	CY	$0.00	0.00	CY	$0.00
55	AGGREGATE BASE CL 5	$11.35	3288	TON	$37,318.80	3069.19	TON	$34,835.31	3,746.69	TON	$42,524.93
56	STABILIZING AGGREGATE	$14.60	420	TON	$6,132.00	0	TON	$0.00	0.00	TON	$0.00
57	CONCRETE DRIVEWAY PAVEMENT (6")	$58.15	108	SY	$6,280.20	0	SY	$0.00	170.10	SY	$9,891.32
58	CONCRETE DRIVEWAY PAVEMENT (8")	$71.00	16	SY	$1,136.00	0	SY	$0.00	26.70	SY	$1,895.70
59	CONCRETE CURB & GUTTER, DES. B624	$15.20	2688	LF	$40,857.60	2762	LF	$41,982.40	2,762.00	LF	$41,982.40
60	TYPE SP 9.5 WEARING COURSE (SECOND LIFT)	$59.00	479	TON	$28,261.00	0	TON	$0.00	0.00	TON	$0.00
61	TYPE SP 9.5 WEARING COURSE (FIRST LIFT)	$59.00	640	TON	$37,760.00	0	TON	$0.00	591.22	TON	$34,881.98
62	BITUMINOUS TACK COAT	$2.20	264	GAL	$580.80	0	GAL	$0.00	0.00	GAL	$0.00
63	4" CONCRETE WALK	$5.10	3148	SF	$16,054.80	0	SF	$0.00	3,335.80	SF	$17,012.58
64	6" CONCRETE WALK	$9.70	748	SF	$7,255.60	0	SF	$0.00	873.00	SF	$8,468.10
65	TRUNCATED DOMES	$34.55	112	SF	$3,869.60	0	SF	$0.00	112.00	SF	$3,869.60
66	INLET PROTECTION	$154.00	9	EA	$1,386.00	10	EA	$1,540.00	10.00	EA	$1,540.00
67	SODDING, TYPE LAWN	$6.05	3410	SY	$20,630.50	0	SY	$0.00	2,525.00	SY	$15,276.25
68	SILT FENCE	$3.25	273	LF	$887.25	0	LF	$0.00	0.00	LF	$0.00
69	RAPID STABILIZATION METHOD 3	$1.65	1450	SY	$2,392.50	0	SY	$0.00	0.00	SY	$0.00
70	STREET SWEEPER	$137.00	20	HR	$2,740.00	10	HR	$1,370.00	13.00	HR	$1,781.00
71	WATER FOR DUST CONTROL	$47.00	10	MGAL	$470.00	0	MGAL	$0.00	0.00	MGAL	$0.00
72	SALVAGE AND REINSTALL STREET SIGN	$215.00	10	EA	$2,150.00	0	EA	$0.00	1.00	EA	$215.00
ALTERNATE BID A											
A-1	REMOVE CONCRETE DRIVEWAY PAVEMENT	$8.30	21	SY	$174.30	0	SY	$0.00	23.08	SY	$191.56
A-2	REMOVE CONCRETE WALK	$0.80	175	SF	$140.00	0	SF	$0.00	175.00	SF	$140.00
A-3	COMMON EXCAVATION (P)	$12.30	57	CY	$701.10	0	CY	$0.00	97.77	CY	$1,202.57
A-4	AGGREGATE BASE CL 5	$13.80	51	TON	$703.80	0	TON	$0.00	51.00	TON	$703.80
A-5	CONCRETE DRIVEWAY PAVEMENT (6")	$58.15	36	SY	$2,093.40	0	SY	$0.00	47.61	SY	$2,768.52
A-6	CONCRETE DRIVEWAY PAVEMENT (8")	$71.00	22	SY	$1,562.00	0	SY	$0.00	11.11	SY	$788.81
A-7	4" CONCRETE WALK	$5.80	1780	SF	$10,324.00	0	SF	$0.00	1,810.00	SF	$10,498.00
0	0	$0.00	0	0	$0.00	0	0	$0.00	0.00	0	$0.00
0	0	$0.00	0	0	$0.00	0	0	$0.00	0.00	0	$0.00
0	0	$0.00	0	0	$0.00	0	0	$0.00	0.00	0	$0.00
0	0	$0.00	0	0	$0.00	0	0	$0.00	0.00	0	$0.00
0	0	$0.00	0	0	$0.00	0	0	$0.00	0.00	0	$0.00
0	0	$0.00	0	0	$0.00	0	0	$0.00	0.00	0	$0.00
0	0	$0.00	0	0	$0.00	0	0	$0.00	0.00	0	$0.00
0	0	$0.00	0	0	$0.00	0	0	$0.00	0.00	0	$0.00
0	0	$0.00	0	0	$0.00	0	0	$0.00	0.00	0	$0.00
0	0	$0.00	0	0	$0.00	0	0	$0.00	0.00	0	$0.00
	TOTAL AMOUNT:				**$430,659.69**			**$257,444.07**			**$378,783.73**

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: July 7, 2016

To: Kenyon City Council
City Administrator Mark Vahlsing

From: City Engineer Joe Rhein

Subject: Fire Station Project Update

This memo provides a brief update of recent activities on the Fire Station project.

Contract Award

- On June 14th the City Council passed Resolution 2016-16 to award a contract for the Fire Station, consisting of the Base Bid, Alternate 1 (flagpoles) and Alternate 4 (adhered roof). The low bidder for the identified contract was Mohs Contracting, at a total contract amount of $2,113,900. The award was made contingent upon USDA concurrence.
- Bid information was submitted to the USDA under correspondence dated June 16th. The information included the bid results and proposed contract award by the City Council.
- USDA Staff responded June 17th with requests for additional information and documentation.
    - Correspondence was exchanged with the USDA between June 17th and July 1st.
- On July 5th, the USDA provided their official concurrence with the contract award made by the City Council under Resolution 2016-16. A copy of the concurrence letter is attached.

Schedule / Next Steps

- Per the USDA concurrence letter, the next immediate project steps are:
    - Issue the Notice of Award document to the Contractor.
    - Issue contract documents for execution.
- The documents are currently being prepared, and it is anticipated they will be distributed to the Contractor during the week of July 11th.
- The completed and signed contracts must then be submitted to the USDA office for approval.
- Once the contracts are approved, a pre-construction conference can be held.
- The official "Notice to Proceed" can be issued after the pre-construction conference.
- At this time, we estimate the pre-construction conference will be held in early August.

Financing / Bond Sale

- The USDA has included an updated summary of the estimated project cost on page 1 of their concurrence letter. The total project cost being used by the USDA continues to be the same total amount from the approved funding application.
    - The total project cost shown by the USDA in their concurrent letter is $2,998,500. This total includes the land cost, which has already been expended by the City. Therefore, the total amount identified for funding by the USDA is the project total minus the land cost. That results in an approved funding amount of $2,900,000.
    - The summary on the USDA concurrence letter recognizes the bid is approximately $200,000 lower than the previous estimate. The USDA has simply increased the contingencies amount to maintain the same project total cost.
    - This has been done for the purpose of ensuring sufficient funds are allocated by the USDA for the project.
- As a reminder, the USDA financing is not provided until the project is complete. The City must provide interim financing during the construction of the project. The intent is to provide the interim financing through a bond sale.
- Northland Securities has discussed the upcoming bond sale for the interim financing with the USDA. The USDA has indicated the City should issue bonds for the interim financing based on the $2,900,000 funding approved by the USDA.
    - If the actual total project cost upon completion is less, that adjustment would be made when the City and USDA close on the long-term financing. The long-term debt to the USDA for the project would then be based on the total actual project cost.
- Northland Securities has indicated they will bring the bond sale for the interim financing to the City Council at their August 9th meeting.

We will be present at the City Council meeting on July 12th to review this information. If discussion is desired in advance of the meeting, please contact me at 651-968-7384 or joerh@bolton-menk.com.

Attachments:

- *USDA Concurrence Letter – July 5, 2016*

USDA

United States Department of Agriculture

July 5, 2016

SENT VIA EMAIL
mvahlsing@cityofkenyon.com

City of Kenyon
709 2nd Street
Kenyon, MN 55946

Dear Mayor Engel:

USDA - Rural Development has reviewed the bidding material submitted by your consulting architect. We concur in the award of the contract(s) on City of Kenyon **Fire Station** project, as follows:

Mohs Contracting Inc. **$2,113,900.00**

RD 1942-A Guide19, Attachment 7, "Notice of Award", should be completed, signed and sent to the above contractor(s). A signed copy is also to be included in each contract.

Construction contracts can now be prepared in bound form and signed. Please refer to RD "Information and Forms for Architects of Community Facility Projects", (enclosed) for the Standard Contract Document List. Enough originals should be prepared so that all parties concerned will receive a signed copy. The contracts are to be reviewed and signed by your attorney on page 7 of RD Instruction 1942-A, Guide 18. All parties to the contract must sign page 4 on RD Instruction 1942-A, Guide 27, Attachment 3 prior to submission to this office for our approval as the lender.

RD now calculates project costs to be:

Construction	**$2,113,900.00**
Land	**$ 98,500.00**
Legal	**$ 20,000.00**
Architect fees	**$ 245,500.00**
Interim Interest	**$ 42,500.00**
Contingencies	**$ 478,100.00**
TOTAL	**$2,998,500.00**

Rural Development
1810 30th St NW, Suite 3 • Faribault, MN 55021
Voice (507) 332-7418 • Fax (855) 804-4099

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

RD Funding for the project will include no more than $2,900,000.00 in loan. Other funding for the project is an applicant contribution in the amount of $98,500 for the land purchase.

Temporary financing should be obtained in amount of the RD loan ($**2,900,000**). The need for grant anticipation bonding, if any, should be discussed with our office. A copy of the bond opinion for this issue should be provided to our office. Upon request, we will send a letter to the issuer stating our funding commitment to this project.

A pre-construction conference is to be scheduled between your project architect, city attorney, the contractor, a RD Architect, this office, and any other interested parties, prior to issuing the RD Instruction 1942-A Guide 19, Attachment 8, "Notice to Proceed" and the start of construction. Your project architect will conduct this meeting per MN 1924-A Guide 13 "Record of Pre-Construction Meeting", (enclosed).

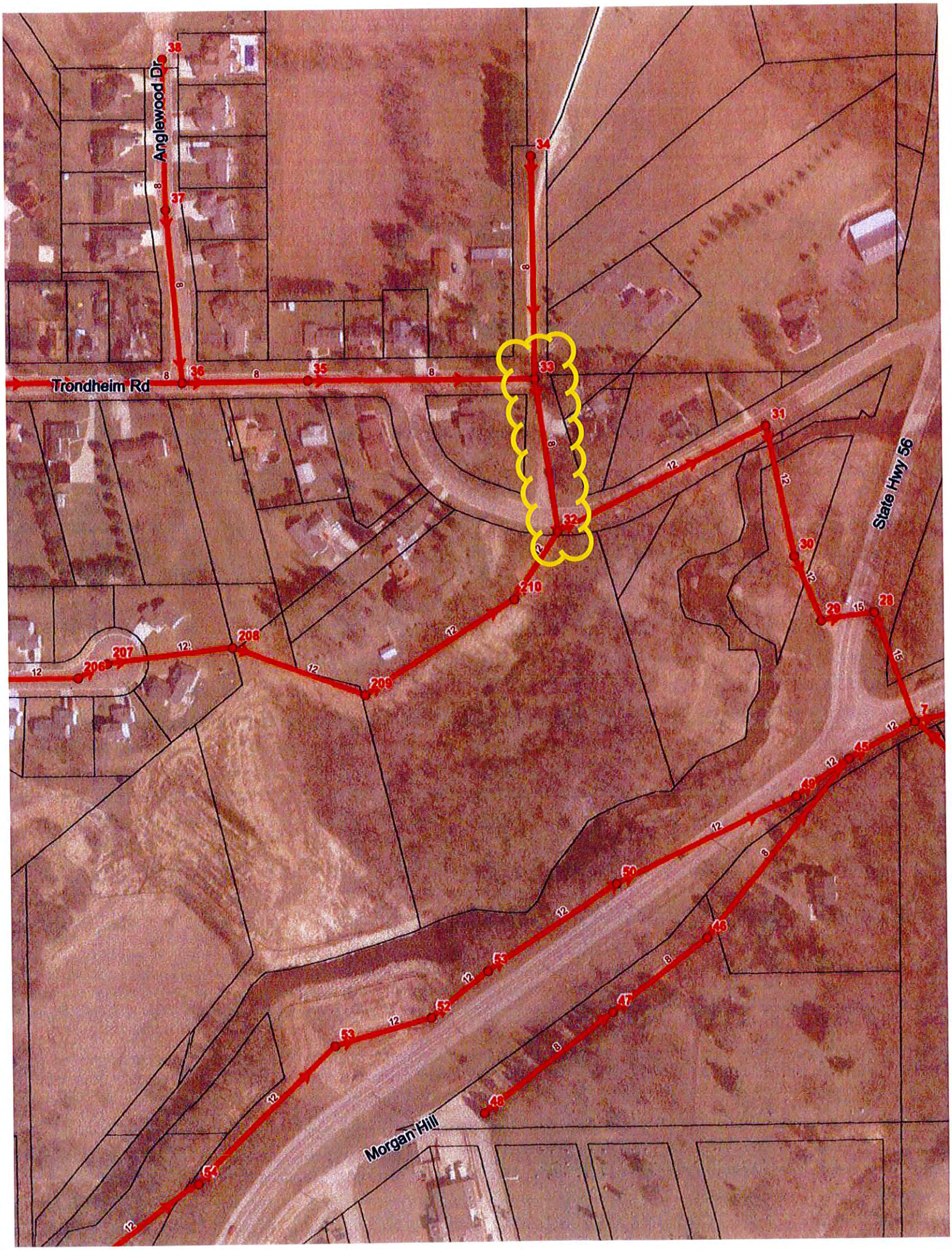
Sincerely,

Laurie Balata

Laurie Balata
Area Specialist

Enc: RD 1942-A Guide19, Attachment 7, "Notice of Award"
"Information and Forms for Architects of Community Facility Projects"
RD Instruction 1942-A Guide 19, Attachment 8, "Notice to Proceed"
MN 1924-A Guide 13 "Record of Pre-Construction Meeting"

cc: Joe Rhein, Project Engineer – joerh@bolton-menk.com
Cory Brunton, Project Architect – corey@bruntonarchitects.com
Scott Riggs, City Attorney - sriggs@Kennedy-Graven.com
Julie Eddington, Kennedy & Graven – jeddington@Kennedy-Graven.com
Gina Fiorini, Kennedy & Graven – gfiorini@Kennedy-Graven.com
George Eilertson, Northland Securities – geilertson@northlandsecurities.com
Mark Ryan, USDA Rural Development State Architect


Anglewood Dr
Trondheim Rd
State Hwy 56
Morgan Hill
38
37
36
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210
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SCHUMACHER EXCAVATING INC.
50 WARREN AVE
ZUMBROTA, MN 55992
PHONE: 507-732-5043
FAX: 507-732-7987

7/5/16

City of Kenyon

Sewer main replacement on North Ridge Road

- Furnish necessary traffic control to block off road
- Remove existing bituminous and concrete as needed
- Tie into existing manhole at the upper end
- Furnish and install approximately 100' of 8" SDR 26 sewer pipe
- Furnish and install 8" x 4" wye to hook up existing service
- Bypass pump sewer main to provide sewer service during construction

*No tree removal or tree trimming is included

*No hauling of excess dirt is included

*No seeding or fine grading of green space is included

*No bituminous or concrete replacement is included

*If additional sewer pipe needs to be installed, we will need to discuss the distance and additional costs to the replacement.

*This job would best be done on a time and material basis

Estimate: $18,000.00

Feel free to give us a call if you have any questions. Thanks.

Scott Schumacher

Schumacher Excavating Inc.

B & B Excavating, Inc.
2002 150th St. E
Faribault, MN 55021

Estimate

Date	Estimate #
7/8/2016	574

Name / Address
CITY OF KENYON 709 2ND ST KENYON, MN 55946

Project

Description	Qty	Cost	Total
PROJECT: NORTH RIDGE DR. SEWER MAIN REPLACEMENT. REPLACE 8" CLAY SEWER MAIN WITH 8" SCH 40 PVC PIPE FROM MANHOLE FOR APPROX:100'. RECONNECT TWO LATERAL SERVICE LINES TO MAIN. THIS PRICE INCLUDES THE REPLACEMENT OF CONCRETE DRIVEWAY AND THE ROAD CLOSURE, IT DOES NOT INCLUDE ROAD ASPHALT REPLACEMENT.		8,300.00	8,300.00
		Total	$8,300.00

Customer Signature _____

Kennedy Graven CHARTERED

470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis MN 55402-1458

(612) 337-9300 telephone
(612) 337-9310 fax
http://www.kennedy-graven.com
Affirmative Action, Equal Opportunity Employer

MEMORANDUM

DATE: July 7, 2016

TO: Mark R. Vahlsing, City Administrator

FROM: Scott J. Riggs, City Attorney
Andrew M. Biggerstaff, Assistant City Attorney

RE: Temporary Family Health Care Dwellings

During the 2016 legislative session, the Minnesota legislature passed, and the governor signed into law, a new state law which creates a new express authorization that allows the use of temporary family health care dwellings. Under the law, cities have the opportunity to opt-out by ordinance. Failure to do so will result in the new law applying within the City.

What is Allowed?

The new law preempts local zoning laws as they relate to the placement of "temporary healthcare dwellings" which are generally defined as small temporary living units for persons with a mental or physical disability.[1] Under the new law, property owners are able to place these temporary units on their land regardless of zoning codes which may otherwise prohibit them.[2]

The new law puts in place the criteria required for these temporary structures. Cities generally will not have the ability to modify this list of criteria. The standards which must be met are that the temporary structure must:

1. Primarily be pre-assembled;

[1] Minn. Stat. § 462.3593, subd. 2.
[2] For instance, zoning regulations related to recreational or other vehicle parking, accessory use, dwelling unit limitation etc. are preempted.

2. Cannot exceed 300 gross square feet;
3. Cannot attach to the permanent structure;
4. Must be universally designed and meet state accessibility standards;
5. Must provide access to water and electrical utilities (by connecting to principal dwelling or other comparable means);
6. Must have compatible standard residential construction exterior materials;
7. Must have minimum insulation of R-15;
8. Must be portable (as defined by statute);
9. Must comply with applicable Minnesota Rules; and
10. Must contain a backflow check valve.

What Must the City Do?

Under the new law, cities are required to process applications for these units.[3] If the unit meets the requirements of the state law, the city must approve its placement for six months. Renewal applications are available, extending the maximum term to one year. The city may also require inspections of the units. Cities may charge a licensing fee not to exceed $100 for an initial license, or $50 for a temporary license.

What Options Do Cities Have?

Because this is a general law, it applies in every county and city within the state. However, the legislature provided an "opt-out" provision which allows cities to effectively prohibit these units under their zoning code by the adoption of an ordinance. Because the general law takes effect on September 1, 2016, cities who wish to prohibit these units should act to properly adopt the ordinance prior to that date. Failure to do so will create an interim period where these units will be allowed within the city, which will likely lead to non-conforming structures if and when the city does opt-out.

While the legislature was not clear about the process for adopting such an ordinance, cities should treat these as amendments to their zoning code.[4] This requires a public hearing on the opt-out ordinance upon at least ten days' published notice. Additionally, the matter should be referred to the responsible planning agency in accordance with state law.[5]

Sample ordinances have been attached hereto as Exhibits A and B.

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[3] Minn. Stat. § 462.3593, subd. 3.
[4] Because the new law was codified in Minn. Stat. Ch. 462, it is generally considered a zoning provision.
[5] Minn. Stat. § 462.357, subd. 4.

EXHIBIT A

Sample Opt-out Ordinance - Codified

ORDINANCE NO._____

CITY OF _____

AN ORDINANCE OPTING-OUT OF THE REQUIREMENTS OF MINNESOTA STATUTES, SECTION 462.3593

THE CITY COUNCIL OF THE CITY OF _____, ORDAINS as follows:

Section _____. City Code, Section _____ is amended as follows:

OPT-OUT OF MINNESOTA STATUTES, SECTION 462.3593:

SECTION _____. Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of _____ opts-out of the requirements of Minnesota Statutes, Section 462.3593, which defines and regulates Temporary Family Health Care Dwellings.

SECTION_____. This Ordinance shall be effective immediately upon its passage and publication.

ADOPTED this _____day of _____, 2016, by the City Council of the City of _____.

CITY OF _____

By: _____
Its: _____

ATTEST:

_____

EXHIBIT B

Sample Opt-out Ordinance - Uncodified

ORDINANCE NO._____

CITY OF _____

AN ORDINANCE OPTING-OUT OF THE REQUIREMENTS OF MINNESOTA STATUTES, SECTION 462.3593

THE CITY COUNCIL OF THE CITY OF _____, ORDAINS as follows:

OPT-OUT OF MINNESOTA STATUTES, SECTION 462.3593:

SECTION 1. Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of _____ opts-out of the requirements of Minnesota Statutes, Section 462.3593, which defines and regulates Temporary Family Health Care Dwellings.

SECTION 2. This Ordinance shall be effective immediately upon its passage and publication.

ADOPTED this _____day of _____, 2016, by the City Council of the City of _____.

CITY OF _____

By: _____
Its: _____

ATTEST:

_____

Kenyon City Council Meeting
Information regarding Hiawathaland Transit
January 25, 2016

Background:

Three Rivers Community Action, Inc. currently operates Hiawathaland Public Transit services in Cannon Falls, Faribault, Lake City/Frontenac, Northfield, Pine Island, Plainview/Elgin, Red Wing, Wabasha/Kellogg, Winona, and Zumbrota/Mazeppa. Anyone is allowed to use the service for any reason. Many utilize the public transit system for medical appointments, shopping, school, and visiting friends/loved ones. Three Rivers Community Action, Inc. is looking at expanding the Hiawathaland Transit System into the Kenyon and Wanamingo area. Based on the number of requests for service that Hiawathaland Transit receives, Hiawathaland Transit is looking to pilot the area along with such communities as Lonsdale in January in 2017.

In order to the fund the current, existing, and established public transit service, Three Rivers receives funding from the Minnesota Department of Transportation (MnDOT), through rider fares, and local government contributions. The daily operations are funded by MnDOT and rider fares. Riders are currently charged a minimal fee for one way transportation. The current one-way fare is $1.75 per individual for any trip within the outlined service area. The vehicles are funded 80% by MnDOT and 20% by local community match. The local community in which the buses operate are expected to provide 20% for the cost of purchasing the new transit bus used in their community. The buses are replaced on average every six to seven years. The cost for a new bus is currently $74,000. Vehicles are only purchased in communities AFTER the two year pilot project is completed successfully.

Communities similar in size usually have services between the hours of 7am and 5pm, Monday through Friday.

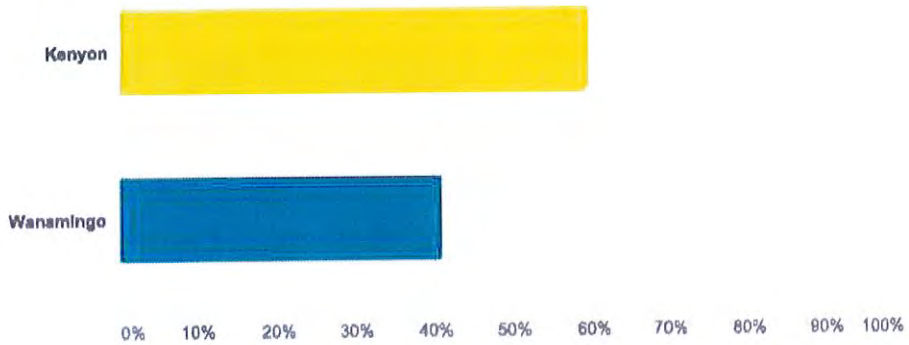
Moving Forward:

Hiawathaland Transit would need to complete and compile a variety of research, such as survey results, community input, and letters of support to present in a proposal to MnDOT. If MnDOT approves the project, it can be piloted in the communities for two years. Hiawathaland Transit Staff would need to conduct research and submit results to MnDOT by August 1, 2016. Three Rivers would need a letter of support from each City Council to submit as part of the proposal indicating their support of the proposed transit service.

During the pilot phase of the project, there would be no cost to the city. If permanently funded after the two year pilot program phase is completed, the only financial responsibility to the community would be 20% of the bus replacement fee every six to seven years. Within the two pilot years, Hiawathaland Transit will work to market the system and build ridership up to the rural thresholds set by the state. The current rate of ridership expected of systems after two years is 3 rides/hour. The state averages these out over the course of a day, meaning in a 10 hour day, 30 1-way trips would be the expectation. If the ridership is established and maintained after the two years, funding will be transitioned from the pilot phase funding to permanent funding. If the Kenyon/Wanamingo services were to be funded, a representative from Kenyon and Wanamingo will be given a seat on the Hiawathaland Transit Board (this representative can be a city council person or city staff person). Meetings are held quarterly in various offices throughout the existing service area.

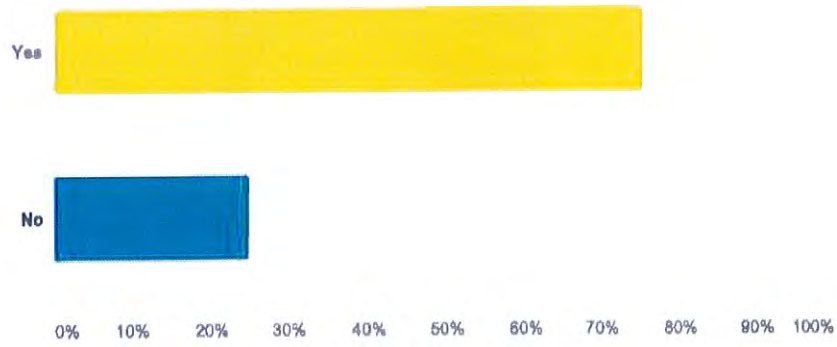
Hiawathaland Transit: Kenyon/Wanamingo Transit Survey

Q1 What community do you live in?



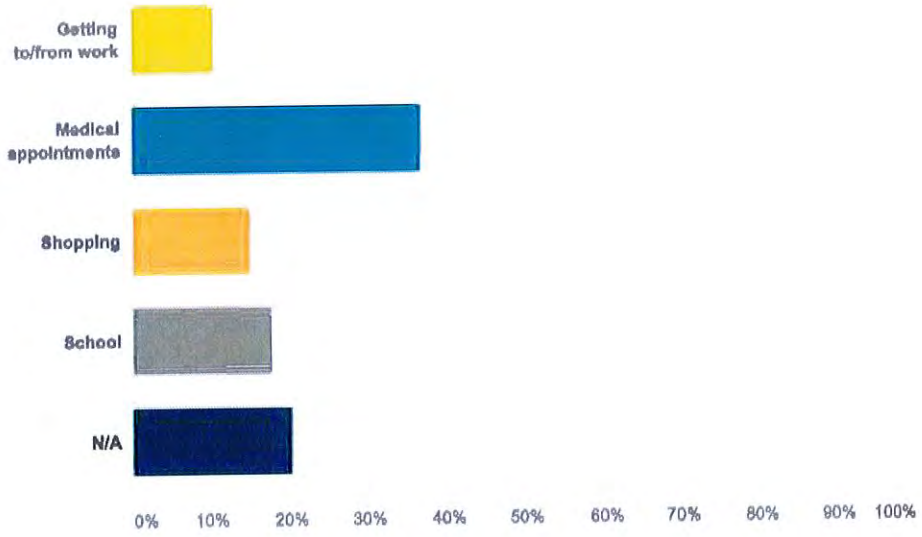
Answer Choices	Responses	
Kenyon	59.31%	121
Wanamingo	40.69%	83
Total		**204**

Q2 If transit were to become available, would you utilize it?



Answer Choices	Responses	
Yes	75.12%	154
No	24.88%	51
Total		**205**

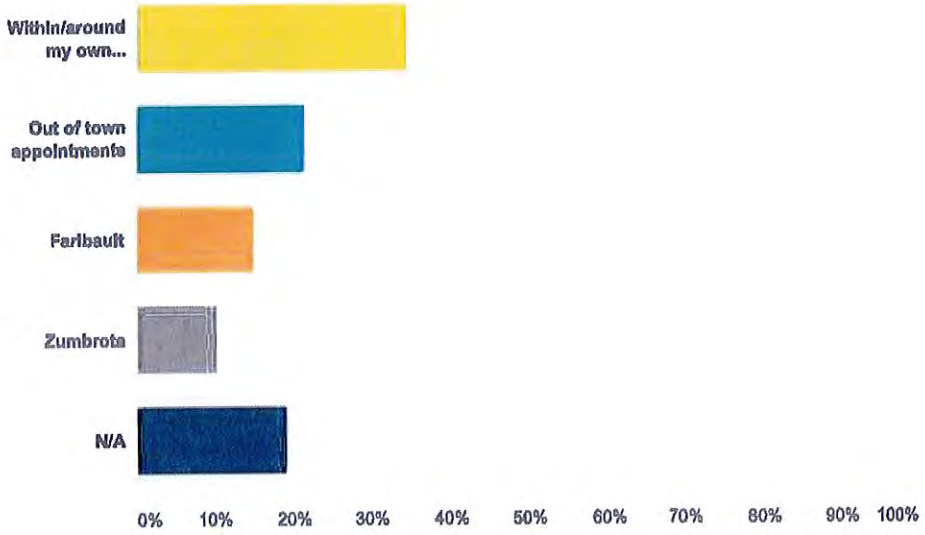
Q3 If transit services were to become available to you, what would you use it for:



Answer Choices	Responses	
Getting to/from work	10.42%	20
Medical appointments	36.46%	70
Shopping	15.10%	29
School	17.71%	34
N/A	20.31%	39
Total		192

Q4 Where do you need transportation most often to?

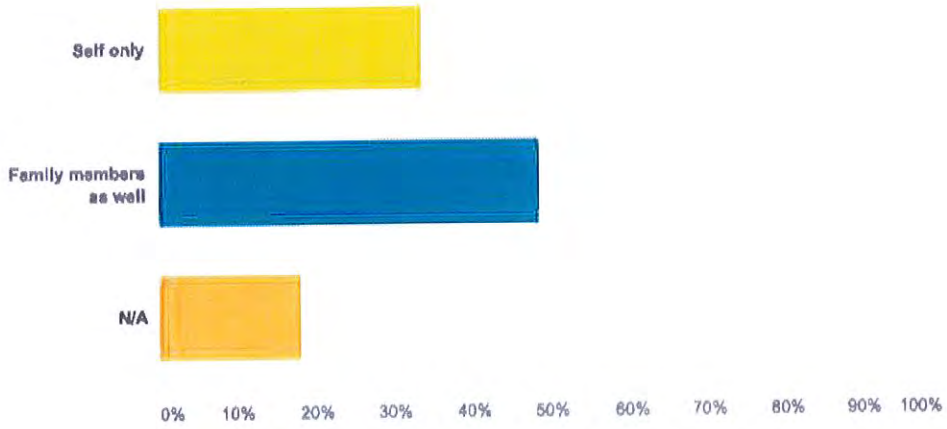
Answered: 187 Skipped: 20



Answer Choices	Responses	
Within/around my own community	34.22%	64
Out of town appointments	21.39%	40
Faribault	14.97%	28
Zumbrota	10.16%	19
N/A	19.25%	36
Total		187

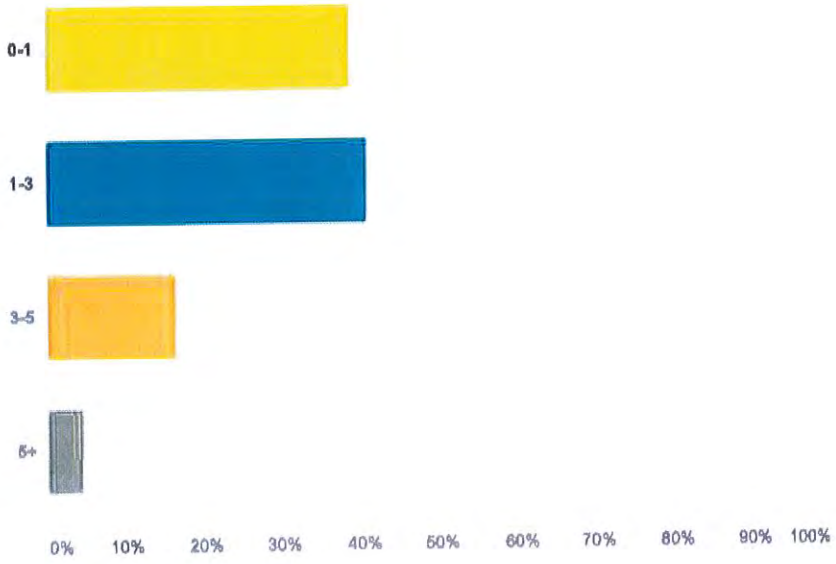
Q5 If transit services were to become available, would you use it for yourself only or for other family members also?

Answered: 203 Skipped: 0



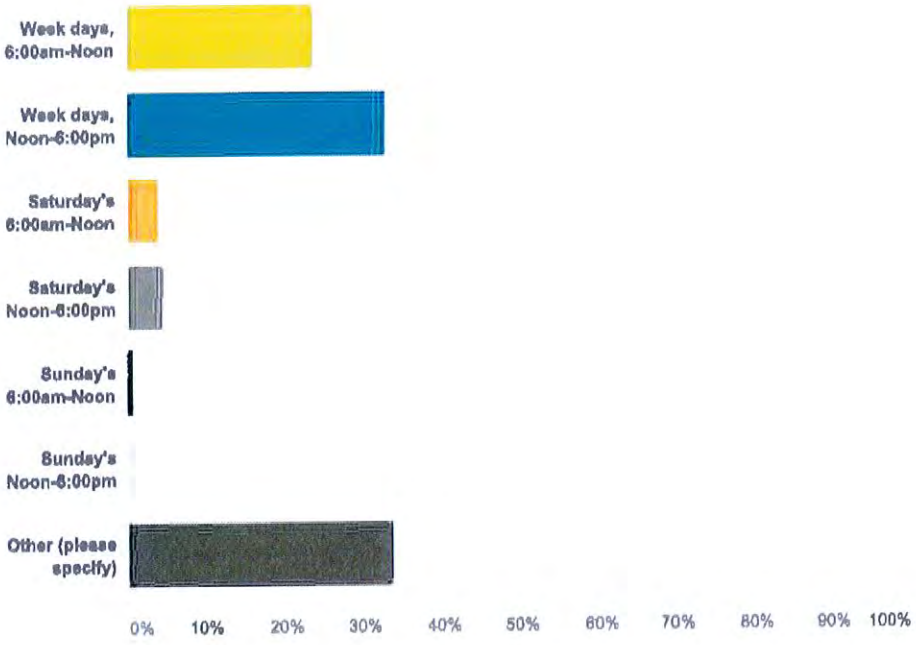
Answer Choices	Responses	
Self only	33.50%	68
Family members as well	48.28%	98
N/A	18.23%	37
Total		203

Q8 How many times a week would you use transit?



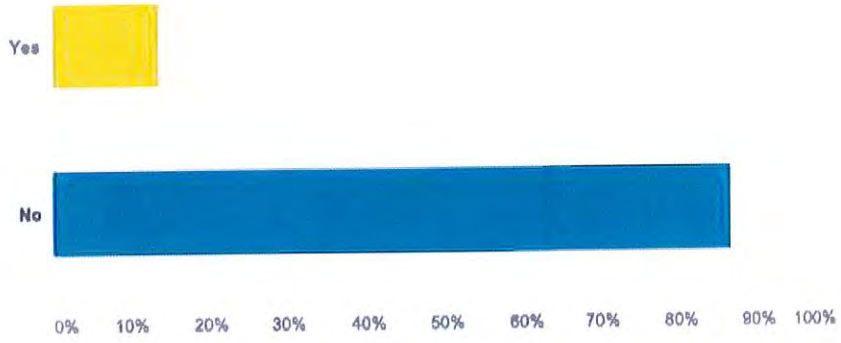
Answer Choices	Responses	
0-1	38.50%	77
1-3	40.50%	81
3-5	16.50%	33
5+	4.50%	9
Total		200

Q7 If transit were available, what time of day would you utilize it?



Answer Choices	Responses	
Week days, 6:00am-Noon	23.60%	42
Week days, Noon-6:00pm	32.58%	58
Saturday's 6:00am-Noon	3.93%	7
Saturday's Noon-6:00pm	4.49%	8
Sunday's 6:00am-Noon	0.56%	1
Sunday's Noon-6:00pm	1.12%	2
Other (please specify)	33.71%	60
Total		178

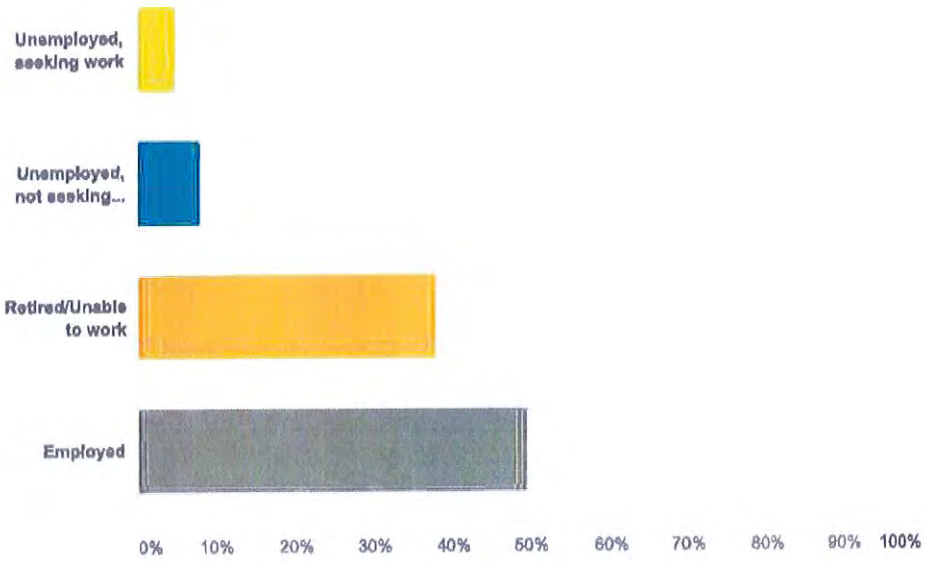
Q8 Have you considered moving because of lack of transportation in your area?



Answer Choices	Responses	
Yes	13.57%	27
No	86.43%	172
Total		199

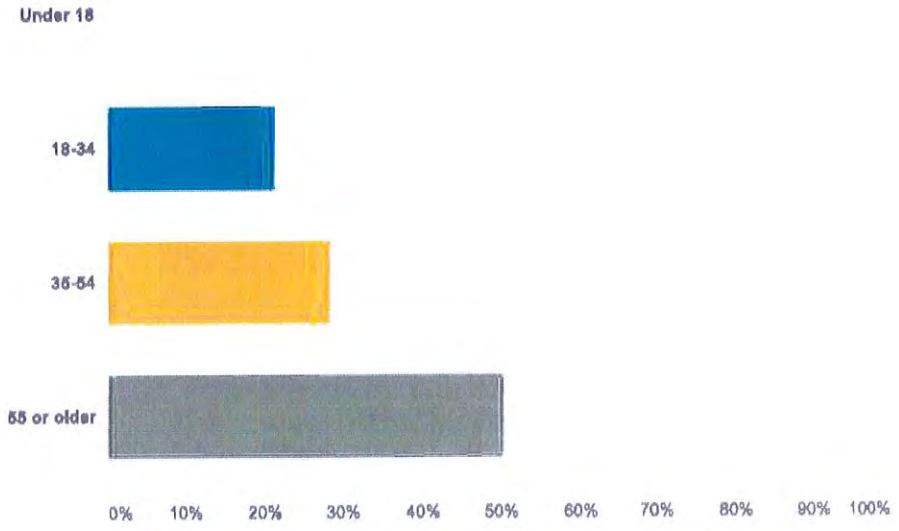
Q9 What is your employment status?

Answered: 204 Skipped: 3



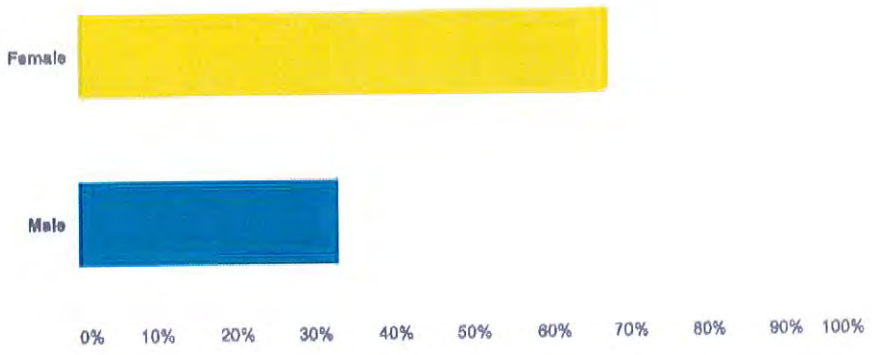
Answer Choices	Responses	
Unemployed, seeking work	4.90%	10
Unemployed, not seeking work	7.84%	16
Retired/Unable to work	37.75%	77
Employed	49.51%	101
Total		**204**

Q10 What is your age?



Answer Choices	Responses	
Under 18	0.00%	0
18-34	21.39%	43
35-54	28.36%	57
55 or older	50.25%	101
Total		**201**

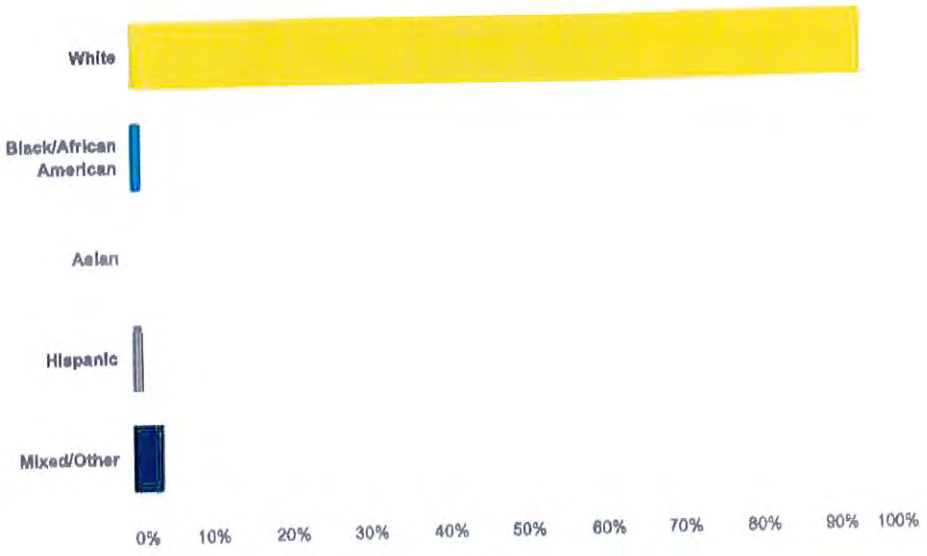
Q12 What is your gender?



Answer Choices	Responses	
Female	67.00%	134
Male	33.00%	66
Total		200

Q13 What ethnicity do you classify yourself as?

Answered: 200 Skipped: 1



Answer Choices	Responses	
White	93.00%	186
Black/African American	1.50%	3
Asian	0.00%	0
Hispanic	1.50%	3
Mixed/Other	4.00%	8
Total		**200**

RESOLUTION NO. 2016-17
CITY OF KENYON
COUNTY OF GOODHUE
STATE OF MINNESOTA

RESOLUTION COMMITTING SUPPORT TO PROVIDE PUBLIC TRANSPORTATION

WHERAS, the City of Kenyon wants to assure that its residents have access to a robust public transportation service;

WHEREAS, Hiawathaland Transit does provide transit services within the communities in Goodhue County;

WHEREAS, the City of Kenyon recognizes that many residents in smaller communities such as Wanamingo and Kenyon do not have access to public transportation nor access to neighboring communities;

WHEREAS, the growing complexity of public transit requirements and the direction from the state legislature to meet 90 percent of Greater Minnesota transit needs by 2025 contribute to the need for a comprehensive transportation program in Wanamingo and Kenyon, and;

WHEREAS, the Hiawathaland Transit public transportation system in our region has the capacity to effectively meet the transit needs of the public and the performance expectations of Minnesota Department of Transportation;

WHEREAS, City of Kenyon, as a public entity, has determined that public transit is needed and accepted by the community and supports Hiawathaland Transit in the administration and implementation of a combined public transit service area for the Wanamingo and Kenyon area;

NOW THERFORE, be first resolved that the City Council of Kenyon, Minnesota hereby request Three Rivers Community Action/Hiawathaland Transit submit an application with the Minnesota Department of Transportation to provide public transit services for the citizens of Wanamingo and Kenyon.

BE IT ALSO RESOLVED, the City of Kenyon will contribute 20% local match of the capital costs for the purchase of the transit vehicle and 20% local match for vehicle replacements every 6-7 years for the implementation of these new services.

Adopted this 12th day of July, 2016.

_____
Michael Engel, Mayor

ATTEST:

_____
Mark Vahlsing, City Administrator

705.05. Waste disposal. Subdivision 1. It is unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner on public or private property within the city, or in any area under jurisdiction of the city, any human or animal excrement, garbage or objectionable waste.

Subd. 2. It is unlawful to discharge to any natural outlet any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with provisions of this section and the city's NPDES/SDS permit.

Subd. 3. Except as provided hereinafter, it is unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of wastewater.

Subd. 4. The owners of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes from which wastewater is discharged, and which is situated within the city and adjacent to any street, alley, or right-of-way in which there is now located, or may in the future be located, a public sanitary sewer of the city, must at the owners expense install a suitable service connection to the public sewer in accordance with provisions of this code, ~~within ten days of the date~~ . by November 1 of the year that said public sewer is operational, provided said public sewer is within 150 feet of the structure generating the wastewater. Future buildings constructed on property adjacent to the public sewer must immediately connect to the public sewer. If sewer connections are not made pursuant to this section, an official 30 days' notice must be served instructing the affected property owner to make the connection.

Subd. 5. If an owner fails to connect to a public sewer in compliance with a notice given under this section, the city will have the connection made and assess the cost thereof against the benefitted property. The assessment, when levied, bears interest at the rate determined by the city council and must be certified to the auditor of Goodhue county, Minnesota for collection and remitted to the city in the same manner as assessments for local improvements. The rights of the city are in addition to any remedial or enforcement provisions of this section and law.

705.07 Private wastewater disposal. Subdivision 1. Where a public sewer is not available, the building sewer must be connected to a private wastewater disposal system complying with the provisions of this section.

Subd. 2. Prior to commencement of construction of a private wastewater disposal system, the owner of the system must first obtain a written permit signed by the administrator. The application for the permit is made on a form furnished by the administrator, which the applicant must supplement by any plans, specifications, and other information as are deemed necessary by the administrator.

Subd. 3. A permit for a private wastewater disposal system is not effective until the installation is completed to the satisfaction of the administrator. The administrator must be allowed to inspect the work at any stage of construction, and, in any event, the applicant for the permit must notify the administrator when work is ready for final inspection, and before any underground portions are covered. The inspection must be made within four hours of the receipt of notice.

Subd. 4. The type, capacities, location, and layout of a private wastewater disposal system must comply with all requirements of 6 MCAR 4.8040, entitled, "Individual Sewage Treatment System Standards." A septic tank or cesspool may not discharge to any natural outlet.

Subd. 5. At such time as a public sewer becomes available to a property serviced by a private wastewater disposal system (septic system), a direct connection must be made to the public sewer ~~within ten days~~. By November 1 of the year that a connection is available. Said connection must be made in compliance with this section, ~~and,~~ within 30 days after use has ended, ~~any~~ septic tanks, cesspools, and similar private wastewater disposal systems must be cleaned of sludge. The bottom must be broken to permit drainage, and the tank pit filled with suitable material.

Subd. 6. The owner must operate and maintain the private wastewater disposal facilities in a sanitary manner at all times at no expense to the city.

Subd. 7. No statement contained in this subsection is to be construed to interfere with any additional requirements that may be imposed by the MPCA or the Department of Health of the state of Minnesota.

ORDINANCE 81, THIRD SERIES

AN ORDINANCE AMENDING SECTION 705 AS TO THE WASTEWATER TREATMENT OF THE CITY OF KENYON.

THE CITY COUNCIL OF THE CITY OF KENYON, MINNESOTA, ORDAINS:

Section 1. The following Section 705 of the Kenyon City Code of 1999 are hereby amended by the addition of the **bold and double underlined** language and the deletion of the ~~**bold and stricken**~~ language, as follows:

SECTION 705 – WASTEWATER TREATMENT

705.05. Waste disposal.

Subd. 4. The owners of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes from which wastewater is discharged, and which is situated within the city and adjacent to any street, alley, or right-of-way in which there is now located, or may in the future be located, a public sanitary sewer of the city, must at the owners expense install a suitable service connection to the public sewer in accordance with provisions of this code, ~~**within ten days of the date**~~ **by November 1 of the year that** said public sewer is operational, provided said public sewer is within 150 feet of the structure generating the wastewater. Future buildings constructed on property adjacent to the public sewer must immediately connect to the public sewer. If sewer connections are not made pursuant to this section, an official 30 days' notice must be served instructing the affected property owner to make the connection.

705.07 Private wastewater disposal.

Subd. 5. At such time as a public sewer becomes available to a property serviced by a private wastewater disposal system **(septic system)**, a direct connection must be made to the public sewer ~~**within ten days**~~ **by November 1 of the year that a connection is available. Said connection must be made** in compliance with this section, ~~**and,**~~ within 30 days **after use has ended**, ~~**any**~~ septic tanks, cesspools, and similar private wastewater disposal systems must be cleaned of sludge. The bottom must be broken to permit drainage, and the tank pit filled with suitable material.

Section 2. This ordinance shall be in full force and effect upon its passage and publication.

Passed by the City Council of the City of Kenyon, Minnesota, this 12th day of July, 2016.

ATTEST:

Michael Engel
Mayor

Mark R. Vahlsing
City Administrator

NORTHLAND SECURITIES

July 6, 2016

Mark Vahlsing
City Administrator
City of Kenyon, Minnesota
709 2nd St.
Kenyon, MN 55946

RE: Engagement of Northland Securities as Underwriter

Dear Mark:

In recent years, Congress has enacted legislation seeking to reform financial markets in the wake of the Great Recession. One of the most prominent pieces of legislation is the Dodd-Frank Wall Street Reform and Consumer Protection Act. The implementation of Dodd-Frank has led to a series of regulatory changes governing municipal securities. One objective of the regulations is to promote a clear understanding between issuers and the parties from which they receive advice on the issuance of municipal securities. Federal securities regulations now require you to affirmatively engage Northland before we can provide you with advice on the issuance of municipal securities acting in the capacity of underwriter. This letter establishes this engagement.

The City of Kenyon (the "City") seeks to engage Northland Securities to serve as underwriter for the issuance of General Obligation Temporary Capital Improvement Plan Bonds, Series 2016B (the "Issue"). The City desires Northland to provide all of the services needed to create and execute a plan to underwrite the Issue, including:

1. Advice regarding the structure, timing, terms, and other similar matters (including actions needed to authorize the issuance) of the Issue.
2. Preparation of rating strategies and presentations related to the Issue.
3. Assistance in the preparation of the preliminary and final official statements.
4. Assistance with the closing of the Issue, including negotiation and discussion with respect to all documents, certificates, and opinions needed for such closing.
5. Coordination with respect to obtaining CUSIP numbers and the registration of the Issue with the book-entry only system of the Depository Trust Company.
6. Preparation of post-sale reports for such municipal securities.

This engagement applies solely to the Issue. The engagement is nonbinding. The City is under no obligation to undertake the Issue. The Issuer may determine not to undertake a negotiated financing and to engage Northland in a role other than an underwriter.

In acting as underwriter, Northland has a duty under rules of the Municipal Securities Rulemaking Board (MSRB) to make certain disclosures to the City concerning its role, its compensation, and actual or potential material conflicts of interest. In engaging Northland in this capacity, the Issuer should be aware of the following:

1. Acting as underwriter for the Issue, Northland will provide advice to the City with respect to the structure, timing, terms, and other similar matters concerning the Issue. The City is responsible for understanding and assessing the implications of the Issue.
2. Northland will purchase, or arrange for the placement of, the Issue in an arm's-length commercial transaction with the City. In this process, Northland is required to deal fairly at all times with both the City and investors. Northland has a duty to purchase the Issue from the City at a fair and reasonable price, but must balance that duty with its duty to sell municipal securities to investors at prices that are fair and reasonable.
3. Under federal securities laws Northland does not have a legal fiduciary duty to the City (unlike a municipal advisor) and is, therefore, not required by federal law to act in the best interests of the City without regard to its own financial or other interests. Northland has financial and other interests that differ from those of the Issuer.
4. Northland will coordinate the issuance process including closing and delivery of proceeds. Northland will review the official statement for the Issue in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.
5. Northland will disclose any potential or actual material conflicts related to this engagement.
6. Northland's compensation is based on the size of the Issue and is contingent on the closing of the Issue (see below). The MSRB has identified this means of compensation as presenting a conflict of interest, because it may cause Northland to recommend a transaction that it is unnecessary or to recommend that the size of the transaction be larger than is necessary.

For serving as underwriter with respect to the Issue, Northland shall be paid an underwriter's discount based on a percentage of the total par amount of the Issue. A "not to exceed" percentage for underwriter's discount will be determined when the actual terms of the Issue have been set. The compensation due to Northland shall be deducted from proceeds at closing.

Northland agrees to pay the following expenses from its fee:

- Out-of-pocket expenses such as travel, long distance phone, and copy costs.
- Preparation of the bond transcript.

The City agrees to pay for all other expenses related to the processing of the Issue including, but not limited to, the following:

- Engineering and/or architectural fees.
- Publication of legal notices.
- Bond counsel and local attorney fees.
- Fees for various debt certificates.
- The cost of printing Official Statements, if any.
- City staff expenses.
- Rating agency fees, if any.
- Bond insurance fees, if any.
- Accounting and other related fees.

It is expressly understood that there is no obligation on the part of the City under the terms of this engagement to undertake the Issue. If not issued, Northland agrees to pay its own expenses and receive no fee for any services it has rendered.

To engage Northland Securities as underwriter for the Issue as described in this letter, please sign and return this letter. In signing this letter, the City acknowledges and accepts the representations made in this letter. We look forward to working with you on this Issue. I would be happy to discuss this letter, our relationship with the City for the Issue, or other aspects of applicable federal securities regulations.

Sincerely,

George D Eilertson

George Eilertson
Senior Vice President

Engagement of Northland Securities as underwriter and receipt of related disclosures acknowledged by the City of Kenyon.

Date: _____

Name: _____

Title: _____

NORTHLAND SECURITIES

45 South 7th Street
Suite 2000
Minneapolis, MN 55402

(800) 851-2920
(612) 851-5906
Fax (612) 851-5917

DATE: July 8, 2016

TO: Honorable Mike Engel, Mayor & Members of the City Council
Mr. Mark Vahlsing, Administrator
City of Kenyon

FROM: George Eilertson, Sr. Vice President
Northland Securities

RE: July 12, 2016 Council Meeting Agenda Items:
1. USDA Temporary Financing for the Fire Hall Project
2. Discussion of Restructuring or Payoff of 2007A Bonds (City Hall refunding)

USDA Temporary Financing for the Fire Hall Project

As per the USDA Rural Development, the City should issue interim financing for the amount of the approved USDA loan. This amount is $2,900,000. The estimate completion date of the fire hall project is May 1, 2017. Northland Securities recommendation is that the City issue a $2,900,000 General Obligation Temporary Bond with a 12-month term. The bonds would be callable on any date without penalty. The City's bond counsel (Kennedy & Graven) will prepare a bond resolution for the August 9th City Council meeting approving the sale. Northland Securities proposes to directly purchase the bonds from the City. A preliminary financing schedule is attached.

Discussion of the Restructuring or Payoff of the 2007A Bonds

The 2007A refunding Bonds were issued to refinance the following two bond issues:
1. $1,415,000 G.O. Improvement Bonds, Series 1999
2. $ 995,000 Public Project Revenue Bonds, Series 2000 (City Hall project)

The 2007A Bonds mature on February 1, 2020. The principal balance as of July 1, 2016 is $315,000. The principal payments that remain relate to the refinancing of the City Hall bonds.

The type of bonds issued for the fire hall project (General Obligation Capital Improvement Plan Bonds), require that the maximum principal and interest on new and existing bonds not exceed 0.16% of the City's estimated market value (EMV). The City's 2016 EMV = 90,566,200 x 0.16% = $144,905. An overview follows:

Maximum allowable Capital Improvement Plan principal & interest	$144,905
Less: USDA Direct loan maximum annual principal & interest	(105,298)
Less: 2007 City Hall bonds maximum principal & interest	(88,570)
Amount above or (below) the CIP Limit	$ 48,963

City of Kenyon, Minnesota

$2,900,000.00 General Obligation Temporary Bonds, Series 2016B

(Non-rated rates as of July 6, 2016)

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
09/07/2016	-	-	-	-	-
09/01/2017	2,900,000.00	0.750%	21,750.00	2,921,750.00	2,921,750.00
Total	**$2,900,000.00**	**-**	**$21,750.00**	**$2,921,750.00**	**-**

Date And Term Structure	
Dated	9/01/2016
Delivery Date	9/07/2016
First available call date	Any Date
Call Price	100.00%

Yield Statistics	
Accrued Interest from 09/01/2016 to 09/07/2016	362.50
Bond Year Dollars	$2,900.00
Average Life	1.000 Years
Average Coupon	0.7500000%
Net Interest Cost (NIC)	1.2500000%
True Interest Cost (TIC)	1.2607984%
All Inclusive Cost (AIC)	1.5361802%

IRS Form 8038	
Net Interest Cost (NIC)	1.2500000%
Weighted Average Maturity	0.983 Years
Bond Yield for Arbitrage Purposes	0.7485522%

City of Kenyon, Minnesota

$2,900,000.00 General Obligation Temporary Bonds, Series 2016B

(Non-rated rates as of July 6, 2016)

Sources & Uses

Dated 09/01/2016 | Delivered 09/07/2016

Sources Of Funds	
Par Amount of Bonds	$2,900,000.00
Accrued Interest from 09/01/2016 to 09/07/2016	362.50
Total Sources	**$2,900,362.50**

Uses Of Funds	
Costs of Issuance	22,250.00
Deposit to Debt Service Fund	362.50
Rounding Amount	2,877,750.00
Total Uses	**$2,900,362.50**

RESOLUTION NO. 2016-18
CITY OF KENYON
COUNTY OF GOODHUE
STATE OF MINNESOTA

A RESOLUTION OF ADOPTION OF ELECTION JUDGES FOR 2016

WHEREAS, The City Council of the City of Kenyon is required by MS 204B.21, Sec. 2, to officially approve the appointment of election judges; and

WHEREAS, the Kenyon City Council hereby adopts the judges listed on Exhibit A, hereto attached, as the official judges for the August 9, 2016, Primary Election, and the November 8, 2016 General Election, with the understanding that amendments may be necessary to the appointments in order to fill vacancies and meet party splits.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Kenyon that the names listed on Exhibit A, hereto attached, are the official Election Judges for the City of Kenyon.

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

_____
Michael Engel, Mayor

ATTEST:

_____
Mark R. Vahlsing, City Administrator

Attachment A

Mark Vahlsing – Head Judge

Pam Blow

Steve Alger

Marlene Malerich

Rhana Olson

Carmen Nesseth

Debbie Tungland

Mary Danielson Gates

Coralee Monroe

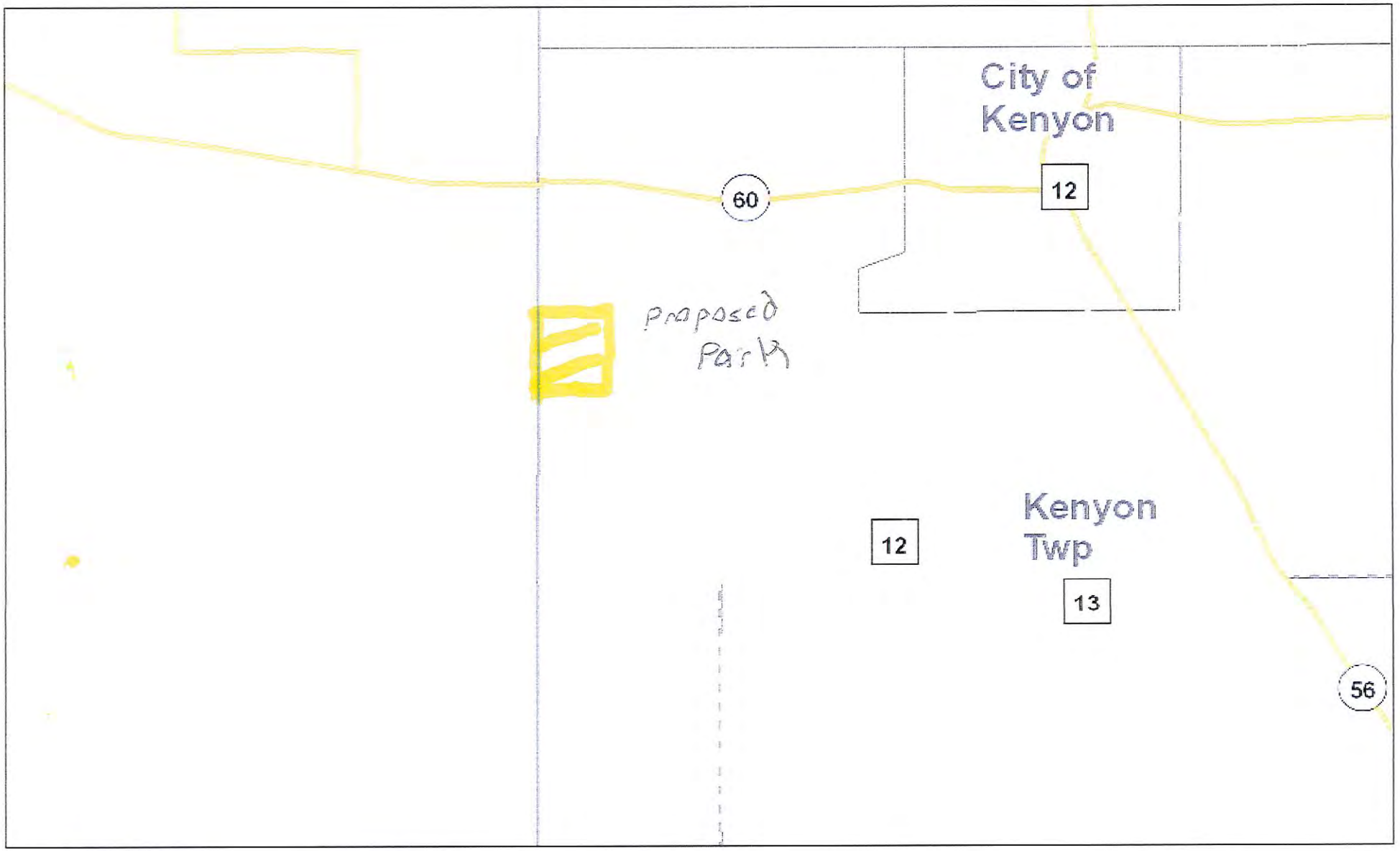
Margaret Scott

Kelly Metcalf

John Phipps

Trudy Johnson

ArcGIS WebMap



June 13, 2016

1:48,000

0 0.4 0.8 1.6 mi

0 0.5 1 2 km

Major Roads 76,800

US Highway

State Highway

County Roads 76,800

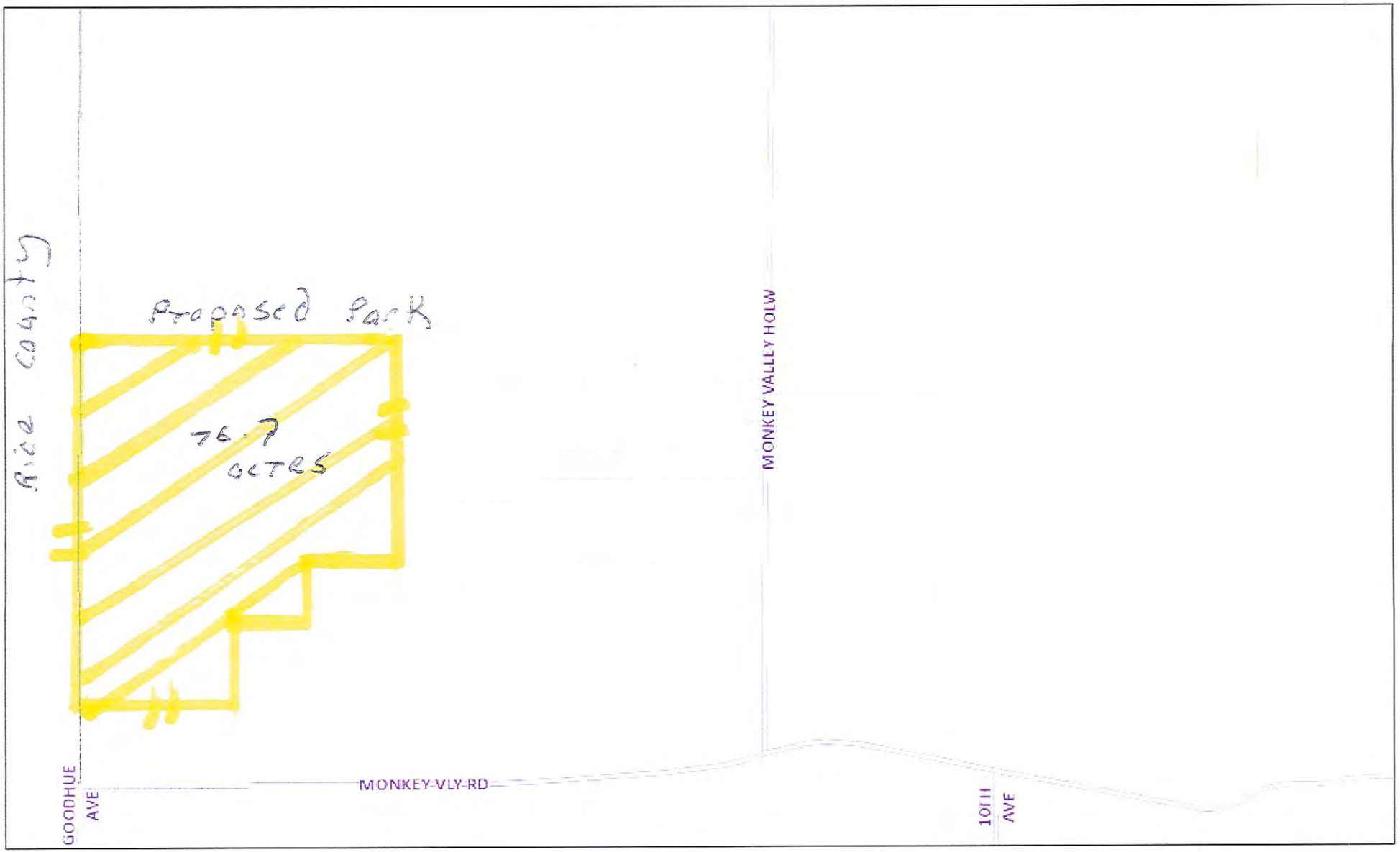
County Roads - Gravel

County Roads - Paved

ESRI Major Roads

ArcGIS WebApp Builder

ArcGIS WebMap



June 13, 2016

1:9,600

0 0.075 0.15 0.3 mi

0 0.125 0.25 0.5 km

Major Roads 9,600
- US Highway
- State Highway

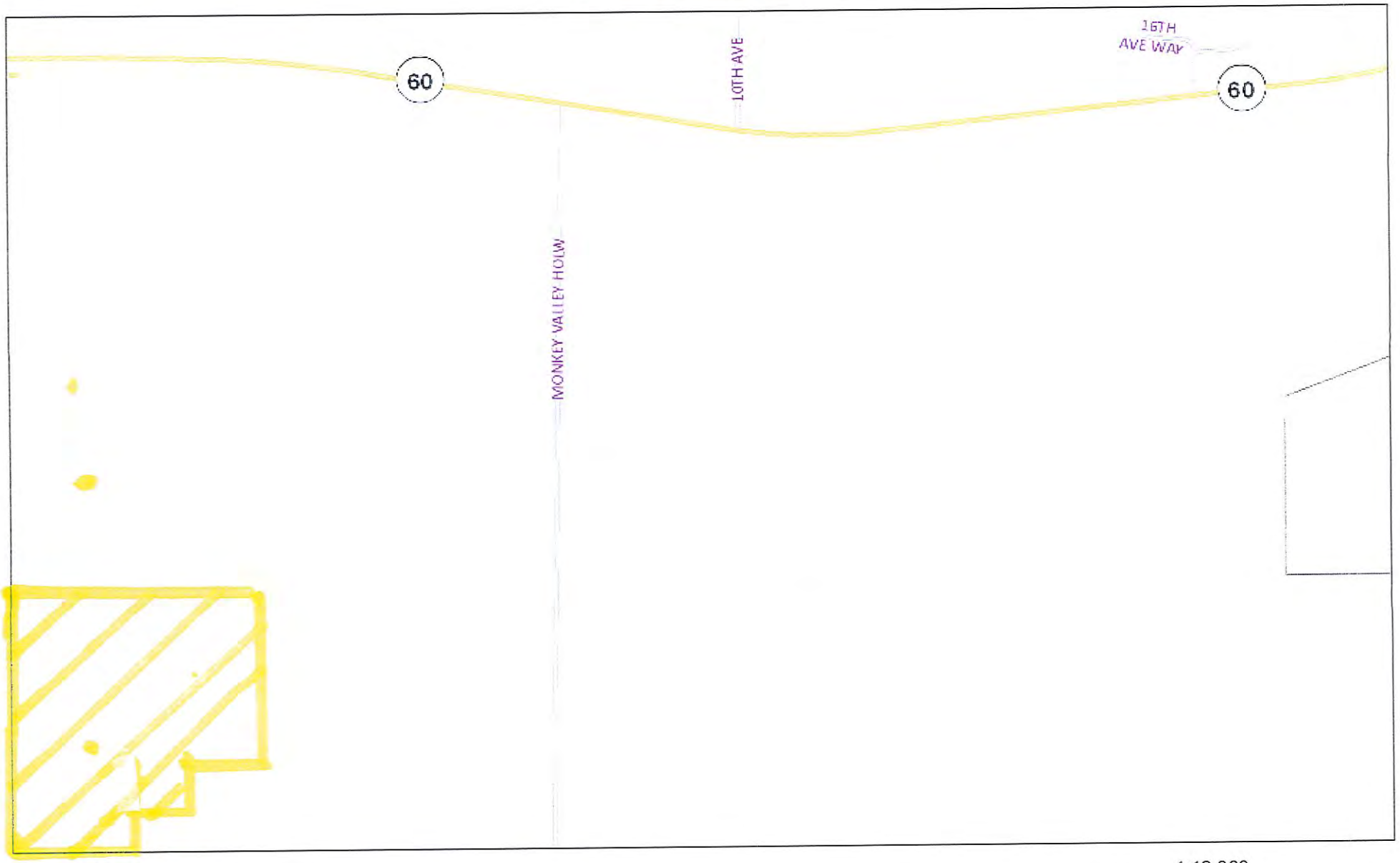
County Roads 9,600
- County Roads - Gravel
- County Roads - Paved

Roads 9.600
- Township or Other Roads

Roads 9.600
- Township or Other Roads
- ESRI Major Roads

Parcels

ArcGIS WebMap



June 13, 2016

1:12,000

0 0.1 0.2 0.4 mi

0 0.15 0.3 0.6 km

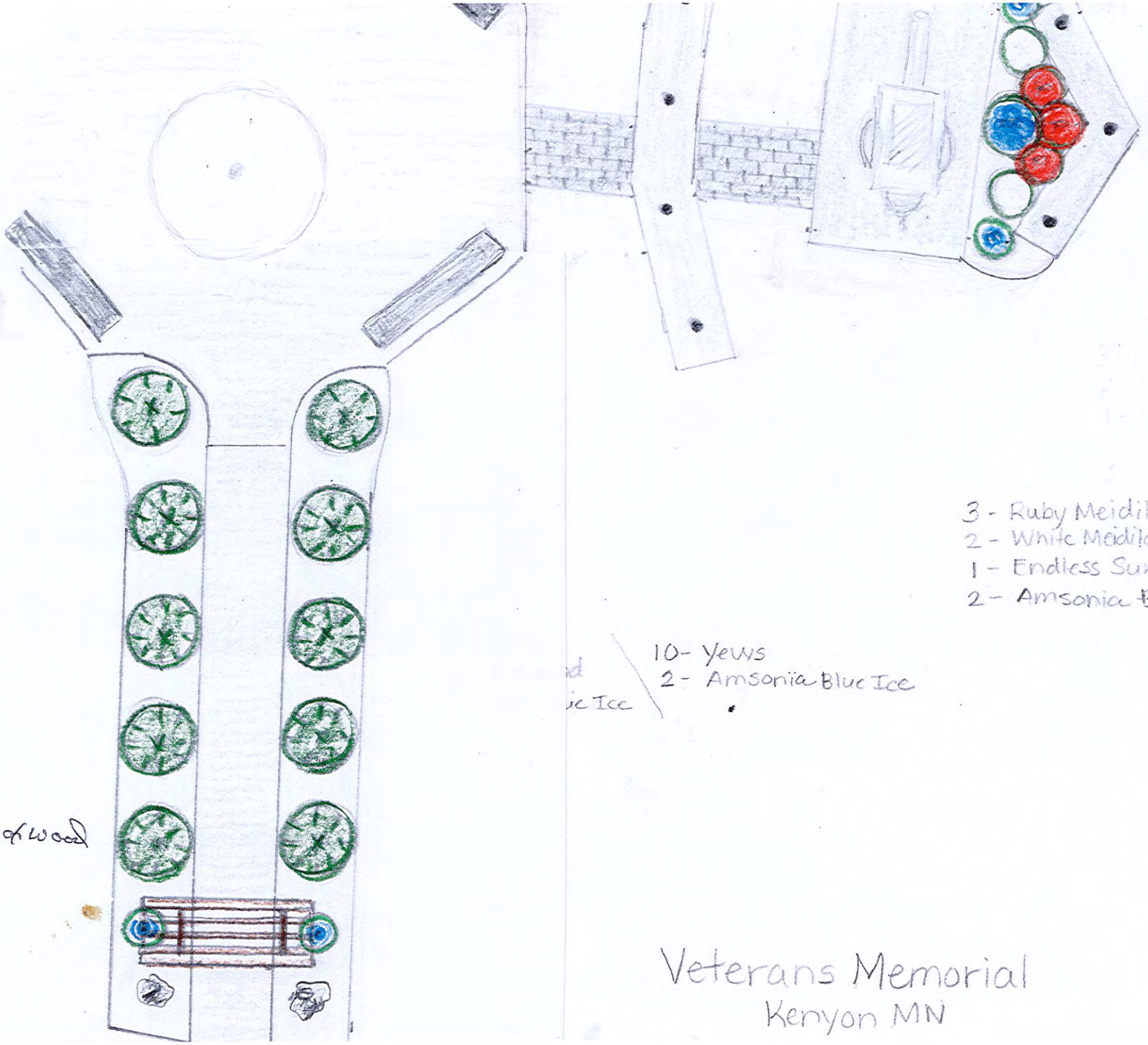
Major Roads 19,200
- US Highway
- State Highway

County Roads 19,200
- County Roads - Gravel
- County Roads - Paved

Roads 19,200
- Township or Other Roads

Roads 19,200
- Township or Other Roads
- ESRI Major Roads

Parcels



Veterans Memorial

Kenyon MN

CITY OF KENYON
739 2ND STREET
KENYON, MN 55946
www.cityofkenyon.com
PHONE: 507-789-6415 **FAX: 507-789-5604**

Applying For:

- ☐ **City Council**
- ☐ **Planning Commission**
- ☒ **Other** Park and Rec

APPLICATION TO CITY BOARD OR COMMISSION

APPLICANT INFORMATION

Name: Bryana Seifert

Address: 304 Gunderson Blvd.

City: Kenyon | Email Address: b.seifert89@gmail.com

Home Phone: 507-210-0814 | Work Phone:

Resident of Kenyon for 26 years.

NOTE: APPLICANT'S NAME, ADDRESS AND HOME PHONE NUMBER WILL BECOME PUBLIC INFORMATION IF APPLICANT IS APPOINTED TO SERVE ON A CITY BOARD OR COMMISSION

EXPERIENCE & ADDITIONAL INFORMATION

Work Experience:

Childcare 2005 - present
Kwik Trip 2006 - 2014
Dalseth Dental - 2014 - present

Education: Associate of applied science dental Hygiene

Civic & Volunteer Activities (past / present):

Junior Rose Fest Committee
Leadership/Respect Camp leader
Give kids a smile

Please state your reasons for wanting to serve on this Commission. Be as specific as possible, and use additional sheet(s) if necessary.

I would like to be more involved within the Community and start volunteering again

I UNDERSTAND THIS APPOINTMENT MAY BE DISCUSSED AT A PUBLIC MEETING.

Bryana Seifert
Signature of Applicant

6/27/2016
Date:

CITY OF KENYON
739 2ND STREET
KENYON, MN 55946
www.cityofkenyon.com
PHONE: 507-789-6415 FAX: 507-789-5604

Applying For:
- ☐ City Council
- ☐ Planning Commission
- ☒ Other park and Rec

APPLICATION TO CITY BOARD OR COMMISSION

APPLICANT INFORMATION

Name: Abigail Held
Address: 1144 Mantorville Rd.
City: Kenyon | Email Address: abigaillynnheld@gmail.com
Home Phone: 507-351-1452 | Work Phone: 507-789-4726
Resident of Kenyon for 3 years.

NOTE: APPLICANT'S NAME, ADDRESS AND HOME PHONE NUMBER WILL BECOME PUBLIC INFORMATION IF APPLICANT IS APPOINTED TO SERVE ON A CITY BOARD OR COMMISSION

EXPERIENCE & ADDITIONAL INFORMATION

Work Experience: Security State Bank of Kenyon - June 2015 - current
Alexanders - Faribault - Sept. 2014 - June 2015
Schwerds Bar - Kenyon - May 2013 - Aug. 2014
Applebees - Sioux Falls - May 2010 - May 2013
Education: High School Diploma - New Ulm High School
AA Degree - Commerical Art - South Central College - 2007
AA Degree - Business/Marketing - Globe University - 2012
Civic & Volunteer Activities (past / present):

traveld with Up With People doing volunteer work
Worked for New Ulm Park and Rec. for 2 summers in highschool

Please state your reasons for wanting to serve on this Commission. Be as specific as possible, and use additional sheet(s) if necessary.

I want to become more involved in the community. I really miss volunteering and believe that this would be a great place to get started again.

I UNDERSTAND THIS APPOINTMENT MAY BE DISCUSSED AT A PUBLIC MEETING.

Abigail Held
Signature of Applicant

6/23/2016
Date:

FEE: WAIVED

Application for Permit to Hold Dance

City of Kenyon
County of Goodhue
State of Minnesota

Matt Bartel, Manager of Kenyon Municipal Liquor Store hereby makes application for a permit to hold, give, and conduct a ***Street dance*** on behalf of said organization at the following location known and described as: ***the area east of the Kenyon Municipal Liquor,*** upon the following dates and times:

- ***August 19, 2016, 8:30 p.m. to 1 a.m. on August 20, 2016***
- ***August 20, 2016, 8:30 p.m. to 1 a.m. on August 21, 2016***

subject to such conditions of the City of Kenyon City Code and laws of the State of Minnesota relating thereto. Applicant will secure and cause to be present during all the times of such dance for which this permit is issued a security officer to be supplied by Kenyon Police Reserves.

Applicant Signature: MatA

Date: 6/30/16

Minnesota Department of Transportation
District 6, Owatonna
1010 21st Avenue NW
Owatonna, MN 55060-1005

Office: 507-446-5505
Fax: 507-455-5848
terry.condon@state.mn.us

July 6th, 2016

KABA Rose Fest Parade Committee
Attn: David W. Jacobsen
507 Division St. – P.O. Box 27
Northfield, MN 55057

Re: Parade – T.H. 56 & T.H. 60, C.S. 2507 & C.S. 2511

Mr. Jacobsen:

Your request to detour traffic from Trunk Highway (T.H.) 56 and T.H. 60 for the annual "Kenyon Rose Fest" parade is hereby approved subject to the following conditions:

- The parade will be held on Saturday, August 20th, 2016 starting around 4:00 p.m., in case of rain it will be held on Sunday, August 21st, 2016 starting at 12:00 p.m., and lasting approximately 1 hour.
- The parade and detour shall follow the route(s), as shown on the attached map.
- The City or Parade Committee will provide the necessary traffic control signing to assure a safe and convenient detour for the traveling public.
- Uniformed law officers shall direct traffic control at the intersections of the detour and trunk highway(s).
- All signage shall conform to the **Minnesota Field Manual on Temporary Traffic Control Zone Layouts (January 2014).**
- No stands, buildings, tents, and/or other encroachments shall be permitted within the highway right of way.

Furthermore, except for the negligent acts of the State, its agents and employees, the applicant or his/her agents shall assume all liability for, and save the State, its agents and employees, harmless from, any and all claims for damages, actions or causes of action arising out of this activity.

If you have any questions, please feel free to contact me.

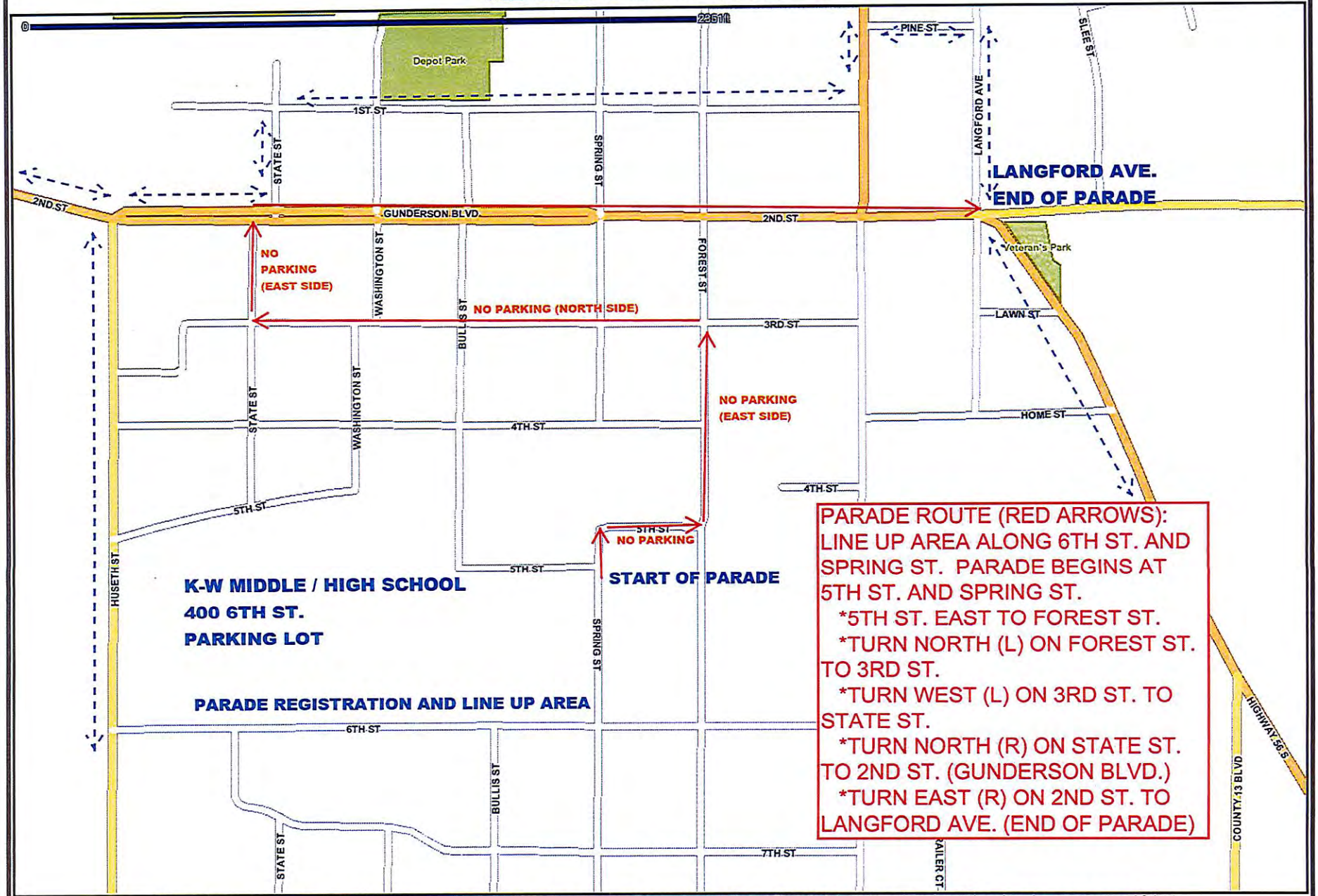
Sincerely,

Terry L. Condon
Roadway Regulations Supervisor

cc: Scott McNurlin, Goodhue County Sheriff
Lee Sjolander, Kenyon City Police Chief
Minnesota State Patrol
File
Nancy Klema, Assistant District Traffic Engineer
Ron Heim, Owatonna Sub-Area Maint. Supervisor
Wayne Golberg, Austin Sub-Area Maint. Supervisor
Office of Communications

An Equal Opportunity Employer

ALTERNATE #1 PARADE



This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. Created From Kenyon Online Mapping Site. Sources: Goodhue County, MN; City of Kenyon, MN. Map Created: 7/9/2012

Detour route

PARADE ROUTE FOR KENYON ROSE FEST AUGUST 20, 2016

MEMO:

July 5, 2016

To: Mayor Engel and City Council

Re: Rose Fest Street Closings

REQUESTED STREET CLOSINGS:

Red Wing Avenue from 2nd Street to the South Side of the alley between 2nd & 3rd St.:

- Closure from 8 a.m. on Friday, Aug. 19 until 8 a.m. on Sunday, Aug. 21. This will be the area for food vendors, street dance, tent and bean bag tournament.

Forest Street from 2nd St. to First Street:

- Closure from 9 a.m. to 5 p.m. on Saturday, August 20th for various activities.

Car Show on August 20:

- Forest St. from 2nd St. through 5th St.
- 3rd St. from Spring St. to alley by 1st Lutheran Church
- 4th St. from Forest to Spring St.

Kenyon Volunteer Fire Fighter Annual 5k

3.2miles

Kenyon Volunteer Fire Department

2nd Annual 5K Run / Walk

KENYON VOLUNTEER FIRE DEPT.

Kenyon Rose Fest

5K Run/Walk

August 20, 2016

@ 8:00 a.m.

Start and Finish:

Kenyon Fire Hall

714 2nd Street

Kenyon, MN 55946

(Proceeds Benefit the Kenyon Firemen's Relief Fund)

2nd Annual Kenyon Fire Dept.
Rose Fest 5K Run/Walk
August 20, 2016
Start: 8:00 a.m.

2nd Annual Kenyon Fire Dept. 5K Run/Walk
August 20, 2016 @ 8:00 am
Make Checks Payable to:
Kenyon Fire Department
709 2nd Street
Kenyon, MN 55946

Race#_____
Payment Method:_____
Check/CC #:_____
Expiration #:_____

Name:_____
Address:_____
City:_____ **State:**_____ **Zip:**_____ **Age:**_____
Phone:_____ **Email:**_____
(used for event updates)
Date of Birth:_____ **Gender:** ☐ Male ☐ Female **Shirt Size:** ☐ S ☐ M ☐ L ☐ XL ☐ XXL
I have read and understand the waiver on the reverse side.

_____
Signature (Signature of Parent if under 18 Years Old)

When:

Saturday, August 20, 2016
at 8:00 am ***Sharp!***

Where:

714 2nd Street
Kenyon, Minnesota 55946
Fire Department building east of BPGas Station / Kenyon Motor Mart. (Corner of Hwy 56 & 60)

Distance:

5 Kilometers (3.2 Miles)

Entry Fees:

Early Registration thru August 5, 2016
(Mail In / Walk In / Online) $20

Late Registration August 6, 2016 thru Race Day (Mail In / Walk In / Online) $25

Mail In & Walk In Registrations:

Kenyon City Hall
709 2nd Street
Kenyon, MN 55946
507-789-6415

Online Registration:

http://www.runwalkjog.com/kenyon/

Race Day Packet Pick-up & Registration:

(7:15 am – 7:45 am)

Kenyon Fire Department
714 2nd Street
Kenyon, Minnesota 55946
(Next to BP Gas Station – Corner of Hwy. 60 & 56)

Goodie Bags, T-Shirt, & Post Race Food:

- Only pre-registered (before Aug. 7) race participants are guaranteed a commemorative T-shirt. ALL race participants will receive a goodie bag
- Snacks and drinks will be provided by our sponsors and served at the check in site for all race participants immediately following the race.

Awards Ceremony:

The overall top male and female, plus the top male and female in each age category will be awarded a prize. Age categories are as follows:

- 14 and Under
- 15-19
- 20-29
- 30-39
- 40-49
- 50-59
- 60 and over

Awards Ceremony will be held immediately following the race at the Finish Line. Awards not picked up race day will be available at Kenyon City Hall.

For More Information:

Kenyon City Hall
709 2nd Street
Kenyon, MN 55946
507-789-6415
www.cityofkenyon.com

kenyon.firedepartment@gmail.com

Find us on Facebook for Race Updates:

Kenyon Volunteer Fire Department

Waiver & Release:

I hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that participation in the Kenyon Fire Department 1st Annual Kenyon 5KRun/Walk is a potentially hazardous activity. I should not participate unless I am medically able. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me as a result of my participation, whether foreseen or unforeseen, including but not limited to heat or cold related incidents. I understand and agree that neither the City of Kenyon, nor any of the sponsors of the event may be held liable in any way for any occurrence in connection with my participation in the Kenyon Fire Department 1st Annual Kenyon 5KRun/Walk that may result in injury, death, or any other damages to me or my family, heirs or assigns, and in consideration of being allowed to participate in this event. I understand and agree that all entry fees are nonrefundable and nontransferable. Further, I acknowledge and agree that the Kenyon Fire Department 1st Annual Kenyon 5KRun/Walk, in its sole discretion, may delay or cancel the event if it believes the conditions on the race day are unsafe. In the event that the event is delayed or cancelled for any reason, including but not limited to fire, strike, protest, labor difficulty, work stoppage, insurrection, war, public disaster, flood, unavoidable casualty, acts of God or the elements (including without limitation, rain, snow, ice, hail, high winds, thunderstorms, lightening, tornado, earthquake, or any other cause beyond the control of the City of Kenyon, there shall be no refund of the entry fee or any other costs of the entrant in connection with the events. I hereby personally assume all risks in connection with said event for any harm, injury or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me or my family, estate, heirs, or assigns arising out of my participation in this event. I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein and contractual and not a mere recital; and that I have signed this document of my own free will. It is my intention by this instrument to exempt and release the City of Kenyon, and all event sponsors from all liability whatsoever for personal injury, property damage or wrongful death arising out of or in the course of my participation in the event.

Cannon Valley Shrine Club

Osman Temple A. A. O. N. W. S. Oasis St. Paul

May 23, 2016

City of Kenyon
709 2nd Street
Kenyon, MN 55946

RE: 2016 Rose Fest Parade

Dear City of Kenyon:

We have again invited several Shrine Units to participate in this year's parade.

I would appreciate if you would again share in their sponsorship.

Shriners do Parades and Circuses to raise money for their own expenses, but more importantly any excess donations they receive go to support the twenty-two Shriners Hospitals for Children throughout North America (with a very viable Hospital in the Twin Cities).

Those Hospitals accept no money from the patient's or their families for treatments.

We appreciate any support you can provide for those Parade Units.

They enjoy coming to Kenyon, because they are treated so, well.

Last year you contributed $250.00 to Cannon Valley Shrine Club for those Sponsorships, a similar contribution would be very much appreciated.

Cannon Valley Shrine Club
c/o Franklin D. Peterson
PO Box B - 634 2nd Street
Kenyon, MN 55946
Office: 507-789-6141
Cell: 507-259-4925