AGENDA
CITY COUNCIL MEETING
July 14, 2015

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

II. CITIZEN COMMENTS

III. ADOPT AGENDA

IV. CONSENT AGENDA

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

V. **APPROVAL OF MINUTES

A. City Council Meeting Minutes of June 9, 2015
B. Special City Council Meeting Minutes of June 19, 2015

VI. PRESENTATIONS/PUBLIC HEARINGS RECOGNITIONS/PROCLAMATIONS

A. Legislative Update by Senator Matt Schmit *(At end of meeting at 8:00 p.m.)*

VII. ENGINEERING

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

VIII. LEGAL

A. Lot Combination Request of Christopher Anderson (506 Red Wing Ave.)
B. Update on Fire Hall Site Purchase
   1. Resolution 2015-10: Declaring the Official Intent of the City of Kenyon to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issue by the City

IX. FINANCIAL

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

X. OLD BUSINESS

A. Kenyon Snowdrifters Club Donation to Municipal Liquor Store / Patio
B. Trondheim Area Paving – Bigelow

XI. NEW BUSINESS

A. 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. 1st Annual Kenyon Fire Dept. 5K Run/Walk Route Approval
7. VFW Street Dance Permit

B. DEED Small Cities Development Application
1. Resolution 2015-09: A Resolution Declaring the City of Kenyon as the Applicant and Partner for the Proposed Kenyon Comprehensive SCDP Rehabilitation Projects Contained in the Community Finance Preliminary Proposal

C. Approve Hiring of Lifeguards Loren Berg and Corynne Dahl

D. Bullis Street & 6th Street Overlay Proposals

E. Water Rate Increase to $.30 per 1000 gallons

F. Resignation of Council Member Russ Thurmes
1. Resolution 2015-08: Resolution Declaring a Vacancy to Exist in the Office of City Council and Providing for the Appointment Thereof
2. Presentation to Council Member Thurmes

XII. OTHER BUSINESS

A. Schedule of Upcoming Meetings
1. SEMLM Summer Meeting: Thursday, July 30th in Wabasha
2. Regular City Council Meeting: Tuesday, August 11th @ 7:00 p.m.

XIII. COUNCIL AND STAFF GENERAL COMMENTS

8:00 XIV. ADJOURNMENT

M E M O R A N D U M

TO: Honorable Mayor and City Council
FROM: Mark Vahlsing, City Administrator
RE: Meeting of July 14, 2015

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

I. CALL TO ORDER AND ROLL CALL

II. CITIZEN COMMENTS

III. ADOPT AGENDA

MOTION NEEDED

IV. CONSENT AGENDA

The Consent Agenda contains the following items for approval:
Regular City Council Meeting Minutes of June 9, 2015
Special City Council Meeting Minutes of June 19, 2015
June 2015 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 (*At end of meeting approximately8 p.m.)*

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

Update on Feasibility Work – 1st Street Reconstruction Project

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

Fire Facility Project:

Update on Space Needs Analysis

Architect Corey Brunton, and the City Engineer are continuing to work on the preliminary building layout and plans.

Phase 1 Environmental Assessment

Bolton and Menk is completing the Phase One Environmental study. Even though the study has not been completed it appears that there will be no environmental issues identified in the study. The City Engineer will discuss the status of the Phase One further at the Council meeting.

Survey

Rapp Surveying started work on the survey on Tuesday July 7. The work should only take a couple of days to complete.

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

Lot Combination Request of Christopher Anderson (506 Red Wing Ave.)

There is no filing fee required. ***MOTION NEEDED***

Fire Hall Site Purchase

Resolution 2015-10: Declaring the Official Intent of the City of Kenyon to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issue by the City

This resolution is required in order for the City to have the ability in include expenses that are incurred before the financing for the Fire Hall being closed. Some of these expenses would include the land purchase, and architectural/engineering costs related to design of the building among others. ***MOTION NEEDED***

IX. FINANCIAL

June 2015 Treasurer's Report - Consent Agenda Item

Payment of Claims – Consent Agenda Item

X. OLD BUSINESS

Kenyon Snowdrifters Club Donation to Municipal Liquor Store / Patio

The Snow drifters club approved a $3500 donation toward the cost of constructing an access door and materials for an outdoor patio at the Muni. Estimates for the door, and patio materials are included in the packet. The Liquor Store Manager should have quotes for a fence by Tuesdays night's meeting. The patio would be located on the east side of the building. The patio would be either concrete or brick pavers with some type of fence. The cost of these items will depend on the materials needed. The manager is seeking furniture for the patio from distributors.

The Council would need to accept the donation, but final approval for the patio design would not need to be made at the council meeting. ***MOTION MAY BE NEEDED***

Update on Trondheim Area Paving – Bigelow

In your packet is a letter that was sent to Bigelow Enterprises. In the letter I requested a written agreement stating that Bigelow will complete the work this road construction season. The City would require some type of collateral or letter of credit in this case. Bigelow contacted us this morning. They are working with BMI to complete the paving. The City Engineer and Public Works Superintendent are meeting with Pat Haselton of BMI in the project area on Tuesday before the Council meeting.

Bigelow told us that they will be paying BMI half of the cost of the paving contract up front. This was confirmed by BMI today. They stated that work can begin after they receive payment, and I asked Bigelow to provide the City with written verification after they have made payment to the contractor. We will need to receive this verification within the next two weeks or the City will begin to proceed with setting up the paving. In this case, a special meeting would be scheduled sometime before the August meeting. The City Engineer will discuss this matter further at the Council meeting

XI. NEW BUSINESS

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. 1st Annual Kenyon Fire Dept. 5K Run/Walk Route Approval
7. VFW Street Dance Permit

MOTION NEEDED

DEED Small Cities Development Application
Resolution 2015-09: A Resolution Declaring the City of Kenyon as the Applicant and Partner for the Proposed Kenyon Comprehensive SCDP Rehabilitation Projects Contained in the Community Finance Preliminary Proposal
A representative of the Southeast Minnesota Multi-County Housing and Redevelopment Authority will be attending the July Council meeting. They will provide an overview of a possible Small Cities Development Grant application though the State of Minnesota. The resolution in the packet will authorize the community survey and pre-application for a possible grant application. The Community Survey will be used to help determine the need to participate in the program. ***MOTION NEEDED***

Approve Hiring of Lifeguards Loren Berg and Corynne Dahl
Pool Manager, Roxy Rolstad, has requested the approval to hire these lifeguards.
MOTION NEEDED

Bullis Street & 6th Street Overlay Proposals
Two quotes are included in the packet for overlay paving on portions of 6th and Bullis Streets.
LaCanne Paving: $45,775
BMI: $55,174
The City has not worked with LaCanne in the past, but has worked extensively with BMI. We normally use the lowest quote. If LaCanne's quote is accepted, the City will need references on other projects they have completed in the area. Approval should be contingent on verifying some type of references. ***MOTION NEEDED***

Water Rate Increase of $.30 per 1000 gallons
From $3.20 to $3.50 per 1000 gallons. KMU approved an increase in water rates effective for the August, 2015 billing period. Further information is contained in the meeting packet.

Resignation of Council Member Russ Thurmes:
Resolution 2015-08: Resolution Declaring a Vacancy to Exist in the Office of City Council and Providing for the Appointment Thereof
MOTION NEEDED

Presentation to Council Member Thurmes

XII. OTHER BUSINESS

SCHEDULE OF UPCOMING MEETINGS
Please see your agenda

XIII. COUNCIL AND STAFF GENERAL COMMENTS

XIV. ADJOURNMENT

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

Pursuant to due call and notice thereof, a City Council Meeting was duly held in the City Council chambers at 7:02 p.m. on the 9th day of June, 2015. The following members were present: Mayor Mike Engel, Council Members, Fred Barsness, Richard Nielsen (arrived at 7:07 p.m.), Russ Thurmes, and Doug Henke. Also present: Administrator Mark Vahlsing, Engineer Joe Rhein, Attorney Scott Riggs, Administrative Assistant Pam Blow, and Police Chief Sjolander.

CITIZEN COMMENTS
None

ADOPT AGENDA
Motion by Barsness seconded by Thurmes to adopt the agenda as printed. Motion carried 4-0-0.

CONSENT AGENDA
Motion by Thurmes seconded by Barsness to approve the Consent Agenda, which includes payment of check numbers 62920 through 63031; 2362E through 2376E and additional checks 63032 through 63046. Motion carried 4-0-0.

ENGINEERING
Update on Feasibility Work – 1st Street Reconstruction Project
According to City Engineer Rhein, the televising for all the main sewers continues, and it will be a number of weeks until the private sewers will be done.

Fire Facility Project
Update on Space Needs Analysis
City Engineer Rhein noted that a meeting was held with the Fire Facility Committee and the architect to plan the layout of a new facility. The architect will create two or three concept layouts and present them at a later date.

Phase I Environmental Assessment – Foldcraft Site
According to City Engineer Rhein, the Phase I environmental assessment is an evaluation of the site to determine if there is the potential presence of contamination, or other issues with the property. If any potential issues are found a Phase II environmental assessment may be needed. Engineer Rhein stated that the cost of the Phase One assessment would not exceed $5000. It should be completed within one month.
Motion by Nielsen, second by Engel to approve the Phase I Environmental Assessment as per the quote provided by Engineer Rhein. Motion carried 5-0-0.

LEGAL
Ordinance 80, Third Series: An Ordinance of the City of Kenyon to Rezone a Parcel of Land owned by Amber Brossard
Administrator Vahlsing noted that the applicant is seeking to have her property rezoned from R-1 to a Agricultural. The property is 2.7 acres. It meets the minimum lot size requirement and is adjacent to parcels that are zoned Agricultural. The Planning Commission has recommended the rezoning for approval by the Council.
Motion by Henke, second by Nielsen to approve Ordinance 80, Third Series. Motion carried 5-0-0 with a roll call vote.

Nuisance Property at 223 Langford Avenue

Chief Sjolander stated that the property owner has made significant progress on the cleanup of the site and indicated that it would be completed this week.

Update on Fire Hall Site Purchase

Attorney Riggs stated that he is working with the attorney for Foldcraft to complete the purchase agreement, and title work. He also stated that the lot split, phase one environmental assessment and survey are the next items to be completed.

OLD BUSINESS

Update on Trondheim Area Paving - Bigelow

Administrator Vahlsing said he will contact Bigelow again to let them know that the paving needs to be completed this summer. He stated that if there is no material progress, the City will notify Bigelow that the City will complete the work. The City may take further action to recoup its costs. Attorney Riggs commented that the abutting properties could be assessed. The City could retain 2-3 lots and resell them to help cover the cost. Mayor Engel commented that this work needs to be completed this year. Engineer Rhein and Administrator Vahlsing will look at specific options for paving the area and report back to the Council at the July meeting.

NEW BUSINESS

Kenyon Snowdrifters Club Charitable Gambling Donation to Municipal Liquor Store

The Kenyon Snowdrifters Club has offered a $3,500 donation to use toward constructing an access door and other costs related to construction of an outdoor patio on the east side of the Municipal Liquor Store. According to store Manager Matt Bartel, the Snowdrifters have to distribute the funds this month. The City received an estimate from L & M Construction for $2,956 which to construct a handicapped accessible door. The estimate would also include construction of landing/ramp, and installing a 42" high wall and handrail on one side of the ramp. Bartel stated that he had received an estimate for fencing was at a cost of $60 - $75 per six-foot panel. He also commented that much of the labor for installing the fencing and other parts of the patio construction would be donated. Mayor Engel noted that he is not in favor of creating the patio area for a number of reasons.

Motion by Engel, second by Nielsen to accept the donation from the Snowdrifters with the stipulation that the funds may not be used for this project. Motion did not pass: Ayes: Engel, Nielsen Nayes; Thurmes, Barsness 2-2-1 (Henke abstained).

Councilman Nielsen commented that the area to the east of the Liquor Store was set aside at one time to be a park and $7,000 was budgeted to go toward its development. Nielsen wondered if this would still be binding. Councilman Henke commented that he would like to have more information regarding the project, and projected costs. Attorney Riggs noted that any charitable gambling donations can be accepted by the City, but that wouldn't bind the council to the project.

Mayor Engel called for a roll-call vote on the above motion: Those in favor: Engel, Nielsen, Henke; those opposed: Barsness, Thurmes. Motion carried 3-2-0.

DEED Small Cities Development Application

Administrator Vahlsing stated that the EDA decided to start the Small Cities Development grant application process for single-family residential, commercial and rental rehabilitation projects. He stated that the EDA would be working with the Southeast Minnesota Multi Housing and Redevelopment Authority (SEMMCHRA) to complete the initial survey work and to complete the

pre-application. If the pre-application is accepted SEMMCHRA, or another organization could complete the funding application. According to Administrator Vahlsing, the application is lengthy and may take 2-3 three years.

Approve Hiring of Garrick Mallery – Lifeguard

Motion by Barsness, second by Thurmes to approve the hiring of Garrick Mallery. Motion carried 5-0-0.

OTHER BUSINESS

Schedule of Upcoming Meetings

City Council Meeting: Tuesday, July 14th @ 7 p.m.

COUNCIL AND STAFF GENERAL COMMENTS

Council member Thurmes informed the Council that he will be moving to Austin, resigning from the council. His last council meeting would be the July meeting. Mayor Engel thanked Councilman Thurmes for his participation on the council and various committees. Administrator Vahlsing commented that the Council will need to begin considering replacements for Councilman Thurmes.

Motion Nielsen, seconded by Barsness to adjourn the meeting at 7:45 p.m. Motion carried 5-0-0.

Pam Blow, Administrative Assistant

Michael Engel, Mayor

Pursuant to due call and notice thereof, a Special City Council meeting was held in the City Hall conference room on the 19th day of June, 2015. The following members were present: Mayor Mike Engel, Council members, Fred Barsness and Richard Nielsen. Absent: Russ Thurmes and Doug Henke. Also present: City Administrator Mark Vahlsing, Chris Mallery and David Olson

Mayor Engel called the special meeting to order at 12:05 p.m. He stated that the purpose of the Special meeting was to discuss the minor lot split request by David and Melissa Olson for their property at 133 Gates Avenue.

Administrator Vahlsing reviewed the Olson's request, and noted that the documents supplied by the property owner appear to be in order. He also stated the original lot split dates back to the mid-1990's. A survey was completed at that time, but was never approved by the City or recorded.

Resolution 2015-07: Resolution Approving Minor Dubdivision of Property in the City of Kenyon

Motion by Nielsen second by Barsness to approve Resolution 2015-07. Motion Carried 3-0-0.

Motion by Barsness second by Nielsen to adjourn the special council meeting at 12:10 p.m. Motion carried 3-0-0.

Mark Vahlsing, City Administrator

Michael Engel, Mayor

REQUEST FOR COMBINATION OF DESCRIPTIONS

To: Goodhue County Land Records Coordinator

Christopher Anderson, owner of the following tax parcels,

has requested they be combined:

Parcel No.

66-520-0100

66-520-0110

As owner of the above-described property, I declare these are the parcels I request be combined under one description.

Date: 6-26-15 Signed

OFFICE USE

Section/Plat:

School District:

Taxing District:

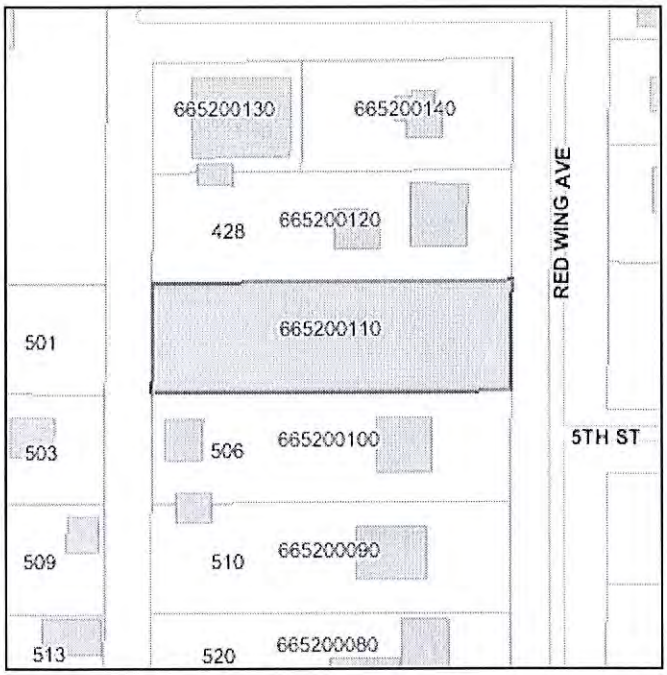
Ownership:

Adjacent:

New Parcel Number:

Dated this _____ day of _____. 20____.

Donald Mitchell
Goodhue County Land Records Coordinator
509 West 5th Street, Room 203
Red Wing MN 55066



Goodhue County Parcel Report

Report Creation Date: 7/8/2015

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

Parcel ID: 665200110
Parcel Address:

Deeded Acres: 0
Sect-Twp-Rng:
Lot - Block:
Township/City: KENYON CITY

Taxpayer Name: ~~**LILA M COLE**~~ Christopher Anderson
Taxpayer Name2:
Taxpayer Address: 506 RED WING AVE
KENYON, MN 55946

Abbreviated Legal Description:
OVERHOLTS ADDITION DOC#605883 LOTS 3 & 8 BLK 2 ID# 16-0480-01100

Goodhue County Parcel Report

Report Creation Date: 7/8/2015

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

Christopher Anderson

Parcel ID: 665200100
Parcel Address: 506 RED WING AVE
KENYON, MN 55946
Deeded Acres: 0
Sect-Twp-Rng:
Lot - Block:
Township/City: KENYON CITY

Taxpayer Name: ~~LILA M COLE~~
Taxpayer Name2:
Taxpayer Address: 506 RED WING AVE
KENYON, MN 55946

Abbreviated Legal Description:
OVERHOLTS ADDITION DOC#605882 LOTS 2 & 9 BLK 2 ID# 16-0480-01000

CITY OF KENYON, MINNESOTA

RESOLUTION NO. 2015-10

DECLARING THE OFFICIAL INTENT OF THE CITY OF KENYON TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Kenyon, Minnesota (the "City"), expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (the "Declaration") to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

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

1. The City proposes to acquire property and construct a new fire hall on the acquired property (the "Project"):

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of $_____. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Approved by the City Council of the City of Kenyon this 14th day of July, 2015.

_____
Mike Engel, Mayor

ATTEST:

_____
Mark Vahlsing, City Administrator

L&M Construction Company

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

Mitty

Estimate

Date	Estimate #
5/31/2015	295

License # BC672239

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

Description	Total
Install new 36" door in replace of window Install interior landing with a 8' ramp Install 42" high walls on one side of ramp Install handrail and trim	2,956.00
Thanks we look forward to working with you!	**Total** $2,956.00

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

LEXVOLD CONSTRUCTION

714 PINE STREET
KENYON, MN 55946
PHONE: 507-838-7773
FAX: 507-789-5749

Estimate for:
CITY OF KENYON LIQUOR STORE C/O MARK

Estimate#:	
Estimate Date:	6-19-15

CONCRETE WORK @ LIQUOR STORE:	
- 20 x 30, 4", 4000# MIX, 1/2" REBAR 2' O.C. - E.W., EXCAVATED, GRANULAR FILL 3" UNDER SLAB, TAMPED, BROOM FINISH, CURE & SEAL APPLIED.	
600 SF. @ 4.33	2600
TOTAL ESTIMATE:	2600

709 Second Street
Kenyon, MN 55946

City of Kenyon

Phone 507.789.6415
Fax 507.789.5604

July 7, 2015

Tony Bigelow
Bigelow & Sons Enterprises, Inc.
4057 28th St. NW Ste 100
Rochester, MN 55901

Dear Tony;

This letter is a formal request for Bigelow Enterprises to complete the paving of areas of Whitetail 2nd Addition in Kenyon. Due to continued deteriorating conditions, the pavement must be addressed this road construction season. Last year you had indicated that every effort would be made to complete the needed improvements, but the work was not completed.

In order to ensure that the work will be completed the City is requesting a written agreement stating that Bigelow will complete the work this road construction season. The City is willing to work with you if needed in this matter. We would be open to discussing an arrangement where the City would complete the work under some type of agreement that Bigelow would agree to pay back the cost over a period of years. The City would require some type of collateral or letter of credit in this case. We would also be open to discussing other options.

If an agreement is not made in this matter in the next 30 days, the City will be forced to complete the required improvements to the affected streets. In this case the City will consider all options to recoup our expenses including but not limited to assessments, and enforcing the terms of the original development agreement. It is our preference to come to a mutual solution to this matter.

Thank you for your assistance in this matter, and please call if you have questions.

Sincerely,

Mark R. Vahlsing
City Administrator

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 date and time:* ***August 22, 2015, 9 p.m. to 1 a.m. on August 23, 2015,*** *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: Matt Bartel

Date: 7/3/15

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 7th, 2015

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 22nd, 2015 starting around 4:00 p.m., in case of rain it will be held on Sunday, August 23rd, 2015 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
Don Nosbisch, Austin Sub-Area Maint. Supervisor
Office of Communications

An Equal Opportunity Employer

July 6, 2015

Terry Condon
Minnesota Department of Transportation
District 6
1010-21st Avenue NW
Owatonna, Minnesota 55060

RE: **REQUEST FOR DETOUR KENYON ROSE FEST PARADE**

Dear Terry Condon:

Greetings, I am contacting you on behalf of the KABA Rose Fest Parade Committee to request a permit to detour traffic for the Kenyon Rose Fest Parade. We propose having the parade participants line-up at the Kenyon-Wanamingo High/Middle School and along 6th Street. We propose having the parade end at 2nd Street and Langford Avenue.

The proposed detour would be the same as in previous years. Our parade is scheduled for Saturday, August 22, 2015 at 4:00pm with a rain date of Sunday, August 23, 2015 at 12:00pm. The parade should last approximately one hour.

Attached please find a map of the proposed route and detour. Thank you for your attention to this matter. Feel free to contact me with any questions.

Sincerely,

KABA Rosefest Committee

David W. Jacobsen

c.c. Dana Ostertag (via email)
Frank Peterson (via email)

ROSE FEST PARADE ROUTE FOR AUGUST 22, 2015

PARADE ROUTE (RED ARROWS): LINE UP AREA ALONG 6TH ST. AND SPRING ST. PARADE BEGINS AT 5TH ST. AND SPRING ST.

*5TH ST. EAST TO FOREST ST.

*TURN NORTH (L) ON FOREST ST. TO 3RD ST.

*TURN WEST (L) ON 3RD ST. TO STATE ST.

*TURN NORTH (R) ON STATE ST. TO 2ND ST. (GUNDERSON BLVD.)

*TURN EAST (R) ON 2ND ST. TO LANGFORD AVE. (END OF PARADE)

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MEMO:

July 2, 2015

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 Noon on Friday, Aug. 21 until 8 a.m. on Sunday, Aug. 23. This will be the area for food vendors, street dance and bean bag tournament

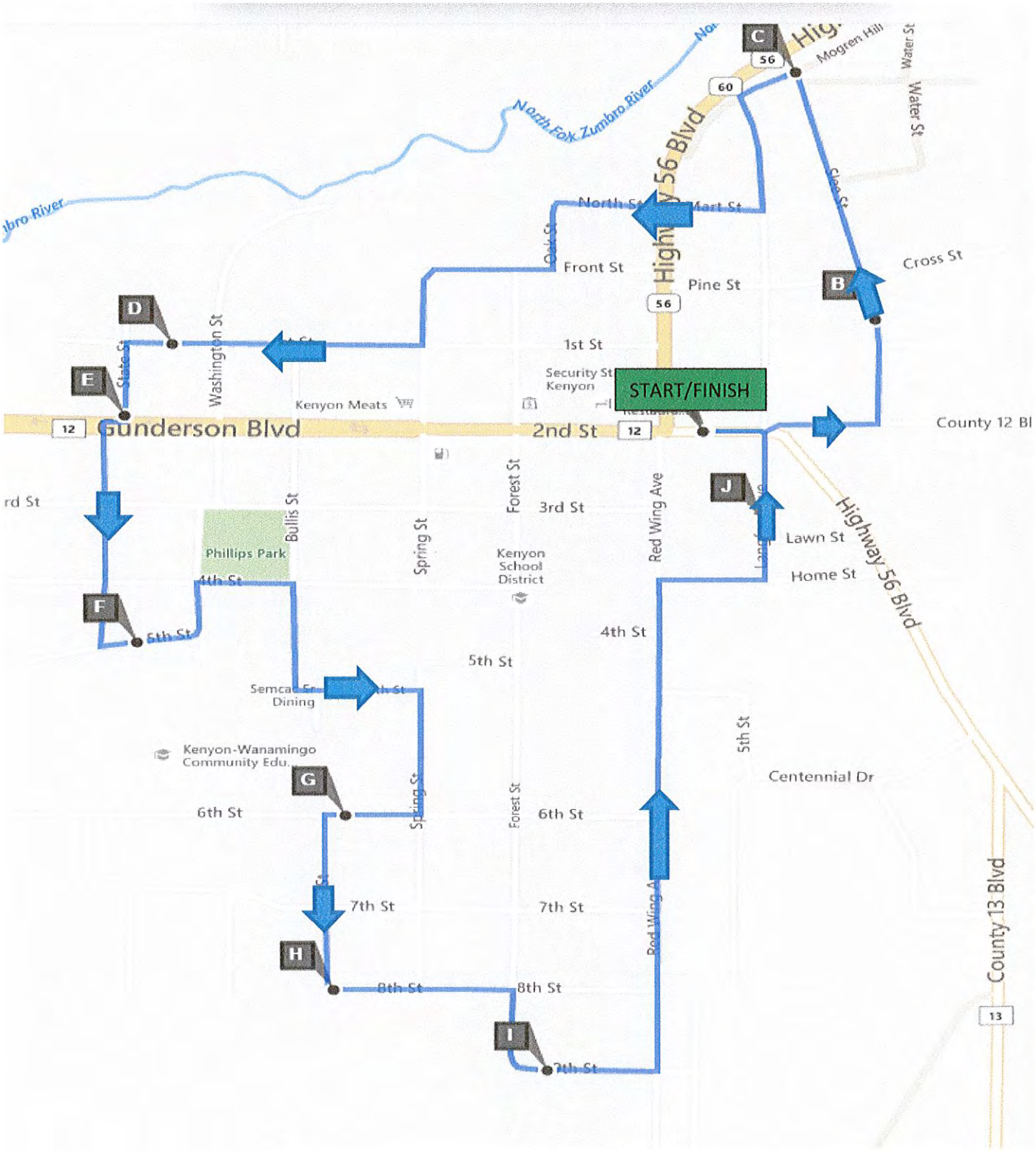
Forest Street from 2nd St. to First Street:

- Closure from 9 a.m. to 1 p.m. on Saturday, August 22nd for the Kiddie Pedal Pull

Car Show on August 22:

- 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

1st Annual 5K Run / Walk

Kenyon Rose Fest

5K Run/Walk
August 22, 2015

@ 8:00 a.m.

Start and Finish:

Kenyon Fire Hall
714 2nd Street
Kenyon, MN 55946

(Proceeds Benefit the Kenyon Firemen's Relief Fund)

1st Annual Kenyon Fire Dept.
Rose Fest 5K Run/Walk
August 22, 2015
Start: 8:00 a.m.

1st Annual Kenyon Fire Dept. 5K Run/Walk
August 22, 2015 @ 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 22, 2015
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 7, 2015 (Mail In / Walk In / Online) $20

Late Registration August 8, 2015 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.

CONRAD OSTHUM POST NO. 141
VETERANS OF FOREIGN WARS
P.O. Box 51 • 601 2nd St.
Kenyon, Minnesota 55946
507-789-5691
Email: vfw141@cannon.net

VFW Post 141 respectfully requests permission to temporarily close Forest Ave. from the intersection of Forest Ave. and Main Street, to the alley of and including ¼ of the alley behind the VFW. This would be from 4pm on August 21 to 2am Saturday August 22, 2015.

This is to facilitate the use of the street and alley for a dance with music provided by "The Local Hooligans". This event is to add to the annual "Rose Fest.

There will be a beer garden behind the VFW and all patrons would be monitored by VFW staff, servers, and Rose Fest security. "Sober Cab" will be available for those we feel need a ride home. We have never had an incident at this event and have participated since Rose Fest began. Thank You!

VFW Post 141
Don Skillestad
Club Manager/Quartermaster
Don Skillestad

Small Cities Development Program

Housing Rehab

Eligible Properties

- Located in the geographic area that encompasses the application
- Suitable for rehabilitation *(total rehab cost cannot exceed 75% of the market value)*
- Current on property taxes
- Permanent structure

Household Income

- Gross household income must be at or below 80% of the county median income
- All income verified through 3rd parties *(aids in determining eligibility for deferred loan)*

Financial Assistance

- Deferred loan amount will vary on a case-by-case basis
- Deferred loans are secured with a Repayment Agreement. If the property is sold, title is transferred or is no longer the primary residence of the participant:

  ~ within the first 6 yrs., the full amount must be repaid to the HRA

  ~ the amount of repayment is reduced 20% for each year until the end of the 10th year.

  ~ at the end of the 10th year, the loan is forgiven (becomes a grant)

Income Guidelines (2015)

Family Size	50% AMI	80% AMI
1	$26,100	$41,750
2	$29,800	$47,700
3	$33,550	$53,650
4	$37,250	$59,600
5	$40,250	$64,400
6	$43,250	$69,150
7	$46,200	$73,950
8	$49,200	$78,700

Financial Assistance

Income based on AMI	% Property Owner Match	% Deferred Loan	Max. Deferred Loan Amount
0-50% AMI	0%	100%	$25,000
51-80% AMI	12%	88%	$22,000

Eligible Activities

- Deferred loans may be used to:

  ~ remove health, safety or other deficiencies & to bring the structure into compliance with the rehabilitation standards (*roofing, siding, plumbing, water supply, septic systems, or wiring)*

  ~ improve the property by increasing the structure's energy efficiency *(insulation or installing storm windows)*

  ~ modify or rehabilitate the unit to make it accessible for a handicap or disabled member of the household *(structural, exterior, bathroom, kitchen)*

SEMMCHRA
Southeastern Minnesota Multi-County Housing & Redevelopment Authority
134 East Second Street, Wabasha 55981
Phone: 651-565-2638, ext. 213
commdevhra@wabasha.net

EQUAL HOUSING OPPORTUNITY

Draft letter

July 14, 2015

Dear Kenyon Resident:

The City of Kenyon is working in conjunction with the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) to secure grant funds for housing rehabilitation within the City. Affordable housing, the preservation of our existing housing stock and an improved commercial area are all very important to our residents. The City has assisted several neighborhoods with home repair funds and your neighborhood is the next potential area to receive home improvement assistance.

SEMMCHRA representatives are available to answer any questions you may have. This survey will be used to determine the City's eligibility for grants and determine the level of assistance, which would be utilized by our residents. Please mail the survey back to SEMMCHRA's office in the enclosed pre-stamped envelope. The survey will not be available to any City staff but only those working on the application.

Your response is essential for the City to receive the grant funds, and even if you think you might not be eligible, your response may help your family and neighbors in making improvements to their home.

ALL OF YOUR ANSWERS WILL BE CONFIDENTIAL! Only SEMMCHRA will know your response, no individual responses will be available or included in any future grant application. THIS SURVEY WILL ONLY TAKE A FEW MINUTES TO COMPLETE. You do not need to sign the survey unless you wish.

Please complete the survey and return in the pre-stamped envelope by August 21st.

If you have any questions, please feel free to contact Karen DuCharme at SEMMCHRA at 651-565-2638, ext. 213 or email commdevhra@wabasha.net.

Sincerely,

Mike Engel

Mike Engel
Mayor, City of Kenyon

Kenyon Housing Survey

1. **Do you own or rent your home?** _____ Own _____ Rent

2. **How old is your home?** _____ Years (approximately)

3. **Please check the conditions of the following items for your residence.**

	Good	Fair	Poor		Good	Fair	Poor
Exterior				**Interior**			
Roof	☐	☐	☐	Ceiling	☐	☐	☐
Foundation	☐	☐	☐	Walls	☐	☐	☐
Siding	☐	☐	☐	Floors/Covering	☐	☐	☐
				Peeling Paint	☐	☐	☐
Vital Systems				**Energy Conservation**			
Electrical	☐	☐	☐	Insulation	☐	☐	☐
Plumbing	☐	☐	☐	Windows	☐	☐	☐
Heating	☐	☐	☐	Furnace	☐	☐	☐
				Water Heater	☐	☐	☐

4. **Housing Improvements**
Would you be interested in the rehabilitation of your current residence through the use of a grant or low-interest loan? _____ Yes _____ No _____ Maybe

5 **Is there anyone in your household with disabilities who needs to have changes made to your house to make it more accessible and usable?** _____ Yes _____ No If "yes," please provide a list of the needed changes: _____

6. **Household Characteristics**
Please indicate the **number of people** in your household for **each age group**.

0-6 _____ 7 –18 _____ 19-39 _____ 40-59 _____ 60 and over _____ Total _____

7. **Total House Income for All Persons Dwelling in Your Residence**
Check one (1) to indicate your total household income (gross income *before* taxes)

☐ $ 0 - $41,750
☐ $41,751 - $47,700
☐ $47,701 - $53,650
☐ $53,651 - $59,600
☐ $59,601 - $64,400
☐ $64,401 - $69,150
☐ $69,151 - $73,950
☐ $73,951 - $78,700
☐ More than $78,701

List your contact information if you are interested in participating in the Kenyon Housing Rehabilitation Program.

Name: _____
Address: _____
City/State/Zip: _____
Telephone #: _____

Thank you for your time.

If you have any questions, please contact Karen DuCharme at SEMMCHRA, 134 East Second Street, Wabasha, MN 55981 or at 651-565-2638, ext. 213.

Small Cities Development Program

Rental Rehab

Rental Rehab	
10-Year Deferred Loan	70%
Owner Match	30%

Eligible Properties

- Rental property located in the target area
- Mixed-use structure
- Structure is suitable for rehabilitation
- Property taxes are current

Financial Assistance

- Deferred loan amount will vary on a case-by-case basis
- Deferred loans are secured with a Repayment Agreement. If the property is sold or title is transferred:

~at any time during the 10-year period, the loan must be repaid to the HRA with no interest added

~at the end of the 10th year, the loan is forgiven (becomes a grant)

Compliance Requirements

- The accessibility requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1975 will be incorporated into rehab projects.
- All rehabilitation work must comply with all applicable requirements of the Lead-Based Paint Poisoning Prevention Act.
- Rental rehabilitation projects with 7 or more units must comply with Davis Bacon and other labor standards.

EQUAL HOUSING OPPORTUNITY

Eligible Improvements

- Exterior painting
- Health & safety issues
- Energy efficiency improvements
- Roof replacement
- Electrical rewiring
- Heating systems
- Code violations

Additional Requirements

- At least 51% of the units shall be rented to those at 80% of the county median income and below for a period of 10 years. The income limits are listed below:

House-hold Size	1 Person	2 People	3 People	4 People	5 People
Income Limit	$41,750	$47,700	$53,650	$59,600	$64,400

- All units must meet the following Fair Market Rents for Goodhue County for a period of 10 years:

Bedroom Size	0	1	2	3	4
Fair Market Rent	$489	$557	$754	$1,100	$1,312

SEMMCHRA
Southeastern Minnesota Multi County Housing & Redevelopment Authority

134 East Second Street, Wabasha 55981
Phone: 651-565-2638, ext. 213
commdevhra@wabasha.net

July 14, 2015

City of Kenyon
709 2nd Street
Kenyon, MN 55946

RE: COMMITMENT TO PARTICIPATE IN THE CITY OF KENYON 2016 SCDP RENTAL REHABILITATION PROGRAM

Dear City of Kenyon:

This letter is to express our commitment to participate in the ***2016 (SCDP) Rental Rehabilitation Program*** if the City is successful with the grant application. The program design has these elements:

% Project Cost	Source
70%	SCDP, 0% Interest, 10-Year Deferred Loan
30%	Owner/Private Match

EXAMPLE:

Total Project cost = $15,000
70% - $10,500 (maximum amount from grant funds is $12,000)
30% - $ 4,500 (owner match)

Tenants must meet the income limits listed below and cannot pay more than 30% of their income for the rent for the period of the Small Cities Development Program Loan.

2015 Goodhue County Income Limits							
1 Person	*2 People*	*3 People*	*4 People*	*5 People*	*6 People*	*7 People*	*8 People*
$41,750	$47,700	$53,650	$59,600	$64,400	$69,150	$73,950	$78,700

The rents must be affordable and must not exceed HUD's Section 8 Fair Market Rents, which are listed below.

Goodhue County Fair Market Rents					
Bedroom Size	**0**	**1**	**2**	**3**	**4**
Fair Market Rent	$489	$557	$754	$1,100	$1,312

Eligible activities may include:
Health, safety, and code violation improvements, roofing, siding, windows, doors, electrical, plumbing, and heating and structural repairs.

Not eligible improvements: Cosmetic items are not eligible improvements.

We understand that funding will not be available prior to the summer of 2016, and only improvements undertaken after that time are eligible for SCDP assistance.

Our commitment to participate is dependent upon the City receiving the SCDP grant funds and our ability to secure the necessary leveraged funding resources from our lender or our equity funds. Explain above.

Our participation in this program would be for the property listed on the enclosed application:

Owner Name: _____
(print)
Correspondence Address: _____

Sincerely;

_____
Property Owner

Please continue on the next page.

Rental Unit Property Inventory

1. Total number of rental units? _____
2. By bedroom size: 1-BR _____ 2-BR _____ 3-BR _____ 4-BR _____
3. Monthly rent by bedroom size: 1-BR $_____ 2-BR $_____ 3-BR $_____ 4-BR $_____
4. Please indicate if any of the following utilities are included in the rent: None ☐ Electricity ☐ Water ☐ Sewer ☐ Garbage ☐ Heat ☐
5. Average monthly costs of the above utilities? _____
6. Do you currently have any vacancies? If yes, how many? _____
7. Do you have a waiting list? YES ☐ NO ☐
8. If a vacancy occurs, how long does it usually take to rent the unit? _____
9. General rental unit conditions:

A. Interior	Good	Fair	Poor	**B. Mechanical System**	Good	Fair	Poor
Ceiling				*Plumbing*			
Walls				*Electrical*			
Floors				*HVAC*			
C. Energy Conservation	Good	Fair	Poor	**D. Miscellaneous**	Good	Fair	Poor
Ceiling				*Smoke Alarms*			
Walls				*Sprinkler System*			
Foundation				*Handicap Accessible*			

Small Cities Development Program

Commercial Rehab

Eligible Properties

- Commercial property located in the target area
- Commercial structure or a mixed-use structure
- Structure is suitable for rehabilitation
- Property taxes are current

Commercial Rehab *$25,000 Maximum Deferred Loan*	
10-Year Deferred Loan	50%
Owner Match	30%
Low-Interest SCDP Loan	20%

Financial Assistance

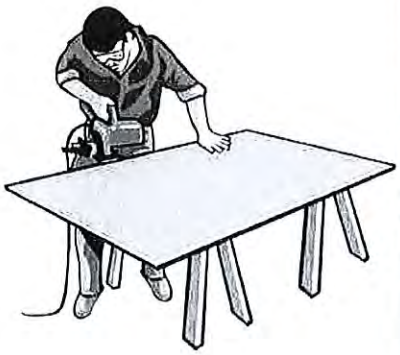
- Deferred loan amount will vary on a case-by-case basis
- Deferred loans are secured with a Repayment Agreement. If the property is sold or title is transferred:
  - ~ within the first 6 yrs., the full amount must be repaid to the HRA
  - ~ the amount of repayment is reduced 20% for each year until the end of the 10th year.
  - ~ at the end of the 10th year, the loan is forgiven (becomes a grant)

Compliance Requirements

- The accessibility requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1975 will be incorporated into rehab projects.
- Commercial rehabilitation projects utilizing more than $2,000 in federal funds must comply with the Davis Bacon and other labor standards *(SEMMCHRA staff is available to assist owners with the Davis Bacon requirements)*
- All rehabilitation work must comply with all applicable requirements of the Lead-Based Paint Poisoning Prevention Act.

Eligible Improvements

- Store front façade
- Exterior painting
- New signs or awnings-upgrade exterior appearance
- Health & safety issues
- Energy improvements
- Roof replacement
- Electrical rewiring
- Heating systems
- Code violations
- Accessibility issues



SEMMCHRA
Southeastern Minnesota Multi-County Housing & Redevelopment Authority
134 East Second Street, Wabasha 55981
Phone: 651-565-2638, ext. 213
commdevhra@wabasha.net

EQUAL HOUSING OPPORTUNITY

July 14, 2015

City of Kenyon
709 2nd Street
Kenyon, MN 55946

RE: COMMITMENT TO PARTICIPATE IN THE CITY OF KENYON 2016 SCDP COMMERCIAL REHAB PROGRAM

Dear City of Kenyon:

This letter is to express our commitment to participate in the 2016 SCDP ***Commercial Rehabilitation Program*** if the City is successful with our grant application. The program design, as outlined in the informational meetings and the public hearing has these elements:

% Project Cost	Source
50%	SCDP, 0% Interest, 10-Year Deferred Loan
20%	SCDP, 1% Interest, 5 Year Loan (repaid in years 6-10)
30%	Owner/Private/City low-interest; 5-10 Year Installment Loan

We understand that our potential obligation to the rehabilitation effort could be approximately 30% of the total project cost. We also understand that $40,000 is the maximum amount of SCDP funds available for any single project.

Eligible activities are generally limited to necessary exterior improvements such as roofing, windows & doors, siding, foundation work, signage. Activities such as plumbing, electrical and HVAC upgrades must demonstrate health/safety and building code violations in order to be eligible for SCDP assistance. We have identified improvements to our building that meet these requirements. We understand that funding will not be available prior to the summer of 2016, and only improvements undertaken after that time are eligible for SCDP assistance. We also understand that Davis Bacon Wage Rates are enforced.

Our commitment to participate is dependant upon the City receiving the SCDP grant funds and our ability to secure the necessary leveraged funding resources from our lender or our equity funds. We estimate the average total project cost would be approximately: $30,000 and our portion of the required financing could be 30% of this amount or approximately $9,000.

Our participation in this program would be for the property listed on the enclosed application:

Owner Name: _____ Business Name: _____
(print)
Business Address: _____

Sincerely;

_____
Business or Property Owner

Please turn page over and continue

Commercial Building Condition Survey
City of Kenyon, Minnesota

Building Type: Commercial ____ Mixed Use ____ Residential Rental Units ____

Occupancy Status: Owner Occupied ____ Tenant Occupied ____ Vacant ____

1. Please rate the following conditions of your business establishment's building

A. Exterior	Good	Fair	Poor	**B. Interior**	Good	Fair	Poor
Roof				Ceiling			
Walls				Walls			
Windows/Doors				Floors			
Foundation							
C. Mechanical Systems	Good	Fair	Poor	**D. Energy Conservation**	Good	Fair	Poor
Plumbing				Ceiling			
Electrical				Walls			
HVAC				Foundation			
E. Miscellaneous	Good	Fair	Poor				
Smoke Alarms							
Sprinkler System							
Handicap Accessible							

2. Utilization of grant funds will require a financial commitment of the property owner. In your situation, if you were to make a financial commitment to secure other loan funds, how much of a monthly payment would you be willing make over a 5-year period?

Less than $100____ $100 to $199____ $200 to $299____ $300 to $399____ $400 or more____

Please return this letter and survey to the SEMMCHRA office by *September 4, 2015*

Thank you for your time!

RESOLUTION NO. 2015-09
CITY OF KENYON
COUNTY OF GOODHUE
STATE OF MINNESOTA

RESOLUTION DECLARING THE CITY OF KENYON AS THE APPLICANT AND PARTNER FOR THE PROPOSED KENYON COMPREHENSIVE SCDP REHABILITATION PROJECTS CONTAINED IN THE COMMUNITY FINANCE PRELIMINARY PROPOSAL

WHEREAS the City of Kenyon is the applicant and partner in the proposed Kenyon Comprehensive Rehabilitation SCDP Projects contained in the Community Finance Preliminary Proposal to be submitted in November 2015; and

WHEREAS the City of Kenyon and the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) are partnering to develop the project.

NOW, THEREFORE BE IT RESOLVED that the City of Kenyon agrees to be the applicant and partner in the proposed Kenyon Comprehensive SCDP Rehabilitation projects contained in the Community Finance Preliminary Proposal.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Kenyon on July 14, 2015.

_____
Michael Engel, Mayor

Attest:

_____
Mark R. Vahlsing, City Administrator

Removal • Paving
Sealcoating • Crack Filling

LaCanne Paving L.L.C.

P.O. Box 325 • Morristown, MN 55052 • Fax: 507-685-2491
www.lacannepaving.com • Email: lacannepaving@bevcomm.net

507-685-2424

PROPOSAL

№ 7418

Date 6-22-2015

Sheet No. 1

Proposal Submitted to:

Name City of Kenyon
Street 709 2nd st.
City Kenyon Zip 55946
Phone
Fax # Cell

Work To Be Performed at:

6th st overlay.
Street
City State
Contact Person Attn: Steve Bealson
Phone # 507-789-5913

We hereby propose to furnish the materials stated in the Proposal and perform the labor necessary for the completion of your project.

We will taper mill 4'ft on both curb lines, sweep & clean.

Apply a tack coat over the existing asphalt.

Pave 1½ inchs of asphalt over the part of 6th st 212' foot long.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Eight Thousand Two Hundred Seventy five Dollars ($ 8,275.00).

with payments to be made as follows: ☐ Half Down, Half When Finished ...OR ☒ Full Payment Upon Completion

Respectfully submitted Per

Note: This Proposal may be withdrawn by us if not accepted within 30 days.

Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimated. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry necessary insurance upon above work. We are limited liability company and meet all requirements.

NOTICE OF RIGHT TO LIEN

"THIS NOTICE IS TO ADVISE YOU OF YOUR RIGHTS UNDER MINNESOTA LAW IN CONNECTION WITH THE IMPROVEMENT TO YOUR PROPERTY. ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS. WE, LACANNE PAVING, LLC, PO BOX 325, MORRISTOWN, MN 55052 HAVE BEEN HIRED BY YOU OR YOUR CONTRACTOR TO PROVIDE MATERIAL AND LABOR FOR THIS IMPROVEMENT. IF WE ARE NOT PAID BY YOU OR YOUR CONTRACTOR, WE CAN FILE A CLAIM AGAINST YOUR PROPERTY FOR THE PRICE OF OUR SERVICES. YOU HAVE THE RIGHT TO PAY US DIRECTLY AND DEDUCT THIS AMOUNT FROM THE CONTRACT PRICE, OR WITHHOLD THE AMOUNT DUE US FROM YOUR CONTRACTOR UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS YOUR CONTRACTOR GIVES YOU A LIEN WAIVER SIGNED BY ME (US). WE MAY NOT FILE A LIEN IF YOU PAID YOUR CONTRACTOR IN FULL BEFORE RECEIVING THIS NOTICE."

GUARANTY

In consideration of credit already given or which may hereafter be given to _____, hereinafter called **DEBTOR,** and at the special instance and request of **LACANNE PAVING, LLC.** a Minnesota corporation, hereinafter referred to as **SECURED PARTY,** the undersigned hereby unconditionally guarantees the prompt payment when due, whether at the maturity date or dates specified therein or theretofore upon acceleration of maturity pursuant to the provisions thereof, of all sums owing by **DEBTOR** to **SECURED PARTY,** including both principal and interest together with any and all expenses of and incidental to collection, including attorney's fees. This Guaranty is particularly intended to pertain to, and shall pertain to, but is not limited to, all blacktopping and related work performed by, or to be performed by, **SECURED PARTY** for or at **DEBTOR'S** request.

This Guaranty is an absolute and complete one and shall be a continuing one and no notice of any indebtedness already or hereafter contracted or acquired by **SECURED PARTY,** or of any renewal or extension of any part of portion thereof, need be given to the undersigned.The undersigned hereby expressly waives demand, presentment, protest and notice of dishonor on any and all forms of such indebtedness and also notice of acceptance of this Guaranty.

The undersigned agrees that this guaranty shall continue in effect not withstanding that from time to time no indebtedness from **DEBTOR** to **SECURED PARTY** may exist. The undersigned hereby subordinates in favor of **SECURED PARTY** the undersigned's claim against **DEBTOR** or in or to any property of **DEBTOR** .

This Guaranty shall remain in full force and effect until retracted in writing by the undersigned, such retraction to be effective when personally delivered to **SECURED PARTY** at **SECURED PARTY'S** business office, provided, however, that no such retraction shall be effective for any indebtedness then owing by **DEBTOR** to **SECURED PARTY** or that **SECURED PARTY** has already contracted to perform because of a request for the performance of the same previously made by **DEBTOR.**

This Guaranty shall be binding upon the undersigned in a joint and several capacity and upon the undersigned's heirs, legal representatives, successors and assigns, and shall inure to the benefit of Secured Party and Secured Party's heirs, legal representatives, successors and assigns.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature of Individual Guarantor Date Individual Guarantor's printed name

Removal • Paving
Sealcoating • Crack Filling

LaCanne Paving L.L.C.

P.O. Box 325 • Morristown, MN 55052 • Fax: 507-685-2491
www.lacannepaving.com • Email: lacannepaving@bevcomm.net

507-685-2424

PROPOSAL

№ 7419

Date 6-22-2015

Sheet No. 2

Proposal Submitted to:

Name City of Kenyon
Street 709 2nd St.
City Kenyon Zip 55946
Phone
Fax # Cell

Work To Be Performed at:

Bullis St Overlay
Street
City State
Contact Person Steve Baalson
Phone # 507-789-5913

We hereby propose to furnish the materials stated in the Proposal and perform the labor necessary for the completion of your project.

We will taper mill 4' foot on both curb lines sweep and clean.

Apply a tack coat over the existing asphalt.

Pave 1½ inchs of asphalt over the street from Hwy 60 to 5th St

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Thirty Seven Thousand Five Hundred Dollars ($ 37,500.00).

with payments to be made as follows: ☐ Half Down, Half When Finished ...OR ☒ Full Payment Upon Completion

Respectfully submitted [signature] Per [signature]

Note: This Proposal may be withdrawn by us if not accepted within 30 days.

Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimated. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry necessary insurance upon above work. We are limited liability company and meet all requirements.

Total $45,775

NOTICE OF RIGHT TO LIEN

"THIS NOTICE IS TO ADVISE YOU OF YOUR RIGHTS UNDER MINNESOTA LAW IN CONNECTION WITH THE IMPROVEMENT TO YOUR PROPERTY. ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS. WE, LACANNE PAVING, LLC, PO BOX 325, MORRISTOWN, MN 55052 HAVE BEEN HIRED BY YOU OR YOUR CONTRACTOR TO PROVIDE MATERIAL AND LABOR FOR THIS IMPROVEMENT. IF WE ARE NOT PAID BY YOU OR YOUR CONTRACTOR, WE CAN FILE A CLAIM AGAINST YOUR PROPERTY FOR THE PRICE OF OUR SERVICES. YOU HAVE THE RIGHT TO PAY US DIRECTLY AND DEDUCT THIS AMOUNT FROM THE CONTRACT PRICE, OR WITHHOLD THE AMOUNT DUE US FROM YOUR CONTRACTOR UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS YOUR CONTRACTOR GIVES YOU A LIEN WAIVER SIGNED BY ME (US). WE MAY NOT FILE A LIEN IF YOU PAID YOUR CONTRACTOR IN FULL BEFORE RECEIVING THIS NOTICE."

GUARANTY

In consideration of credit already given or which may hereafter be given to _____, hereinafter called **DEBTOR,** and at the special instance and request of **LACANNE PAVING, LLC.** a Minnesota corporation, hereinafter referred to as **SECURED PARTY,** the undersigned hereby unconditionally guarantees the prompt payment when due, whether at the maturity date or dates specified therein or theretofore upon acceleration of maturity pursuant to the provisions thereof, of all sums owing by **DEBTOR** to **SECURED PARTY,** including both principal and interest together with any and all expenses of and incidental to collection, including attorney's fees. This Guaranty is particularly intended to pertain to, and shall pertain to, but is not limited to, all blacktopping and related work performed by, or to be performed by, **SECURED PARTY** for or at **DEBTOR'S** request.

This Guaranty is an absolute and complete one and shall be a continuing one and no notice of any indebtedness already or hereafter contracted or acquired by **SECURED PARTY,** or of any renewal or extension of any part of portion thereof, need be given to the undersigned.The undersigned hereby expressly waives demand, presentment, protest and notice of dishonor on any and all forms of such indebtedness and also notice of acceptance of this Guaranty.

The undersigned agrees that this guaranty shall continue in effect not withstanding that from time to time no indebtedness from **DEBTOR** to **SECURED PARTY** may exist. The undersigned hereby subordinates in favor of **SECURED PARTY** the undersigned's claim against **DEBTOR** or in or to any property of **DEBTOR** .

This Guaranty shall remain in full force and effect until retracted in writing by the undersigned, such retraction to be effective when personally delivered to **SECURED PARTY** at **SECURED PARTY'S** business office, provided, however, that no such retraction shall be effective for any indebtedness then owing by **DEBTOR** to **SECURED PARTY** or that **SECURED PARTY** has already contracted to perform because of a request for the performance of the same previously made by **DEBTOR.**

This Guaranty shall be binding upon the undersigned in a joint and several capacity and upon the undersigned's heirs, legal representatives, successors and assigns, and shall inure to the benefit of Secured Party and Secured Party's heirs, legal representatives, successors and assigns.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature of Individual Guarantor Date Individual Guarantor's printed name

BITUMINOUS MATERIALS, LLC
680 N.W. 24TH ST.
P.O. BOX 246 • FARIBAULT, MN 55021
TELEPHONE (507) 334-5155
PLANT 4: FARIBAULT, MN • (507) 334-1073

ESTIMATE & AGREEMENT

DATE: **06-11-2015**

TO: **City of Kenyon**
Attn: Steve Baalson

BID: We hereby propose to furnish material and labor to complete the work outlined herein for the sum of:

As Stated Below Dollars
($) Payment to be made as follows

Net 30 from Billing Date

We hereby submit specifications and bid for: **Driveway Paving**

Project Location: Bullis Street (Gunderson to 5th Street) & 6th Street @ 7th Street

Mill street ends, curb edges and intersection transitions for 1.5" lift of SP wear mix. Millings go to City of Kenyon. Adjust manhole castings and gate valve tops with ring risers. Clean streets, apply tack coat and pave with 1.5" compacted thickness. Approx. 5658 SY.

Bullis Street (Gunderson – 4th Street) Approx. 2,764 SY
- **Milling/Cleaning/Paving: $9.80 SY** 27,082.2
- **Manhole Ring Risers: $200.00 EA (4 FOUND)** 800.00
- **Traffic Control: $250.00 LS** ~~250.00~~
$ 28,132.20

Bullis Street (4th Street – 5th Street) Approx. 2,133 SY
- **Milling/Cleaning/Paving: $9.99 SY** ~~21,308.67~~ $21,308.67
- **Manhole Ring Risers: $200.00 EA (2 FOUND)** 400
- **Gate Valve Ring Risers: $95.00 EA (2 FOUND)** 190
- **Traffic Control: $250.00 LS** 250
$ 22,148.67

6th Street (214' Long @ 7th Street) Approx. 761SY
- **Milling/Cleaning/Paving: $11.25 SY** $8561.25
- **Manhole Ring Risers: $200.00 EA (1 FOUND)** 200
- **Gate Valve Ring Risers: $95.00 EA (1 FOUND)** 95
- **Remove Valley Gutter/Patch: Approx. 16 SF. $200.00 LF** 200
- **Traffic Control: $150.00 LS** ~~150~~ $9206.25

An Equal Opportunity Employer

CONTRACTOR'S GUARANTEE

We guarantee all material used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. Any variations from plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. Agreements made with our workmen are not recognized.

ACCEPTANCE OF BID

The above specifications, terms and contract are satisfactory, and (I) (we) hereby authorize the performance of this work.

DATE:

DATE	SIGNED	SIGNED
06-11-2015		

THIS CONTRACT IS VOID 30 DAYS FROM DATE UNLESS ORIGINAL IS SIGNED AND RETURNED TO BIDDER

WE COMPLY WITH ALL WORKMAN'S COMPENSATION & PROPERTY DAMAGE LIABILITY INSURANCE LAWS.

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- **Milling/Cleaning/ Paving: $9.33 SY** $52,789.14
- **Manhole Ring Risers: $200.00 EA (7 Found)** 1400
- **Gate Valve Ring Risers: $95.00 EA (3 Found)** 285
- **Remove Valley Gutter & Patch (6th Street): Approx. 16 SF. $200.00 LS** 200
- **Traffic Control: $500.00 LS** 500

$55,174.14

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www.bituminousmaterials.com

WATER RATE INCREASE 2015

$.30 increase in usage effective July 15, 2015 (August billing)

No increase in Base Charges

Residential Customers							
Rates are per 1000 gallons	MONTHLY BILLS		ANNUAL BILLS		5 Year Total Charges		
	Current Rates $3.20	With Increase $3.50	Current Rates $3.20	With Increase $3.50	Current Rates $3.20	With Increase $3.50	Add. cost over 5 years
Single Adult	$11.28	$11.70	$135	$140	$677	$140	-$536
Two Adults	$15.76	$16.60	$189	$199	$946	$199	-$746
Family of Three	$20.24	$21.50	$243	$258	$1,214	$258	-$956
Family of Four	$24.40	$26.05	$293	$313	$1,464	$313	-$1,151
Family of Six	$33.36	$35.85	$400	$430	$2,002	$430	-$1,571

Usage estimates per household base on 2014 actual usages.

RESOLUTION NO. 2015-08
CITY OF KENYON
COUNTY OF GOODHUE
STATE OF MINNESOTA

RESOLUTION DECLARING A VACANCY TO EXIST IN THE OFFICE OF CITY COUNCIL AND PROVIDING FOR THE APPOINTMENT THEREOF.

WHEREAS, Council Member Russell Thurmes has moved from the City of Kenyon in July, 2015; and

WHEREAS, the city council must determine and declare whether or not a vacancy exists on the city council; and

WHEREAS, Minn. Stat. § 412.02, subd. 2a. states that when a vacancy in an elected office of the city occurs on or after the first day to file affidavits of candidacy for the regular city election or less than two years remain in the unexpired term of the office, the newly appointed person shall serve until the qualification of a successor elected at a regular city election; and

WHEREAS, in the city council office to be declared vacant, less than two years remain in the unexpired term of the vacated office; and

WHEREAS, the city council desires to fill the vacated office by council appointment until there is a candidate elected at the November 8, 2016 General Election.

NOW THEREFORE, BE IT RESOLVED by the city council of the City of Kenyon, that the city council declares a vacancy to exist in the office of the city council by virtue of Council Member Russell Thurmes's resignation submitted in writing to the city.

BE IT FURTHER RESOLVED, that pursuant to Minn. Stat. § 412.02, subd. 2a., the council appoints _____ to serve the remainder of the unexpired term of Council Member Russell Thurmes's city council position until an election for the office is held at the next regular City election in 2016.

Adopted this 14th day of July, 2015.

_____
Michael Engel, Mayor

ATTEST:

_____
Mark R. Vahlsing, City Administrator

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

Applying For:
- [x] City Council
- [ ] Planning Commission
- [ ] Other _____

APPLICATION TO CITY BOARD OR COMMISSION

APPLICANT INFORMATION

Name: John Mortensen

Address: 714 Forest Box 32

City: Kenyon

Email Address: morcap2003@yahoo.com

Home Phone: 507-789-6517

Work Phone: cell 507-649-0226

Resident of Kenyon for 34 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: Past owner Bergh Pharmacy Kenyon 1981-2013
Financial Advisor Symmetric Investments 1992-2008

Education: BS Pharmacy NDSU

Civic & Volunteer Activities (past / present): Lions Club, K-W Education Foundation, Board member & Pres. Kenyon Country Club, Board member Kenyon Realty Corp. Board member Roseview Apt. Volunteer Softball coach K-W High School

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

I was approached by numerous individuals to serve on the council. Hopefully I will be able to assist the city on current issues and in the future.

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

John Mortensen
Signature of Applicant

6/26/15
Date: