

KASSON CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, April 10, 2019

6:00 PM

PLEDGE OF ALLIANCE

6:00 A. COUNCIL

1. Approve agenda - Make additions, deletions or corrections at this time.
2. Consent Agenda - All matters listed under Item 2, Consent Agenda, are considered to be routine and non-controversial by the City Council and will be enacted with one motion. There will not be separate discussion of these items unless a Council Member so requests, in which case the item will be removed from the Consent Agenda and will be considered separately.
 - a. Minutes from March 13, 2019
 - b. Minutes from March 27, 2019
 - c. Claims processed after the March 13, 2019 regular meeting, as audited for payment
 - d. Conferences:
 - i. Jeremy Casey MMUA Competent Person Marshall, MN May 1-2 \$225 + travel
 - e. Resolution Certifying Delinquent Fire Calls to the County Auditor

B. VISITORS TO THE COUNCIL

1. Jason Boynton – Smith-Schafer & Assoc 2017 Audit Review

C. PUBLIC FORUM

- May not be used to continue discussion on an agenda item that already had been held as a public hearing.
- This section is limited to 15 minutes and each speaker is limited to 4 minutes.
- Speakers not heard will be first to present at the next Council meeting.
- Speakers will only be recognized once.
- Matters under negotiation, litigation or related to personnel will not be discussed.
- Questions posed by a speaker will generally be responded to in writing.
- Speakers will be required to state their name and their address for the record.

D. PUBLIC HEARING

E. COMMITTEE REPORT

1. Planning Commission
 - a. Thompson Final Plat Resolution
 - b. Stone Ridge Second Addition Final Plat Resolution
2. EDA – Dodge County Housing Study Presentation
3. EDA – Executive Summary

F. OLD BUSINESS

G. NEW BUSINESS

1. Policy Adoption
 - a. Cemetery

2. Resolution for Safe Routes to School Demonstration Project
3. Landscape partnership Agreement

H. MAYOR'S REPORT

1. Motion to Approve the Audit

I. ADMINISTRATORS REPORT

1. Sanitary Sewer Extension Application
2. Administrative Fee added to Unpaid Utilities
3. Tax Abatement Project
 - a. Resolution Calling the Public Hearing
4. Dodge County Complete Count Committee
5. Building Permit Fees
6. Small Cell Wireless

J. ENGINEER'S REPORT

K. PERSONNEL

1. Memo to Hire PT Police Officer

L. ATTORNEY

1. Closed session for Litigation Strategy Update

M. CORRESPONDENCE

1. March PD Stats
2. Thank you from KM Robotics
3. SEMLM Meeting Tuesday, April 30 in Chatfield
4. Note of Appreciation to Kasson PD

N. ADJOURN

Please go to www.cityofkasson.com for full video

**KASSON CITY COUNCIL REGULAR MEETING MINUTES
March 13, 2019**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 13th day of March, 2019 at 6:00 P.M.

THE FOLLOWING MEMBERS WERE PRESENT: Burton, Egger, Ferris, McKern and Zelinske

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Administrator Coleman, City Clerk Rappe, City Engineer Theobald, City Attorney Melanie Leth, Finance Director Nance Zaworski, Alex Malm, Kyle Haemig, Mike Marti, William Marti, Margaret Finne, John Bausman, Christie Bausman, Judy Zelinske, David Martin, Rich Massey, Aaron and Sonja Thompson, Coy Borgstrom, Trent Langemo, Sara Brown, Doug Buck, Diane Obrien, Jason Wilker, Everett Paulson, Tim O'Morro, Pat Brown, Julie Nagorski,

PLEDGE OF ALLIEGENCE

APPROVE AGENDA

Motion to Approve the Agenda as Presented made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.

CONSENT AGENDA

Minutes from February 27, 2019

Claims processed after the February 27, 2019 regular meeting, as audited for payment in the amount of \$147,117.75

Resolution Certifying Delinquent Accounts to County Auditor

Resolution #3.1-19

***Resolution Certifying Delinquent Claims to the County Auditor
(on file)***

Resolution Write Off Accounts

Resolution #3.2-19

***Resolution Writing Off Uncollectible Accounts
(on file)***

Conferences:

Charlie Bradford SE District Water Operator School 3/13-15-19 Rochester \$160

Motion to Approve the Consent Agenda made by Councilperson Egger, second by Councilperson Ferris with All Voting Aye.

VISITORS TO THE COUNCIL

Mike Marti – Stone Ridge Storm Pond – David Martin requested that he be moved to E.1.d to be able to speak then

Kyle Haemig – CMPAS – there are opportunities to purchase wind power at a reasonable cost and this is up to each one of the 12 members of CMPAS. There are three options; do nothing, or a straight forward wind contract and the third is a wind shape contract. Mr. Haemig recommended a wind shape product and a not to exceed price. Attorney Leth has not had an opportunity to review the contract yet. Mayor McKern would like legal opinion before acting on this. It will be brought back to the next Council meeting.

PUBLIC FORUM

Trent Langemo – 1400 2nd Ave Cir NE – Mr. Langemo stated that he spoke at Planning Commission meeting Monday evening. This is regarding the Thompson addition. He put his questions in writing and appreciated Ms. Coleman’s prompt response. Main concerns were parking overflow, association documents and privacy fence not with the concept of the project.

Aaron and Sonja Thompson would like to move their opportunity to speak to E.1.c

PUBLIC HEARING

COMMITTEE REPORT

Planning Commission

Hoisington Kogler Group Proposal – This is within the budgeted amount for professional services.
Motion to Approve the Proposal from HKGi made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.

CUP for Nursery – Attorney Leth went through background, a letter on July 12, 2018 outlined the alleged violations of the CUP and requested bring the property into compliance within 30 days, a public hearing was held on September 10, 2018 and comments were taken by citizens as well as Mr. Wilker’s attorney and no action was taken. It was intended for the parties to sit down and come to a mutual resolution. It has been 6 months and the Planning Commission reviewed the relevant information. They are recommending that the CUP be revoked. Attorney Leth has outlined the alleged violations. The council can discuss and modify as they see fit. Mayor McKern stated that he doesn’t want to do anything negative against a business; we have been trying to work with him. Mayor McKern is not in favor of the fines or penalties. City Attorney stated that since the City is aware of this violation, ignoring it would create a problem enforcing any CUP’s. Councilperson Zelinske would like to see Mr. Wilker submit another conditional use permit and then, time limits can be put on the conditions. Councilperson Zelinske stated that if Mr. Wilker would work with the City he has no issue but he is not working with us. Councilperson Burton stated that this permit was issued in 2010 and he has had 9 years to come into compliance and the City is reactionary and complaint driven. Councilperson Burton has no interest in driving a business out of town but we are here to enforce the ordinances of the City and the City is to the point that this is the action we have to take. Mayor McKern went through the conditions and finds of fact. **Motion to Approve the Resolution Revoking the Conditional Use Permit Number 2010-2 Issued For Operation of A**

Nursery and Landscaping Business made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.

Resolution #3.3-19

***Resolution Revoking Conditional Use Permit Number 2010-2 Issued For Operation of a Nursery and Landscaping Business
(on file)***

Motion to Not Enforce Any Penalties for 60 days to give Mr. Wilker an opportunity to work with the City made by Mayor McKern, second by Councilperson Ferris with All Voting Aye.

Preliminary Plat for Thompson Addition – Recommendation from Planning Commission is to approve with conditions. There was a lot of discussion regarding a trail or sidewalk along the north side of the property and all along the south side of 16th St. NE. The Safe Routes to School recommendation is a sidewalk on the south side. Councilperson Zelinske stated that he is committed to having a sidewalk continue to the west. Parking was discussed. Mr. Thompson stated that there are two garage spots and two driveway spots for each unit. No overflow parking has been planned nor is it required by ordinance. Congestion was discussed. The property is currently platted for five driveways coming out onto 16th St NE and 5th Ave NE and this reduces that to one driveway. The curb could be yellow with no parking signs from the driveway to the corner. Mr. Thompson stated the units are all three bedrooms, three baths and single level living. Mr. Thompson has not decided on a community garbage can or individual ones. Administrator Coleman stated the parkland, wac and sac fees were paid when Hacks 2nd was platted and she wanted to make the council aware that the ordinance states that they can determine whether additional fees can or need to be assessed. Mayor McKern stated that we honor the wac, sac and parkland fees. Mr. Thompson would like to put the sidewalk in last. Councilperson Burton suggested that the sidewalk should go in at the completion of the development or with the Safe Routes to School project in 2022. Councilperson Ferris asked about a timeline and Mr. Thompson stated that all depends on how fast they sell. Mr. Thompson has asked for and is concerned with fees that will be charged to him and he was instructed to talk with the City Engineer. Mr. Thompson stated that he has talked to the neighbor adjacent and made arrangements with that neighbor for some kind of buffer the property, otherwise there is a large buffer with the school property between them and anyone else. **Motion to Approve the Resolution with amendments of instead of providing trail to provide sidewalk to be installed at the end of development or with Safe Routes to School in 2022, whichever occurs first and to remove the wac, sac and parkland fees made by Councilperson Burton, second by Councilperson Egler with All Voting Aye.**

Resolution #3.4-19

**Resolution Approving the Preliminary Plat of Thompson Addition
(on file)**

Preliminary Plat for Stone Ridge 2nd Subdivision – Visitor to council Mike Marti – Planning Commission recommended approval at their meeting on Monday, March 11, 2019. David Martin, Massy Surveying, stated that the Mr. Marti is proposing two options for storm water management for the subdivision, one option is a pond on Schutte’s property and the other is a regional pond passing through Schutte’s property and that would serve more subdivisions, they feel the regional pond should be headed, designed and constructed by the City, there is a concern of wetlands and a study would have to be done and then there would be going to the County and acquiring land. In

the meantime they would like to move forward with the understanding that, if a regional pond is not constructed, then Marti would put a pond on Schutte's property to serve Stone Ridge and Stone Ridge Second. Councilperson Burton stated that Schutte's property is not in the City and we have no control over that and we can only approve this if the storm water issue is satisfied at final plat. Mr. Marti is not opposed to putting in a pond on Schutte's and to be credited when the regional pond is put in when 16th St NW is put in.

Motion to Approve the Preliminary Plat for Stone Ridge Second with the Conditions Listed made by Councilperson Egger, second by Councilperson Burton with All Voting Aye.

Resolution #3.5-19

***Resolution Approving the Preliminary Plat of Stone Ridge Second Addition
(on file)***

Variance for Casey's Sign – Planning Commission held the public hearing on Monday, March 11, 2019 and recommended approval. Administrator Coleman stated that she had a comment from Commissioner Tinsley that, this makes this sign the same size as the Domino's Pizza sign. **Motion to Approve the Variance for the Casey's General Store Sign made by Councilperson Ferris, second by Councilperson Zelinske with All Voting Aye.**

Resolution #3.6-19

***Resolution Approving a Variance to the Sign Height of Free Standing Ground sign for Casey's General Store
(on file)***

OLD BUSINESS

NEW BUSINESS

Approve Annual Distribution Report – Administrator Coleman stated that the Council has adopted the distributive generation policy and this is a report that goes to the State each year. **Motion to Approve made by Councilperson Egger, second by Councilperson Zelinske with All Voting Aye.**

MAYOR'S REPORT

Summary of Council Work Session – Mayor McKern stated that it was a good session and thanked everyone for their efforts; Mayor McKern stated that he would like to form a community services/ems/safety committee.

Art Tiff – library director – Director Tiff stated that there has been water leaking through the delivery door since it is not installed correctly. When the building was constructed they had a superintendent and the landscaping was contracted out and the slope is not correct. They cannot go back to a subcontractor. Mr. Tiff wanted the council to be aware of this situation.

ADMINISTRATORS REPORT

ENGINEER'S REPORT

PERSONNEL

Water/Wastewater Operator – Administrator Coleman stated that we do not have one and no proposal from manpower. The Council instructed the Administrator to post the position and keep looking.

Personnel Handbook – The City Attorney has made her comments and that it would be appropriate to put a blade length and exception for people who need it for work on the weapon description.

KFD Standard Operating Guidelines
2016 Seasonal Employee Handbook

ATTORNEY

Closed Session – Litigation Strategy

Meeting Closed at 7:30PM

Meeting Re-Opened at 7:45PM

Mayor McKern stated that the Attorney updated the Council on litigation nothing to report

CORRESPONDENCE

Correspondence was reviewed with attention to the Highway 14 meeting on March 19 in Owatonna and Congratulations to Charlie Bradford for being Class A Operator of the Year and Jeff Ulve was Maintenance Person of the Year from MN Wastewater Operator Association SE Section.

Councilperson Egger stated that on Monday, March 18 he will be presenting at a hearing before the State Senate.

ADJOURN at 7:48PM

Motion to Adjourn made by Councilperson Egger, second by Councilperson Zelinske with all voting Aye to Adjourn.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor

Please go to www.cityofkasson.com for full video

**KASSON CITY COUNCIL REGULAR MEETING MINUTES
March 27, 2019**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 13th day of March, 2019 at 6:00 P.M.

THE FOLLOWING MEMBERS WERE PRESENT: Burton, Egger, Ferris, McKern and Zelinske

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Administrator Coleman, City Clerk Rappe, City Engineer Theobald, City Attorney Melanie Leth, Library Director Art Tiff, Pat Shafer-Gottschalk, Finance Director Nancy Zaworski, Alex Malm and Tony Bigelow

PLEDGE OF ALLIEGENCE

APPROVE AGENDA

Add: E.2 Park Board - Approve Aquatic Center Employees

Remove: K.1 Personnel Policy

Motion by Councilperson Egger, second by Councilperson Burton to Approve the A mended Agenda. All Ayes.

CONSENT AGENDA

Minutes from March 13, 2019

Claims processed after the March 13, 2019 regular meeting, as audited for payment in the amount of \$360,027.18

Conferences:

Kent Berghuis	Exec Training Institute	St. Cloud, MN Apr 15-17	\$1075 + travel
Josh Hanson	Exec Training Institute	St. Cloud, MN April 15-17	\$1075 + travel
Jason Peck	FTO Basic Course	Jordan, MN April 15-17	\$295 + travel
Jason Peck	Message & Media	St. Paul, MN May 8-9	\$250 + travel
Cathy Pletta	MMBA	Alexandria, MN April 27-30	\$175 + travel
Katie Aswegan	MMBA	Alexandria, MN April 27-30	\$175 + travel
Theresa Coleman	Futurist Camp	Wautoma, WI August 19-23	\$0 + travel
Nancy Zaworski	IMA Annual Conference	San Diego, CA June 15 20	\$0 + travel

Councilperson Burton would like to remove the minutes from the consent agenda to have a correction to the motion on the Preliminary Plat of the Thompson Addition. The Council decided to re-word the Motion to include “putting a sidewalk in at the end of development or when Safe Routes to School is done in 2022, whichever occurs first”

Motion to Approve the Consent Agenda with the Exception of the Minutes made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye.

VISITORS TO THE COUNCIL - None

PUBLIC FORUM - None

PUBLIC HEARING - None

COMMITTEE REPORT

MN Tax Credit Contribution Fund for Affordable Housing – This is a recommendation from the EDA to approve the Administrator’s signature on the form. **Motion to Approve made by Councilperson Egger, second by Councilperson Ferris with All Voting Aye.**

Park Board – Approve Aquatic Center Employees

Mayor McKern will abstain since he has a son on the list. Councilperson Egger stated this was recommended by the Park Board. **Motion to Approve Hiring the list of Aquatic Center Employees made by Councilperson Ferris, second by Councilperson Burton; Ayes: Burton, Egger, Ferris and Zelinske Abstain: McKern**

OLD BUSINESS

CMPAS Agreement – Administrator Coleman stated that the City Attorney’s opinion is in the packet. **Motion to Approve the Resolution made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.**

Resolution #3.7-19

***Resolution Authorizing the Execution of A Wholesale Power Agreement
(on file)***

NEW BUSINESS

MAYOR’S REPORT

National Library Week Proclamation - Mayor McKern read a Proclamation for the Library. Councilperson Ferris had a comment from the School Board meeting, Nathan MacNamara received a Komet Koin, he read 1000 books before the age of 4 years old. Without a public library that family would have had to have spent between \$8,000 and \$18,000 to purchase books in order to achieve this.

City Update

Ryan DeCook, Dodge County Assessor, sent an email to Council members regarding property tax valuations. The County has given us forewarning of higher tax valuations. Levy increase was 6.12%. The Assessor’s direct number is 507-635-6243 and the open book meeting is April 11 from 3-4:00 PM in the County Board Room.

The Mayor stated that the City budgeted \$64,000 for snow and ice removal and spent \$51,000.

Shopko closing – the City does not own that property and Shopko didn’t own the property. Jobs are lost and services are lost and this is a major loss for our community. The EDA will assist the property owner to our means and ability.

Emergency services and safety committee – Mayor McKern would like to have an organizational meeting with the two council members, Zelinske and Ferris, and decide how they want this committee structured. Mayor McKern is also considering using community members and the application process.

Rumor of the week – There has not been a conversation about putting a four-lane highway on 57.

ADMINISTRATORS REPORT

Dodge County Ice Arena – Administrator Coleman stated that she asked what it would cost to buy the ice time back during the fair and the fair board has come forth with a proposal.

Hire Mike Bubany for Potential Tax Abatement – A year ago the final plat for Prairie Willows 4th was approved and nothing has happened. There are some soil corrections that need to happen to build the townhomes. Administrator Coleman and EDA Coordinator Lawson had a preliminary conversation with Mike Bubany for tax abatement in the amount of \$200,000 for soil correction. This would cost \$2,500 for Mike Bubany to structure this for us. This would go to EDA on April 2 to make a recommendation to the City Council. There would be a public hearing on April 24. We have not done a tax abatement for this type of thing before and the \$2,500 could be an application fee from the developer. Mayor McKern is looking for a guarantee that if we do this the homes will be built. Administrator Coleman stated that there will be a separate agreement to make sure that the abatement is paid. **Motion to Hire Mike Bubany for Tax Abatement made by Councilperson Zelinske, second by Councilperson Egler with All Voting Aye.**

Building Permit Fees – Administrator Coleman stated that a mistake was made on the building permit fees for the \$25,001-50,000 valuation permit fee. Coleman is suggesting adjustments to lower the permits up to \$25,000.

ENGINEER’S REPORT

Street Maintenance Project – Engineer Theobald stated that he has talked with Public Works Director, Charlie Bradford about the street maintenance project. They are asking to do more mill and overlay and less chip/crack sealing; the winter was hard on the streets this year. Theobald stated that they are not asking for budget increase, however they would be reallocating \$40,000 of the sidewalk funds to street maintenance.

Library Drainage and Parking Lot – Engineer Theobald estimated the Library parking lot and drainage correction to be approximately \$40,000. The project could be done at the same time as the 2019 street projects. Mayor McKern, Administrator Coleman and Finance Director Zaworski discussed options to pay for this. Director Zaworski stated that there have been a lot of small requests that have come in and we have an outstanding balance on the 2017 street project. Theobald stated that the Library parking lot could be deferred to next year and rolled into next year’s street maintenance. Mayor McKern asked if we could do the drainage without doing the parking lot. There is time to think about this and bring it back to the next meeting. Mayor McKern asked Director Zaworski for the list of what people are requesting for and how much.

PERSONNEL

Doug Griffin Resignation as Safety Officer – **Motion to Accept the Letter of Resignation made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye.**

Manpower Agreement – Administrator Coleman stated that the City has an agreement with Manpower for an Admin Assisstsant at City Hall and she has asked them to look at the water/wastewater position. **Motion to Approve the Contract made by Councilperson Zelinske, second by Councilperson Egler with All Voting Aye.**

Todd Kispert Resignation - Motion to Regrettably Accept the Letter of Resignation of Todd Kispert made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye. Mayor

McKern thanked Mr. Kispert for all of his years of service and wished him the best.

There is a personnel meeting on April 4 to discuss this position and structure.

ATTORNEY

Closed session for Litigation Strategy Update

Closed session 6:44 PM

Meeting reopened 7:16PM with the City Attorney giving the Council and update.

CORRESPONDENCE

Correspondence was reviewed

ADJOURN 7:16PM

Motion to Adjourn made by Councilperson Zelinske, second by Councilperson Egler with all voting Aye to Adjourn.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor

SIGNATURE PAGE

THE ATTACHED LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

THIS INCLUDES WARRANT NUMBERS:

#1 - #3

GRAND TOTAL SUBMITTED FOR PAYMENT \$ 217,172⁴⁹

DATE APPROVED: 4-10-19

#1	\$ 9380.62
#2	1530.96
#3	<u>206,260.91</u>
	\$217,172.49

04/03/19
11:40:22

CITY OF KASSON
Claim Approval List
For the Accounting Period: 4/19
For Pay Date: 04/03/19

Page: 1 of 5
Report ID: AP100V

For Pay Date = 04/03/19
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31012		4708 BOUND TREE MEDICAL LLC	2,785.83					
	83116916	02/18/19 MEDICAL SUPPLIES	2,379.87			101 220 4220	240	1010
	83123353	02/25/19 MEDICAL SUPPLIES	405.96			101 220 4220	240	1010
		Total for Vendor:	2,785.83					
31013		5850 CRIME FREE MULTI-HOUSING	40.00					
	04/01/19	LINDGREN-DAY 2 COURSE	40.00			101 210 4210	333	1010
		Total for Vendor:	40.00					
31014		953 DISCOUNT PAPER PRODUCTS	108.87					
	263356	03/08/19 50 PAPER ROLLS/HP TONER	108.87			609 975 4975	210	1010
	263356	03/08/19 SALES TAX	7.48			609 975 4975	210	1010
	263356	03/08/19 SALES TAX	-7.48			609 2025		1010
		Total for Vendor:	108.87					
31015		3853 J HARLEN CO INC	395.52					
	1259961	03/13/19 SAFETY GLASSES/MUCK BOOT	362.72			604 957 4957	220	1010
	1260151	03/14/19 PIN, BLANKET	257.18			604 957 4957	220	1010
	1261700	03/26/19 cr-MUCK BOOT	-224.38			604 957 4957	220	1010
		Total for Vendor:	395.52					
31016		3825 JOHN DEERE FINANCIAL f.s.b.	274.80					
	B&WIK79964	02/22/19 HARDWARE, GD #8	8.80			101 312 4312	220	1010
	B&WIK80240	03/07/19 CASE BATTERY	266.00			101 312 4312	220	1010
		Total for Vendor:	274.80					
31082		5529 MANPOWER	894.80					
	33751501	03/24/19 WAGES THRU 3/24-ADMIN ASSIST	178.96*			101 140 4140	444	1010
	33751501	03/24/19 WAGES THRU 3/24-ADMIN ASSIST	134.22*			101 191 4191	444	1010
	33751501	03/24/19 WAGES THRU 3/24-ADMIN ASSIST	134.22*			601 944 4944	444	1010
	33751501	03/24/19 WAGES THRU 3/24-ADMIN ASSIST	134.22*			602 949 4949	444	1010
	33751501	03/24/19 WAGES THRU 3/24-ADMIN ASSIST	268.44*			604 959 4959	444	1010
	33751501	03/24/19 WAGES THRU 3/24-ADMIN ASSIST	44.74*			605 964 4964	444	1010
		Total for Vendor:	894.80					

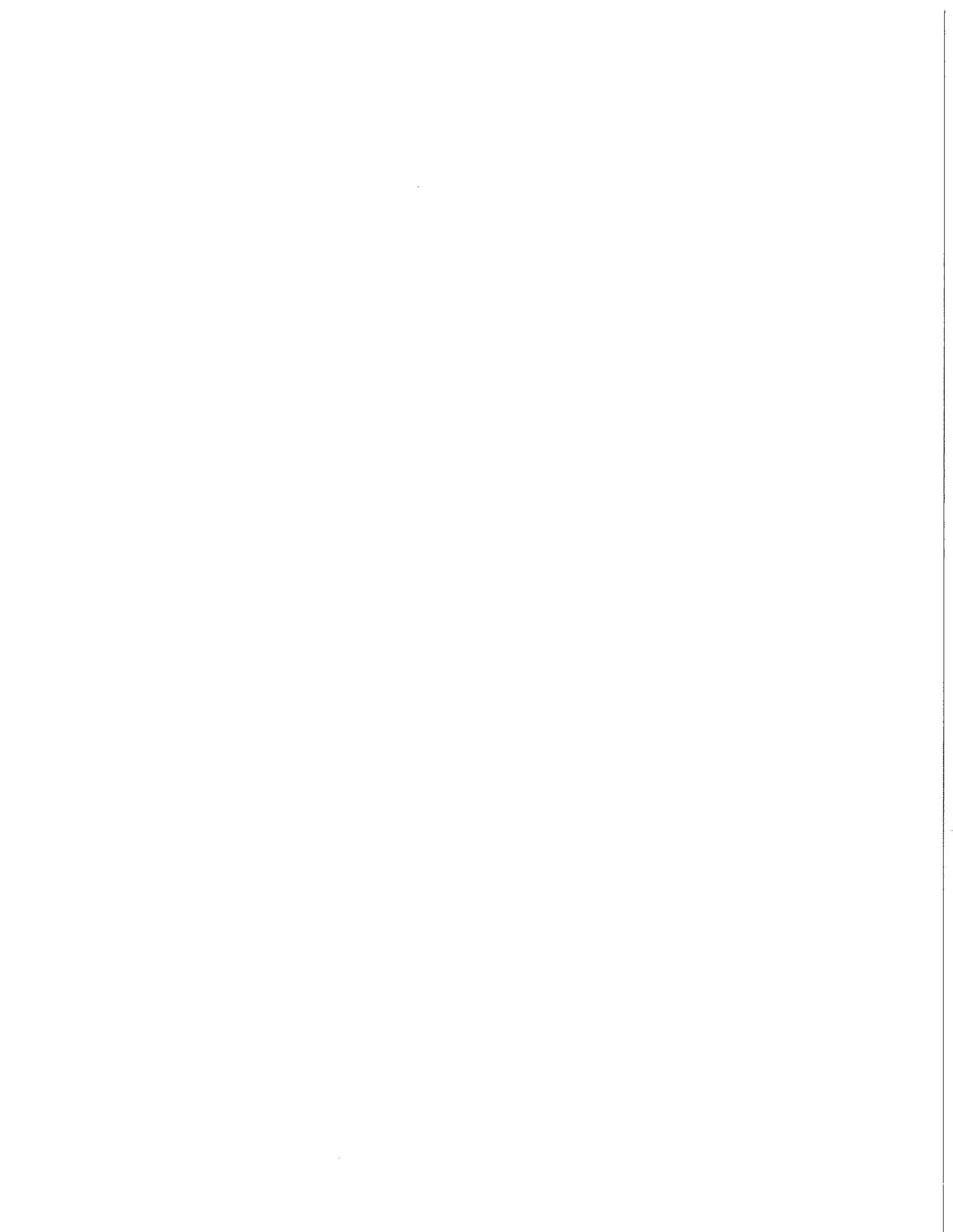
04/03/19
11:40:22

CITY OF KASSON
Claim Approval List
For the Accounting Period: 4/19
For Pay Date: 04/03/19

Page: 2 of 5
Report ID: AP100V

For Pay Date = 04/03/19
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31017		2841 MODERN MARKETING INC	242.86					
	MMI131865	03/11/19 PENS	242.86			875 210 4210	210	1010
		Total for Vendor:	242.86					
31018		5344 PERA	721.00					
	5528-00	02/28/19 OMITTED DEDUCTION	144.07			211 550 4550	121	1010
	5528-00	02/28/19 OMITTED DEDUCTION	123.48			101 210 4210	121	1010
	5528-00	02/28/19 OMITTED DEDUCTION	422.48			609 977 4977	121	1010
	5528-00	02/28/19 OMITTED DEDUCTION PENALTY	10.32			101 210 4210	121	1010
	5528-00	02/28/19 OMITTED DEDUCTION PENALTY	10.32			609 977 4977	121	1010
	5528-00	02/28/19 OMITTED DEDUCTION PENALTY	10.33			211 550 4550	121	1010
		Total for Vendor:	721.00					
31019		4663 SE MINNESOTA EMS	25.00					
	12263	03/11/19 5 FR RUN REPORTS	25.00			101 220 4220	210	1010
		Total for Vendor:	25.00					
31083		3382 VERIZON WIRELESS	1,687.85					
	9826538393	03/20/19 CELL PHONES-P D	836.23			101 210 4210	321	1010
	9826538393	03/20/19 CELL PHONES-STREETS	92.50			101 310 4310	321	1010
	9826538393	03/20/19 CELL PHONES-PARKS	105.53			101 510 4510	321	1010
	9826538393	03/20/19 CELL PHONES-WATER	56.25			601 944 4944	321	1010
	9826538393	03/20/19 CELL PHONES-WW	144.29			602 949 4949	321	1010
	9826538393	03/20/19 CELL PHONE-P.W. DIRECTOR	58.17			604 959 4959	321	1010
	9826538393	03/20/19 CELL PHONES-ELECTRIC	300.73			604 959 4959	321	1010
	9826538393	03/20/19 CELL PHONES-ARENA	94.15			606 516 4516	321	1010
		Total for Vendor:	1,687.85					
31021		5818 WEX Bank	2,204.09					
	03/23/19	117.56 GAL UNLD-ELECTRIC	267.69			604 957 4957	212	1010
	03/23/19	51.33 GAL UNLD-PARKS	116.91			101 522 4522	212	1010
	03/23/19	519.04 GAL UNLD-P D	1,187.25			101 210 4210	212	1010
	03/23/19	79.36 GAL UNLD-STREETS	182.32			101 310 4310	212	1010
	03/23/19	68.05 GAL UNLD-WATER	156.35			601 943 4943	212	1010
	03/23/19	108.44 GAL UNLD-WW	251.50			602 948 4948	212	1010
	03/23/19	18.57 GAL UNLD-UNASSIGNED VEH	42.07			101 310 4310	212	1010
		Total for Vendor:	2,204.09					
		# of Claims	11	Total:				9,380.62



04/03/19
11:40:25

CITY OF KASSON
Claim Approval Signature Page
For the Accounting Period: 4/19

Page: 5 of 5
Report ID: AP100A

CITY OF KASSON
401 5TH STREET SE
KASSON, MN 55944-2204

The claim batch dated _____ are approved for payment.

APPROVED see signature page Council Member

_____ Council Member

04/05/19
11:48:01

CITY OF KASSON
Claim Approval List
For the Accounting Period: 3/19
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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31108	E	5691 FURTHER-FSA	286.38					
		38970573 03/19/19 FLEX REIMBURSEMENT	286.38			101 2177		1010
31109	E	5691 FURTHER-FSA	851.82					
		38973072 03/26/19 FLEX REIMBURSEMENT	851.82			101 2177		1010
		Total for Vendor:	1,138.20					
31112	E	3785 I.R.S.	167.76					
		03/26/19 STD-SOC SEC MATCH	135.96			101 140 4140	122	1010
		03/26/19 STD-MEDICARE MATCH	31.80			101 140 4140	123	1010
		Total for Vendor:	167.76					
31111		142 MN MUNICIPAL UTILITIES ASSN	225.00					
		03/25/19 CASEY REG.-COMPET PERSON WKSHP	225.00			604 959 4959	333	1010
		Total for Vendor:	225.00					
		# of Claims	4	Total:				1,530.96
		Total Electronic Claims						1,305.96
		Total Non-Electronic Claims						225.00

CITY OF KASSON
Fund Summary for Claims
For the Accounting Period: 3/19

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	\$1,305.96
604 Electric Fund	
1010 CASH-OPERATING	\$225.00
Total:	\$1,530.96

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CITY OF KASSON
401 5TH STREET SE
KASSON, MN 55944-2204

The claim batch dated _____ are approved for payment.

APPROVED _____ Council Member

_____ Council Member

see signature page

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31023		5851 ABBOTT, HEATHER	68.03					
	03/29/19	MAILBOX DAMAGED BY PLOW	68.03			101 312 4312	430	1010
		Total for Vendor:	68.03					
31024		5852 AceK9.com	609.55					
	265759 03/20/19	10" FAN MOD/REMOTE PAGER	609.55*			101 680 4210	550	1010
		Total for Vendor:	609.55					
31025		4282 APPLIED CONCEPTS INC.	3,151.00					
	345196 03/26/19	ACCESSORIES-NEW SQUAD	3,151.00*			101 680 4210	550	1010
		Total for Vendor:	3,151.00					
31026		2555 BEACON ATHLETICS	1,147.00					
	0501862IN 03/25/19	BATTING CAGE @ VETS PARK	1,147.00			101 517 4517	220	1010
		Total for Vendor:	1,147.00					
31027		1012 BELLBOY CORPORATION	2,750.69					
	68748500 03/14/19	LIQUOR	861.50			609 975 4975	251	1010
	68748500 03/14/19	FREIGHT	12.00			609 975 4975	335	1010
	99170400 03/14/19	BAGS	52.49			609 975 4975	210	1010
	99170400 03/14/19	SALES TAX	3.61			609 975 4975	210	1010
	99170400 03/14/19	SALES TAX	-3.61			609 2025		1010
	68846000 03/21/19	LIQUOR	63.00			609 975 4975	251	1010
	68846000 03/21/19	WINE	348.00			609 975 4975	251	1010
	68846000 03/21/19	FREIGHT	10.00			609 975 4975	335	1010
	68863000 03/21/19	LIQUOR	231.00			609 975 4975	251	1010
	68863000 03/21/19	FREIGHT	6.00			609 975 4975	335	1010
	99207300 03/21/19	DUM DUMS	16.09			609 976 4976	343	1010
	99207400 03/21/19	STUFFED JALAPENO	25.11			609 975 4975	259	1010
	68967000 03/28/19	LIQUOR	322.00			609 975 4975	251	1010
	68967000 03/28/19	FREIGHT	6.00			609 975 4975	335	1010
	99239200 03/28/19	SUNBURST SIGN/BAGS	93.07			609 975 4975	210	1010
	99239200 03/28/19	SALES TAX	6.40			609 975 4975	210	1010
	99239200 03/28/19	SALES TAX	-6.40			609 2025		1010
	69066200 04/04/19	LIQUOR	599.65			609 975 4975	251	1010
	69066200 04/04/19	FREIGHT	10.00			609 975 4975	335	1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	99278400	04/04/19 STUFFED OLIVES/ASPARAGUS	94.78			609 975 4975	259	1010
		Total for Vendor:	2,750.69					
31103		5854 BLANCHARD, KEVIN	162.81					
	0989-12	03/27/19 RL/WA MTR DEP REFUND APT APPL	162.81			604 2212		1010
		Total for Vendor:	162.81					
31028		22 BORDER STATES ELECTRIC SUPPLY	156.68					
	917375904	03/25/19 RED MARKING PAINT	44.71			604 957 4957	220	1010
	917404193	03/28/19 THIMBLE ADAPTER PIN	111.97			604 957 4957	220	1010
		Total for Vendor:	156.68					
31029		5239 BREAKTHRU BEVERAGE MN WINE &	4,695.05					
	1080944617	03/20/19 LIQUOR	897.82			609 975 4975	251	1010
	1080944617	03/20/19 WINE	472.00			609 975 4975	251	1010
	1080944617	03/20/19 MIXES	81.50			609 975 4975	254	1010
	1080944617	03/20/19 FREIGHT	32.07			609 975 4975	335	1010
	1080947648	03/27/19 LIQUOR	1,149.36			609 975 4975	251	1010
	1080947648	03/27/19 WINE	184.00			609 975 4975	251	1010
	1080947648	03/27/19 FREIGHT	15.57			609 975 4975	335	1010
	1080951011	04/03/19 LIQUOR	972.67			609 975 4975	251	1010
	1080951011	04/03/19 WINE	860.00			609 975 4975	251	1010
	1080951011	04/03/19 FREIGHT	30.06			609 975 4975	335	1010
		Total for Vendor:	4,695.05					
31085		4957 CARLTON INDUSTRIES, L.P.	49.38					
	P084339401	03/27/19 YL CHAR EG REFLEC DECAL	49.38			604 957 4957	220	1010
	P084339401	03/27/19 SALES TAX	3.39			604 957 4957	220	1010
	P084339401	03/27/19 SALES TAX	-3.39			604 2025		1010
		Total for Vendor:	49.38					
31030		5514 CEDA	10,588.75					
	03/27/19	2nd QTR 2019 EDA SERVICES	10,588.75			290 650 4650	444	1010
		Total for Vendor:	10,588.75					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31115		5667 CINTAS	78.32					
	4018986919	03/27/19 MATS-L.S.	78.32			609 979 4979	410	1010
		Total for Vendor:	78.32					
31031		3352 CIVIL AIR PATROL MAGAZINE	100.00					
	CJP2705945	03/13/19 P.D. ADVERTISEMENT	100.00			875 210 4210	430	1010
		Total for Vendor:	100.00					
31032		30 CMS OF ROCHESTER	3,954.51					
	19-315	03/31/19 KA BLDG-MILEAGE	282.46			101 240 4240	331	1010
	19-315	03/31/19 KA BLDG-INSPECTION FEES	3,672.05			101 240 4240	444	1010
		Total for Vendor:	3,954.51					
31033		5224 COLEMAN, THERESA	173.39					
	04/01/19	MILES-VARIOUS MTGS.	99.29			101 140 4140	332	1010
	04/01/19	MILES TO CITY BUILDINGS	7.89			101 140 4140	331	1010
	04/01/19	ROOM-DIST GENERATION ELECT	66.21			101 140 4140	333	1010
		Total for Vendor:	173.39					
31034		668 CONTINENTAL RESEARCH CORP	1,264.87					
	475890CRC1	03/25/19 ACTION	235.87			606 516 4516	220	1010
	475644CRC1	03/19/19 BACTO DOSE	1,029.00			602 948 4948	210	1010
		Total for Vendor:	1,264.87					
31086		5627 CORE & MAIN LP	1,009.14					
	K293687	03/21/19 MTR GASKET	18.27			601 943 4943	220	1010
	K274921	03/22/19 MTR FLG/REP CLP	990.87			601 943 4943	220	1010
		Total for Vendor:	1,009.14					
31035		5697 CRESCENT INVESTIGATIVE SERVICES	770.60					
	19022A	03/25/19 INVESTIGATION WORK	770.60*			101 210 4210	440	1010
		Total for Vendor:	770.60					

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31104		5855 DAVIS, JARETT	276.51					
	0198-05	03/27/19 REFUND OVERPAYMENT ON ACCT	276.51			604 2212		1010
		Total for Vendor:	276.51					
31036		187 DODGE COUNTY	8,534.00					
	02/28/19	24.004.1300 '19 PROP TAX-CEM L	3,948.00			610 984 4984	430	1010
	02/28/19	24.028.0200 '19 PROP TAX-DUPLE	2,628.00			101 1151		1010
	02/28/19	24.901.1450 '19 PROP TAX-LIBR	1,922.00			290 650 4650	430	1010
	02/28/19	24.304.0001 '19 PROP TAX-HOUST	16.00			101 522 4522	430	1010
	02/28/19	24.353.1019 '19 PROP TAX-OUTLO	20.00			101 522 4522	430	1010
31037		187 DODGE COUNTY	22.50					
	04/01/19	ADD'L INT	11.25			101 140 4140	430	1010
	04/01/19	ADD'L INT	11.25			101 140 4140	430	1010
		Total for Vendor:	8,556.50					
31087		69 DODGE COUNTY ENVIRONMENTAL	111.15					
	70675	03/23/19 WASTE DISPOSAL-F D	111.15			101 220 4220	430	1010
		Total for Vendor:	111.15					
31116		232 DODGE COUNTY HIGHWAY DEPT	1,413.12					
	03/07/19	SALT & SAND	1,413.12			101 312 4312	220	1010
		Total for Vendor:	1,413.12					
31088		234 DUANE W NIELSEN COMPANY	569.05					
	11893	03/23/19 CALIBRATE INFL & EFFL MAGMETER	569.05			602 947 4947	440	1010
		Total for Vendor:	569.05					
31038		2070 EARL'S SMALL ENGINE REPAIR INC	165.85					
	#HELD	03/28/19 BAR & CHAIN OIL/STIHL CHAPS	165.85			604 957 4957	220	1010
	#HELD	03/28/19 SALES TAX	11.40			604 957 4957	220	1010
	#HELD	03/28/19 SALES TAX	-11.40			604 2025		1010
		Total for Vendor:	165.85					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31117		17 EDGAR TRUCKING	580.35					
	24675	03/06/19 FREIGHT	108.73			609 975 4975	335	1010
	24694	03/13/19 FREIGHT	144.38			609 975 4975	335	1010
	24710	03/20/19 FREIGHT	188.95			609 975 4975	335	1010
	24724	03/27/19 FREIGHT	138.29			609 975 4975	335	1010
		Total for Vendor:	580.35					
31089		5695 FLOW MEASUREMENT & CONTROL	558.00					
	8583	03/22/19 CERT FLOW METER-WELL 5	399.00			601 943 4943	440	1010
	8583	03/22/19 CERT FLOW METER-WELL 4	159.00			601 943 4943	440	1010
		Total for Vendor:	558.00					
31039		3766 FTM FINANCIAL	24.00					
	03/25/19	SAFEKEEPING FEES	18.00*			391 650 4650	430	1010
	03/25/19	SAFEKEEPING FEES	6.00			604 959 4959	430	1010
		Total for Vendor:	24.00					
31040		5678 FURTHER	124.20					
	1332668	03/11/19 MAR.-PARTICIPANT FEES	124.20			101 140 4140	440	1010
		Total for Vendor:	124.20					
31041		3767 GOODIN COMPANY	56.63					
	09098075-0	03/25/19 12 PLEATED AIR FILTERS	56.63			606 516 4516	220	1010
		Total for Vendor:	56.63					
31042		5242 GOPHER STATE ONE CALL	45.90					
	9011049	01/31/19 16 LOCATES-JANUARY	21.60			604 957 4957	437	1010
	9031053	03/31/19 18 LOCATES-MARCH	24.30			604 957 4957	437	1010
		Total for Vendor:	45.90					
31043		5645 H & H DISTRIBUTING	207.50					
	218975	03/19/19 BLOODY MARY MIX	207.50			609 975 4975	254	1010
		Total for Vendor:	207.50					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31090		77 HAWKINS INC	3,047.39					
	4469148	03/27/19 CHLORINE/HYDROF ACID/LPC-5	3,047.39			601 943 4943	210	1010
		Total for Vendor:	3,047.39					
31044		5036 HOHENSTEINS INC	931.20					
	127838	03/20/19 BEER	641.75			609 975 4975	252	1010
	127838	03/20/19 MIXES	49.95			609 975 4975	254	1010
	130779	04/03/19 BEER	239.50			609 975 4975	252	1010
		Total for Vendor:	931.20					
31091		3853 J HARLEN CO INC	84.12					
	1262263	03/29/19 CASEY-NECK GAITER, FR CLOTHIN	28.04			604 957 4957	214	1010
	1262263	03/29/19 DIDERRICH-NECK GAITER, FR CLO	28.04			604 957 4957	214	1010
	1262263	03/29/19 NELSON-NECK GAITER, FR CLOTHI	28.04			604 957 4957	214	1010
		Total for Vendor:	84.12					
31045		25 JOHNSON BROTHERS LIQUOR CO	8,583.88					
	1244926	03/19/19 LIQUOR	2,548.62			609 975 4975	251	1010
	1244927	03/19/19 WINE	1,295.40			609 975 4975	251	1010
	534315	03/22/19 LIQUOR CREDIT	-81.00			609 975 4975	251	1010
	534315	03/22/19 FREIGHT CREDIT	-1.69			609 975 4975	335	1010
	534316	03/22/19 LIQUOR CREDIT	-6.92			609 975 4975	251	1010
	534317	03/22/19 WINE CREDIT	-55.15			609 975 4975	251	1010
	1250171	03/26/19 LIQUOR	953.82			609 975 4975	251	1010
	1250172	03/26/19 WINE	1,066.75			609 975 4975	251	1010
	1250173	03/26/19 MIXES	117.00			609 975 4975	254	1010
	1255805	04/02/19 LIQUOR	1,712.85			609 975 4975	251	1010
	1255806	04/02/19 WINE	1,034.20			609 975 4975	251	1010
		Total for Vendor:	8,583.88					
31046		3454 KASSON CAR CARE	529.98					
	19073	03/20/19 BATTERIES FOR BACKHOE	263.48			604 957 4957	220	1010
	19073	03/20/19 SALES TAX	18.11			604 957 4957	220	1010
	19073	03/20/19 SALES TAX	-18.11			604 2025		1010
	19073	03/20/19 D C TRANSIT TAX	1.32			604 957 4957	220	1010
	19073	03/20/19 D C TRANSIT TAX	-1.32			604 2026		1010

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	19125	03/26/19 REPLACE AIR FUEL SENSOR	266.50			602 947 4947	400	1010
		Total for Vendor:	529.98					
31047		315 KASSON FIRE RELIEF ASSN.	2,000.00					
	03/14/19	2 STATE SUPPL FOR RETIREMENT	2,000.00			101 220 4220	430	1010
		Total for Vendor:	2,000.00					
31048		37 KMTELECOM	2,984.09					
	04/01/19	PHONES-P D	739.06			101 210 4210	321	1010
	04/01/19	PHONES-F D	182.96			101 220 4220	321	1010
	04/01/19	PHONES-C H	572.79			101 140 4140	321	1010
	04/01/19	ADVERTISING-CITY	15.40			101 140 4140	343	1010
	04/01/19	PHONES-P&Z	21.37			101 191 4191	321	1010
	04/01/19	PHONES-RDA	31.12			290 650 4650	321	1010
	04/01/19	PHONES-K.A.C.	69.89			101 514 4514	321	1010
	04/01/19	PHONES-LIBRARY	133.62			211 550 4550	321	1010
	04/01/19	PHONES-WATER	110.36			601 944 4944	321	1010
	04/01/19	PHONES-WWTP	68.26			602 949 4949	321	1010
	04/01/19	PHONES-WWTP OPERATIONS	124.73			602 947 4947	321	1010
	04/01/19	PHONES-PARK N REC	226.87			101 510 4510	321	1010
	04/01/19	PHONES-STREETS	36.39			101 310 4310	321	1010
	04/01/19	PHONES-SHOP	293.43			604 959 4959	321	1010
	04/01/19	PHONES-L.S.	150.24			609 976 4976	321	1010
	04/01/19	PHONES-ARENA	193.55			606 516 4516	321	1010
	04/01/19	ADVERTISING-ARENA	14.05			606 516 4516	343	1010
		Total for Vendor:	2,984.09					
31049		157 LEAGUE OF MINNESOTA CITIES	100.00					
	290737	03/25/19 UNGER-LOSS CONTROL WKSHP	20.00*			101 510 4510	333	1010
	290737	03/25/19 ANDERSON-LOSS CONTROL WKSHP	20.00*			101 510 4510	333	1010
	290737	03/25/19 CARSTENSEN-LOSS CONTROL WKSHP	20.00*			101 510 4510	333	1010
	290746	03/25/19 M RAPPE-LOSS CONTROL WKSHP	20.00*			101 510 4510	333	1010
	290746	03/25/19 NELSON-LOSS CONTROL WKSHP	20.00			604 959 4959	333	1010
		Total for Vendor:	100.00					

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31050		199 LMC INS TRUST	500.00					
	4467	03/21/19 CA81709 DED.-DAMAGE BRETTO VEH	500.00			101 210 4210	430	1010
		Total for Vendor:	500.00					
31051		2689 LOCATORS & SUPPLIES INC	324.80					
	0273909IN	03/18/19 TRAFFIC CONES	324.80			604 957 4957	220	1010
	0273909IN	03/18/19 SALES TAX	22.33			604 957 4957	220	1010
	0273909IN	03/18/19 SALES TAX	-22.33			604 2025		1010
		Total for Vendor:	324.80					
31092		397 M-R SIGN CO INC	205.68					
	203502	03/27/19 ROAD CLOSED STREET SIGNS	205.68			101 310 4310	220	1010
		Total for Vendor:	205.68					
31093		5529 MANPOWER	646.94					
	33776053	03/31/19 WAGES THRU 3/31-ADMIN ASSIST	129.39*			101 140 4140	444	1010
	33776053	03/31/19 WAGES THRU 3/31-ADMIN ASSIST	97.04*			101 191 4191	444	1010
	33776053	03/31/19 WAGES THRU 3/31-ADMIN ASSIST	97.04*			601 944 4944	444	1010
	33776053	03/31/19 WAGES THRU 3/31-ADMIN ASSIST	97.04*			602 949 4949	444	1010
	33776053	03/31/19 WAGES THRU 3/31-ADMIN ASSIST	194.08*			604 959 4959	444	1010
	33776053	03/31/19 WAGES THRU 3/31-ADMIN ASSIST	32.35*			605 964 4964	444	1010
		Total for Vendor:	646.94					
31052		47 MC NEILUS STEEL INC	138.88					
	01330952	03/22/19 STEEL-PARKS DEPT	138.88			101 517 4517	220	1010
		Total for Vendor:	138.88					
31053		89 METRO SALES INC	1,035.95					
	INV1302258	03/21/19 QTRLY MAINT-B&W 3/26-6/25	31.08			101 140 4140	210	1010
	INV1302258	03/21/19 QTRLY MAINT-B&W 3/26-6/25	31.07			101 310 4310	210	1010
	INV1302258	03/21/19 QTRLY MAINT-B&W 3/26-6/25	31.07			101 191 4191	210	1010
	INV1302258	03/21/19 QTRLY MAINT-B&W 3/26-6/25	31.07			101 517 4517	210	1010
	INV1302258	03/21/19 QTRLY MAINT-B&W 3/26-6/25	31.07			290 650 4650	210	1010
	INV1302258	03/21/19 QTRLY MAINT-B&W 3/26-6/25	31.08			601 944 4944	210	1010
	INV1302258	03/21/19 QTRLY MAINT-B&W 3/26-6/25	31.08			602 949 4949	210	1010
	INV1302258	03/21/19 QTRLY MAINT-B&W 3/26-6/25	31.08			604 959 4959	210	1010

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	INV1302258	03/21/19 QTRLY MAINT-B&W 3/26-6/25	31.08			605 963 4963	210	1010
	INV1302258	03/21/19 SALES TAX	2.14			604 959 4959	210	1010
	INV1302258	03/21/19 SALES TAX	-2.14			604 2025		1010
	INV1302258	03/21/19 QTRLY MAINT-PD-B&W 3/26-6/	12.81			101 210 4210	210	1010
	INV1302258	03/21/19 QTRLY MAINT-PD-B&W 3/26-6/	14.51			101 220 4220	210	1010
	INV1302258	03/21/19 QTRLY MAINT-CLR 3/26-6/25	46.72			101 140 4140	210	1010
	INV1302258	03/21/19 QTRLY MAINT-CLR 3/26-6/25	46.72			101 310 4310	210	1010
	INV1302258	03/21/19 QTRLY MAINT-CLR 3/26-6/25	46.72			101 191 4191	210	1010
	INV1302258	03/21/19 QTRLY MAINT-CLR 3/26-6/25	46.72			101 517 4517	210	1010
	INV1302258	03/21/19 QTRLY MAINT-CLR 3/26-6/25	46.72			290 650 4650	210	1010
	INV1302258	03/21/19 QTRLY MAINT-CLR 3/26-6/25	46.72			601 944 4944	210	1010
	INV1302258	03/21/19 QTRLY MAINT-CLR 3/26-6/25	46.72			602 949 4949	210	1010
	INV1302258	03/21/19 QTRLY MAINT-CLR 3/26-6/25	46.72			604 959 4959	210	1010
	INV1302258	03/21/19 QTRLY MAINT-CLR 3/26-6/25	46.72			605 963 4963	210	1010
	INV1302258	03/21/19 SALES TAX	3.21			604 959 4959	210	1010
	INV1302258	03/21/19 SALES TAX	-3.21			604 2025		1010
	INV1302258	03/21/19 QTRLY MAINT-PD-CLR 3/26-6/	92.02			101 210 4210	210	1010
	INV1302258	03/21/19 QTRLY MAINT-PD-CLR 3/26-6/	100.80			101 220 4220	210	1010
	INV1302258	03/21/19 QTRLY MAINT-P.W.B.-B&W 3/2	13.80			601 944 4944	210	1010
	INV1302258	03/21/19 QTRLY MAINT-P.W.B.-B&W 3/2	13.80			602 949 4949	210	1010
	INV1302258	03/21/19 QTRLY MAINT-P.W.B.-B&W 3/2	27.60			604 959 4959	210	1010
	INV1302258	03/21/19 QTRLY MAINT-P.W.B.-B&W 3/2	13.80			605 963 4963	210	1010
	INV1302258	03/21/19 SALES TAX	1.90			604 959 4959	210	1010
	INV1302258	03/21/19 SALES TAX	-1.90			604 2025		1010
	INV1302258	03/21/19 QTRLY MAINT-P.W.B.-CLR 3/2	9.33			601 944 4944	210	1010
	INV1302258	03/21/19 QTRLY MAINT-P.W.B.-CLR 3/2	9.33			602 949 4949	210	1010
	INV1302258	03/21/19 QTRLY MAINT-P.W.B.-CLR 3/2	18.66			604 959 4959	210	1010
	INV1302258	03/21/19 QTRLY MAINT-P.W.B.-CLR 3/2	9.33			605 963 4963	210	1010
	INV1302258	03/21/19 SALES TAX	1.28			604 959 4959	210	1010
	INV1302258	03/21/19 SALES TAX	-1.28			604 2025		1010
		Total for Vendor:	1,035.95					
31054		2234 MID-AMERICAN RESEARCH CHEMICAL	584.01					
		REPLACES CHECK 57352 WRITTEN FOR INCORRECT AMOUNT						
	659968	03/08/19 INDUSTRIAL SOLV	83.43			101 310 4310	220	1010
	659968	03/08/19 INDUSTRIAL SOLV	83.43			101 312 4312	220	1010
	659968	03/08/19 INDUSTRIAL SOLV	83.43			101 517 4517	220	1010

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	659968	03/08/19 INDUSTRIAL SOLV	83.43			601 943 4943	220	1010
	659968	03/08/19 INDUSTRIAL SOLV	83.43			602 948 4948	220	1010
	659968	03/08/19 INDUSTRIAL SOLV	83.43			604 957 4957	220	1010
	659968	03/08/19 INDUSTRIAL SOLV	83.43			605 963 4963	220	1010
	659968	03/08/19 SALES TAX	5.74			604 957 4957	220	1010
	659968	03/08/19 SALES TAX	-5.74			604 2025		1010
		Total for Vendor:	584.01					
31094		4604 MIDWEST LEAK DETECTION	365.00					
	2029	03/11/19 LOCATE MAIN BREAK-6 ST SW	365.00			601 943 4943	400	1010
		Total for Vendor:	365.00					
31095		2344 MN VALLEY TESTING LABORATORIES	866.50					
	964791	03/12/19 SUSP SOLIDS/MERC TESTING	433.25			602 947 4947	440	1010
	966643	03/26/19 SUSP SOLIDS/MERC TESTING	433.25			602 947 4947	440	1010
		Total for Vendor:	866.50					
31055		4213 NEUMAN POOLS INC	6,098.15					
	0092005IN	03/21/19 18 DRAIN GRATES	6,098.15			101 514 4514	220	1010
		Total for Vendor:	6,098.15					
31056		5853 NORLAND, MATTHEW	149.99					
	03/31/19	NORLAND-GORETEX BOOTS	149.99			101 210 4210	214	1010
		Total for Vendor:	149.99					
31057		60 NORTHERN BEVERAGE DIST. CO. LL	15,432.42					
	410893	03/21/19 BEER	4,530.35			609 975 4975	252	1010
	410893	03/21/19 FREIGHT	2.00			609 975 4975	335	1010
	411262	03/28/19 BEER	5,446.67			609 975 4975	252	1010
	411262	03/28/19 FREIGHT	2.00			609 975 4975	335	1010
	411708	04/04/19 BEER	5,449.40			609 975 4975	252	1010
	411708	04/04/19 FREIGHT	2.00			609 975 4975	335	1010
		Total for Vendor:	15,432.42					

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31058		502 ON-SITE COMPUTERS INC	165.60					
	CW62757	03/25/19 SERVER CONNECTION	165.60			101 192 4192	400	1010
		Total for Vendor:	165.60					
31059		5837 OVERLAND, BLANE	14.11					
		03/30/19 MAILBOX POST DAMAGED BY PLOW	14.11			101 312 4312	430	1010
		Total for Vendor:	14.11					
31060		2876 PAUSTIS WINE COMPANY	1,396.70					
	44711	03/20/19 WINE	1,379.20			609 975 4975	251	1010
	44711	03/20/19 FREIGHT	17.50			609 975 4975	335	1010
		Total for Vendor:	1,396.70					
31118		58 PETTY CASH - CLERKS OFFICE	34.14					
		04/05/19 MDH WATER SAMPLE MAILING	4.39			601 944 4944	325	1010
		04/05/19 BATTERIES-C H	4.82			101 140 4140	210	1010
		04/05/19 C H CABINET KEY CUT	2.78			101 140 4140	210	1010
		04/05/19 POSTAGE-ADMIN MAILINGS	22.15			101 140 4140	325	1010
		Total for Vendor:	34.14					
31096		2836 PETTY CASH - PARK & POOL	24.00					
		04/01/19 CHANGE-PARK POP MACHINES	24.00			101 1151		1010
		Total for Vendor:	24.00					
31061		23 PHILLIPS WINE & SPIRITS	7,689.35					
	324435	03/15/19 WINE CREDIT	-88.00			609 975 4975	251	1010
	324435	03/15/19 FREIGHT CREDIT	-3.38			609 975 4975	335	1010
	324494	03/18/19 LIQUOR CREDIT	-108.00			609 975 4975	251	1010
	2522474	03/19/19 LIQUOR	3,221.26			609 975 4975	251	1010
	2522475	03/19/19 WINE	604.00			609 975 4975	251	1010
	2526176	03/26/19 LIQUOR	1,727.25			609 975 4975	251	1010
	2526177	03/26/19 WINE	425.50			609 975 4975	251	1010
	2530017	04/02/19 LIQUOR	1,064.72			609 975 4975	251	1010
	2530018	04/02/19 WINE	759.00			609 975 4975	251	1010
	2530019	04/02/19 MIXES	87.00			609 975 4975	254	1010
		Total for Vendor:	7,689.35					

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31062		446 PITNEY BOWES GLOBAL FINANCIAL	158.37					
	3103009816	03/21/19 PST MTR LEASE 1/19-4/18	79.19			101 194 4194	410	1010
	3103009816	03/21/19 PST MTR LEASE 1/19-4/18	79.18			604 957 4957	410	1010
	3103009816	03/21/19 SALES TAX	5.44			604 957 4957	410	1010
	3103009816	03/21/19 SALES TAX	-5.44			604 2025		1010
		Total for Vendor:	158.37					
31097		4037 PREFERRED HEATING & COOLING LLC	1,140.00					
	1448-1	03/20/19 REPLACE SHOP HEATER	162.85			101 310 4310	400	1010
	1448-1	03/20/19 REPLACE SHOP HEATER	162.85			101 312 4312	400	1010
	1448-1	03/20/19 REPLACE SHOP HEATER	162.86			101 517 4517	400	1010
	1448-1	03/20/19 REPLACE SHOP HEATER	162.86			601 943 4943	400	1010
	1448-1	03/20/19 REPLACE SHOP HEATER	162.86			602 948 4948	400	1010
	1448-1	03/20/19 REPLACE SHOP HEATER	162.86			604 957 4957	400	1010
	1448-1	03/20/19 REPLACE SHOP HEATER	162.86			605 963 4963	400	1010
		Total for Vendor:	1,140.00					
31063		5463 PREMIER KASSON MN LLC	41.97					
	502 VET MEM HWY W	0942-10 03/26/19 OVERPAY 0942-10 FINAL BILL	41.97			604 2212		1010
		Total for Vendor:	41.97					
31064		780 RAPPE, LINDA	689.80					
		03/25/19 MILES-MCFOA ANN'L CONF	172.84			101 140 4140	333	1010
		03/25/19 ROOM-MCFOA ANN'L CONF	516.96			101 140 4140	333	1010
		Total for Vendor:	689.80					
31065		5684 RAY O'HERRON CO. INC.	353.70					
		19170381N 03/26/19 9 mm LUGER	353.70			101 210 4210	210	1010
		Total for Vendor:	353.70					
31098		4277 REACH	828.00					
		60279 04/02/19 SOFTWARE RENEWAL TO 12/31	552.00			606 516 4516	370	1010
		60279 04/02/19 SOFTWARE RENEWAL TO 5/3/20	276.00			606 1550		1010
		Total for Vendor:	828.00					

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31066		95 ROCHESTER SAND & GRAVEL	831.60					
	4900020607	03/20/19 UPM MIX	831.60			101 311 4311	220	1010
		Total for Vendor:	831.60					
31067		5677 ROUND LAKE VINEYARDS & WINERY	288.00					
	1677	03/22/19 WINE	288.00			609 975 4975	251	1010
		Total for Vendor:	288.00					
31068		5000 RUNNELLS, GERALD	417.88					
	03/31/19	FOOD-HAWK	113.38			101 210 4210	210	1010
	03/31/19	ARMOR CARRIER/DUTY GEAR	304.50			101 210 4210	210	1010
		Total for Vendor:	417.88					
31069		63 SCHOTT DIST CO INC	21,476.36					
	346377	03/21/19 BEER	4,992.05			609 975 4975	252	1010
	346377	03/21/19 NA BEVERAGE	193.75			609 975 4975	254	1010
	346377	03/21/19 WINE	550.26			609 975 4975	251	1010
	347123	03/28/19 BEER	8,704.85			609 975 4975	252	1010
	347123	03/28/19 NA BEVERAGE	20.00			609 975 4975	254	1010
	347929	04/04/19 BEER	6,894.75			609 975 4975	252	1010
	347929	04/04/19 NA BEVERAGE	120.70			609 975 4975	254	1010
		Total for Vendor:	21,476.36					
31070		3850 SOUTHERN GLAZER'S OF MN	4,813.49					
	1798030	03/20/19 WINE	184.00			609 975 4975	251	1010
	1798030	03/20/19 LIQUOR	1,029.26			609 975 4975	251	1010
	1798030	03/20/19 FREIGHT	18.60			609 975 4975	335	1010
	1800714	03/27/19 LIQUOR	1,993.60			609 975 4975	251	1010
	1800714	03/27/19 WINE	398.00			609 975 4975	251	1010
	1800714	03/27/19 FREIGHT	31.26			609 975 4975	335	1010
	1803479	04/03/19 LIQUOR	959.27			609 975 4975	251	1010
	1803479	04/03/19 WINE	184.00			609 975 4975	251	1010
	1803479	04/03/19 FREIGHT	15.50			609 975 4975	335	1010
		Total for Vendor:	4,813.49					

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31071		5708 STAPLES BUSINESS CREDIT	513.24					
	7215497271	03/20/19 HP TONER 2 PK	73.71			101 210 4210	210	1010
	7215497271	03/20/19 TONER CARTRIDGES-L.S.	414.62*			609 978 4978	210	1010
	7215497271	03/20/19 STAPLER/HILITERS	24.91			101 140 4140	210	1010
	7215497271	03/20/19 SALES TAX	28.51*			609 978 4978	210	1010
	7215497271	03/20/19 SALES TAX	-28.51			609 2025		1010
		Total for Vendor:	513.24					
31072		79 STREICHER'S	211.97					
	I1358350	03/21/19 RUNNELLS-UNIFORM PANT	211.97			101 210 4210	214	1010
		Total for Vendor:	211.97					
31099		4290 SWENKE IMS CONTRACTING LLC	1,485.00					
	FEB PLOW	03/20/19 13.5 HRS SNOW HAULING-FEB.	1,485.00			101 312 4312	444	1010
		Total for Vendor:	1,485.00					
31073		498 TEIGEN PAPER & SUPPLY INC	392.46					
	351959	03/25/19 WYPALL/55 GAL CAN LINERS	28.17			101 310 4310	220	1010
	351959	03/25/19 WYPALL/55 GAL CAN LINERS	28.17			101 312 4312	220	1010
	351959	03/25/19 WYPALL/55 GAL CAN LINERS	28.17			101 517 4517	220	1010
	351959	03/25/19 WYPALL/55 GAL CAN LINERS	28.18			601 943 4943	220	1010
	351959	03/25/19 WYPALL/55 GAL CAN LINERS	28.18			602 948 4948	220	1010
	351959	03/25/19 WYPALL/55 GAL CAN LINERS	28.18			604 957 4957	220	1010
	351959	03/25/19 WYPALL/55 GAL CAN LINERS	28.18			605 963 4963	220	1010
	351959	03/25/19 SALES TAX	1.94			604 957 4957	220	1010
	351959	03/25/19 SALES TAX	-1.94			604 2025		1010
	351977	03/25/19 WYPALL/55 GAL CAN LINERS	195.23			101 522 4522	220	1010
		Total for Vendor:	392.46					
31074		4380 TIFF, ART	44.08					
	04/01/19	DOWNSPOUT SUPPLIES-LIBRARY	44.08			211 550 4550	220	1010
		Total for Vendor:	44.08					

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31075		4503 TITAN MACHINERY	1,897.26					
	1008296c1	03/19/19 LOW BRAKE PSI-CASE 721F	1,897.26			101 312 4312	400	1010
		Total for Vendor:	1,897.26					
31076		2326 TRAPP, DANIEL	105.24					
	04/01/19	MEALS-WW OPER CONF	105.24			602 947 4947	333	1010
		Total for Vendor:	105.24					
31113		319 UNGER, RON	30.74					
	04/04/19	MILES-S/B LEAGUE DIRECTORS MTG	30.74*			101 510 4510	333	1010
		Total for Vendor:	30.74					
31100		71 UTILITY CONSULTANTS INC	2,376.00					
	101112	03/28/19 MANTORVILLE TESTING	254.50			602 947 4947	440	1010
	101123	03/29/19 TOTAL COLIFORM	210.00			601 943 4943	440	1010
	101123	03/29/19 CBOD/TSS/TOT PHOSPH/AMMONIA	1,911.50			602 947 4947	440	1010
		Total for Vendor:	2,376.00					
31119		4466 VINOCOPIA INC	1,208.65					
	229397-IN	03/27/19 LIQUOR	496.65			609 975 4975	251	1010
	229397-IN	03/27/19 WINE	712.00			609 975 4975	251	1010
		Total for Vendor:	1,208.65					
31077		5497 VOSEN, DAVID	77.96					
	04/02/19	MEALS-WW OPER CONF	77.96			602 947 4947	333	1010
		Total for Vendor:	77.96					
31105		5856 WANEK, ERIN	70.63					
	1769-13	03/27/19 RL MTR DEP REFUND APT APPL TO	70.63			604 2212		1010
		Total for Vendor:	70.63					
31120		5047 WATERVILLE FOOD & ICE INC	104.71					
	05-909390	03/28/19 ICE-LIQUOR STORE	104.71			609 975 4975	257	1010
		Total for Vendor:	104.71					

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31107		637 WEBER, LETH & WOESSNER PLC	3,123.00					
	MAR '19PR	03/29/19 25.9 HRS LEGAL-P D	3,123.00			101 160 4160	304	1010
		Total for Vendor:	3,123.00					
31078		4086 WEIGEL, KRISTA	97.12					
	03/20/19	MILES-NIBRS TRAINING	97.12			101 210 4210	333	1010
		Total for Vendor:	97.12					
31079		388 WESCO RECEIVABLES CORP	795.02					
	550856	03/14/19 15 KV 100 AMP SILICONE	880.95			604 957 4957	220	1010
	355498	10/09/18 2018 CREDIT-TERMIN BRCKT	-85.93			604 957 4957	220	1010
		Total for Vendor:	795.02					
31101		5182 WHKS & CO.	63,560.94					
	38976	04/01/19 ADA TRANSITION PLAN	220.00*			101 317 4317	303	1010
	38976	04/01/19 GIS BASEMAP UPDATES	322.50			101 196 4196	303	1010
	38976	04/01/19 MnDOT STATE AID MTGS.	440.00			101 311 4311	303	1010
	38976	04/01/19 2019 STREET & SIDEWALK MAINT.	3,370.00			101 311 4311	303	1010
	38972	04/01/19 2017 STORM WATER PROJ-MAIN ST	1,977.00			605 1650	41605	1010
	38975	04/01/19 16 ST/HWY 57 INTERSECTION	4,797.44			101 311 4311	303	1010
	38974	04/01/19 16 ST NE IMPROVEMENTS	9,360.00*			412 196 4196	303	1010
	38976	04/01/19 FAIRGROUNDS WATER TOWER	1,374.00			101 196 4196	303	1010
	38968	04/01/19 STONE RIDGE 2ND-PLAN REVIEW	550.00			101 196 4196	303	1010
	38968	04/01/19 504 PUD-PLAN REVIEW	110.00			101 196 4196	303	1010
	38976	04/01/19 MnDNR TRAIL GRANT	440.00			101 196 4196	303	1010
	38987	04/01/19 2017 STREET ASSMNT PROJ	4,000.00*			423 311 4311	303 41602	1010
	38986	04/01/19 HWY 57 IMPROVEMENTS	36,600.00*			424 196 4196	303	1010
		Total for Vendor:	63,560.94					
31080		2407 WINE MERCHANTS	1,570.95					
	7226660	03/19/19 WINE	1,092.00			609 975 4975	251	1010
	7228590	04/02/19 WINE	478.95			609 975 4975	251	1010
		Total for Vendor:	1,570.95					

04/05/19
11:44:57

CITY OF KASSON
Claim Approval List
For the Accounting Period: 4/19
For Pay Date: 04/11/19

Page: 17 of 19
Report ID: AP100V

For Pay Date = 04/11/19
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
31102		2427 XCEL ENERGY	205.36					
	630848180	03/20/19 UTIL SERV-NW LIFT ST 2/16-3	205.36			602 948 4948	380	1010
		Total for Vendor:	205.36					
		# of Claims	87	Total:				206,260.91

04/05/19
11:44:59

CITY OF KASSON
Claim Approval Signature Page
For the Accounting Period: 4/19

Page: 19 of 19
Report ID: AP100A

CITY OF KASSON
401 5TH STREET SE
KASSON, MN 55944-2204

The claim batch dated _____ are approved for payment.

APPROVED _____ Council Member

_____ Council Member

**CITY OF KASSON
RESOLUTION #4.X-19**

**RESOLUTION CERTIFYING DELINQUENT CLAIMS
TO THE COUNTY AUDITOR**

WHEREAS, during 2018, the City of Kasson provided fire related services to properties within the City; and

WHEREAS, provisions of the City Code provide that bills for these services remaining unpaid for an extended period shall be certified against the affected properties; and

WHEREAS, provisions of the City Code provide that all charges may be assessed against the property; and

WHEREAS, payment for the service is due after the service has been provided;

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

The Finance Director is hereby authorized to certify to the Dodge County Auditor these charges:

1.	O'Brien, Diane	902 Main Street W PID# 24.032.1900	Fire Call	\$440.00
----	----------------	---------------------------------------	-----------	----------

The County Auditor shall collect these charges, including 9% interest, along with the 2018 property taxes collectable in 2019.

ADOPTED this xxth day of April, 2019

ATTEST:

Chris McKern, Mayor

Linda Rappe, City Clerk

The motion for the adoption of the foregoing resolution was made by Council Member xx and duly seconded by Council Member xx. Upon a vote being taken, the following members voted in favor there of xx. Those against same: xx.

ADMINISTRATION
721 MAIN STREET NORTH, DEPT. 31
MANTORVILLE, MN 55955
PHONE 507-635-6239 – FAX 507-635-6265
www.co.dodge.mn.us



Public Notice:

Dodge County Comprehensive Housing Needs Analysis Presentation

Description: Maxfield Research and Consulting, LLC was engaged by the Dodge County Economic Development Authority to conduct a Comprehensive Housing Needs Analysis. The Analysis provides recommendations on the amount and types of housing that should be developed in order to meet the needs of current and future households who choose to reside in the County.

Public Information Meeting: A presentation by Maxfield Research and Consulting, LLC will be held on **Wednesday, April 17, 2019 beginning at 4:30 PM** to provide insight on research findings and discuss recommendations. The meeting will be held in Conference Room B, Dodge County Government Services Building, 721 Main Street North, Mantorville, MN.

EXECUTIVE SUMMARY

Purpose and Scope of Study

Maxfield Research and Consulting, LLC. was engaged by the Dodge County Economic Development Authority to conduct a *Comprehensive Housing Needs Analysis* for Dodge County, Minnesota. The Housing Needs Analysis provides recommendations on the amount and types of housing that should be developed in order to meet the needs of current and future households who choose to reside in the County.

The scope of this study includes: an analysis of the demographic and economic characteristics of the County; a review of the characteristics of the existing housing stock and building permit trends; an analysis of the market condition for a variety of rental and for-sale housing products; and an assessment of the need for housing by product type in the County. Recommendations on the number and types of housing products that should be considered in the County are also supplied.

Demographic Analysis

- The East submarket is the population center of the county, accounting for 57% of the county population. The East submarket population is forecast to add the greatest number new residents (+1,600) and households (+650) to Dodge County between 2018 and 2030.
- By 2025, the largest adult age cohort in the County will be those 35 to 44 and 45 to 54, each representing 18% of the population.
- The largest proportional growth is expected in the 65 to 74 age cohort in Dodge County, increasing by 44.8%.
- The majority of Dodge County residents, 96.4%, reported their race as "White Alone" in 2016 and 4.9% of the population reported their ethnicity as Hispanic or Latino. The proportion of the population reporting their ethnicity as Hispanic or Latino differed by submarket, ranging from 1.9% in the East submarket to 10.2% in the West submarket.
- The median income for Dodge County is projected to rise from \$73,733 to \$82,354 in 2023.
- In 2018, the highest median incomes were reported in the East submarket (\$80,962), followed by the West submarket (\$75,234). The Central submarket trails the other submarkets in income, with a median income in 2018 of \$62,500.
- Married households without children and other family households (typically single-parent households) are growing in Dodge County, while households of married couples with children are declining.

EXECUTIVE SUMMARY

Housing Characteristics

- The number of building permits issued for new residential units in Dodge County continues to reflect the impact of the Great Recession. Building permits dropped from 1,073 new residential construction units permitted between 2000 and 2005 to 271 residential units permitted from 2014 to 2017.
- Single family detached units represented the largest proportion of owner-occupied homes (92.2%) and renter-occupied homes (39.5%) in Dodge County.
- Median home values for owner-occupied homes were highest in the East submarket at \$198,375 in 2016. Median contract rent was also highest in the East submarket in 2016 at \$552
- Median income among Dodge County owner households was \$77,170, while renter households reported a median income of \$32,768 in 2016.

Employment Trends

- Unemployment has been on a steady decline in Dodge County since peaking at 7.4% in 2009.
- Manufacturing is an industry leader in the County. It's the largest employment sector in Dodge County, accounting for 27.1% of employment, and it offers some of the highest weekly wages (\$1,143) among industries in the county.
- Just over 39% of workers who live Dodge County commute to work in Rochester, the most popular work destination for Dodge County workers.

Rental Housing Market Analysis

- In total, Maxfield Research surveyed 302 general occupancy market rate rental units in Dodge County spread across 24 multifamily developments (8 units and larger). At the time of the survey, there was a 1.2% vacancy rate in Dodge County. Typically, a healthy rental market maintains a vacancy rate of roughly 5%, which promotes competitive rates, ensures adequate consumer choice, and allows for unit turnover.
- There were 48 affordable units and 111 subsidized units in Dodge County. There were no vacant affordable units and only one vacant subsidized.

Senior Housing Market Analysis

- There is one active-adult few services rental developments in Dodge County with 12 one-bedroom units.

EXECUTIVE SUMMARY

- There is one congregate senior rental developments located in Dodge County with 20 units, including 16 one-bedroom and four two-bedroom units.
- There are four developments that offer assisted living services located in Dodge County, totaling 57 units. However, we were unable to contact one assisted living development to obtain a number of units.
- Prairie Meadows in Kasson was the only memory care facility in the County with a total of 22 units. Eleven units are considered moderate memory care. The remaining 12 units of memory care are in a secure unit.
- There are four active adult senior subsidized housing developments in Dodge County that offer 103 one-bedroom units with one vacant unit.

For-Sale Housing Market Analysis

- Median sales prices dropped sharply, from \$130,550 to \$109,950, between 2010 and 2011. Since 2011, median sales prices have generally risen and reached the highest point, \$176,500, in 2017.
- As of November 2018, there were 55 homes listed for sale in Dodge County. The median list price was \$224,900. Based on an average list price of \$224,900, the income required to afford a home at this price would be about \$64,257 to \$74,967, based on the standard of 3.0 to 3.5 times the median income. About 58% of Dodge County households have annual incomes at or above \$64,257.
- There are 179 lots available in subdivisions in Dodge County, 74 vacant lots were in the Central submarket, 87 lots were in the East submarket and 18 lots were in the West submarket. The average assessed lot value was \$27,092 and the average assessed home value within these subdivisions was \$193,649.

Development Pipeline

- Stagecoach Trails is a twelve-lot single family subdivision in Mantorville that received preliminary plat approval in October 2018.
- Greystone Place Townhomes in Dodge Center has an additional 12 units under constructions. The units are expected to be finished in 2019.
- There are two developments in the early stages of consideration in Dodge County. There is interest in developing a 20-lot rural subdivision in Dodge County, west of Mantorville. There is also interest in a new subdivision development in Northwest Kasson that will have 15 townhomes, and some additional single-family homes. Due to the initial nature of these projects they were not included in our demand calculations.

EXECUTIVE SUMMARY

Housing Affordability

- About 18% of owner households and 38% of renter householders are estimated to be paying more than 30% of their income for housing costs in Dodge County. Compared to the Minnesota average, the percentage of cost burdened owner and renter households is lower than the state proportion.
- The number of cost burdened households in Dodge County increases proportionally based on lower incomes. About 63% of renters with incomes below \$35,000 are cost burdened and 46% of owners with incomes below \$50,000 are cost burdened.

Housing Needs Analysis

- Based on our calculations, demand exists in Dodge County for the following general occupancy product types between 2018 and 2025:
 - Market rate rental 199 units
 - Affordable rental 84 units
 - Subsidized rental 69 units
 - For-sale single-family 408 units
 - For-sale multifamily 103 units
- In addition, we find demand for multiple senior housing product types. By 2025, demand in Dodge County for senior housing is forecast for the following:
 - Active adult ownership 44 units
 - Active adult market rate rental 91 units
 - Active adult affordable 73 units
 - Active adult subsidized 9 units
 - Congregate 51 units
 - Assisted Living 25 units
 - Memory Care 50 units

CITY OF KASSON MAPLE GROVE CEMETERY
Updated 4/10/19

POLICIES AND PROCEDURES

I. TERMS

From hereafter "Cemetery" refers to the Maple Grove Cemetery. "City" refers to the City Council of the City of Kasson.

II. LOT SALES

- A. Graves in all cemetery areas may be sold by the space, two-space lots (side by side), 4-space lots and 8-space lots with the exception of graves in Block XIX, which may be sold by the grave or two space lots (side by side).
- B. The cost of the lot includes perpetual care and improvements to the Cemetery.

III. INTERMENTS

- A. It is customary for the husband to be buried on the south side of his spouse, as they were at the altar; facing east, the husband would be on the right.
- B. Caskets shall be enclosed in a concrete burial vault or concrete grave liner (box) prior to interment.
- C. The numbers and combinations of urns (cremations) and caskets permitted to be buried in any single grave are as follows:
 - 1. One adult casket, or
 - 2. Two children's caskets, or
 - 3. Two urns, or
 - 4. One casket and one urn.
 - 5. One adult casket (if interred first) and one child's casket
- D. Only cremains in urns are allowed.
- E. All interments (open and close) must be conducted by city-contracted supplier.
- F. No pets.

IV. MONUMENTS, MARKERS, and INSTALLATION

- A. Definitions:
 - 1. Monument: A vertical stone or other suitable material set at a height above ground level and inscribed with name of deceased and/or any other pertinent information. Maximum monument base length 6 (six) feet; maximum width 4 (four) feet, and maximum height 9 (nine) feet. A bench may be placed instead of a monument. One upright monument may only be placed on 4-space lots and 8-space lots on cemetery lots except in Block XIX, where upright monuments are allowed on single and two-space lots, (side by side). For monuments allowed for Block XIX, maximum base width for two spaces is 6 feet and the maximum base width for a single site is 3 feet.

2. Flat Marker: A flat stone or other suitable material set level with the sod and inscribed with name of the deceased and/or any other pertinent information. Flat markers may be placed on any grave.

B. Installation:

1. Installation is the responsibility of the lot owner and the monument company. Placement will be determined by the Cemetery Sexton.
2. The monuments shall be set on a base of concrete six (6) inches larger than the monument base and at a minimum concrete base depth of six (6) inches. This base may be extended up to ten (10) inches on either end to accommodate holes for planter stands or flag markers (legion/fire dept, etc.).
3. If a stone or concrete bench is desired as a monument, the bench shall be set on a base of concrete six (6) inches larger than the bench base or bench seat, whichever is larger, and at a minimum concrete base depth of six (6) inches. Height of the bench shall be no higher than eighteen (18) inches. Placement of the bench shall be in alignment with the regular pattern of the placement of monuments as marked by cemetery staff.

C. Markers:

1. Installation is the responsibility of the owner and the monument company. Placement shall be determined by the Cemetery Sexton.
2. Markers may be placed without an interment. The number and size of flat markers shall not exceed grave/space available, as determined by the Sexton.
3. Flat markers shall be set level with the sod in a concrete base six (6) inches larger than the marker base, and at a minimum concrete base depth of four (4) inches. This base may be extended up to ten (10) inches on either end to accommodate holes for planter stands or flag markers, within the allowed width.
4. K-Markers are not allowed.

D. Prior to any installation of a monument or marker, the City must be notified so that the location and size can be approved. There is a \$50.00 charge for locating the monument or marker.

V. PLANTINGS AND DECORATIONS

- A. Permanent ground plantings are not permitted in the Cemetery unless authorized by the Cemetery Sexton.
- B. Real/artificial flowers or plants/decorations/ornamentation must be maintained in an urn set in a planter stand. No flowers or plants/decorations/ornamentation may be placed on the monument or gravesite nor any flowers/decorations/ornamentations around the base of the monument or markers.
- C. All flowers and plants, wreaths, ornamentation and decorations must be contained in planter stands, except for the Memorial Day period between May 15th and July 1st. Following July 1st they must be removed if not on an appropriate stand. Items not removed by July 1st may be removed by Cemetery staff.
- D. The City reserves the right to remove or trim any planting or decoration which in the opinion of the Sexton is injurious to the general appearance of the Cemetery. This includes those plantings which encroach or obstruct other lots.

E. No ground shall be altered with rock or gravel.

VI. PERPETUAL CARE OF GROUNDS

The Cemetery shall give such care as it can, consisting of mowing, raking, tree and branch cleanup and general preservation of the grounds. This shall in no case mean maintenance, repair or replacement of monuments, markers, vases, baskets, planter stands, urns, flowers, or other objects owned by the lot owners and placed upon a grave.

VII. GIFTS AND MEMORIALS

The Maple Grove Cemetery would be pleased to accept any gift or memorial to be used toward the betterment of the cemetery.

VIII. DISCLAIMER

The Maple Grove Cemetery disclaims all responsibility for loss or damage beyond its reasonable control, and especially from damage caused by the elements, frost, vandalism or theft.

For information or assistance, call:

City Hall, Kasson, MN

507-634-7071

**CITY OF KASSON
RESOLUTION # 4.x-19**

**RESOLUTION APPROVING SAFE ROUTES TO SCHOOL
DEMONSTRATION PROJECT**

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program assists schools and communities by making it safer for children to walk and bike to school; and

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program solicited communities to pilot Demonstration Projects related to Safe Routes to School activities. The City of Kasson was awarded the grant to purchase materials for implementation; and

WHEREAS, the City of Kasson will work with the MnDOT team and consultants to plan, evaluate and design a demonstration project by the draft guidelines; and

WHEREAS; the City of Kasson will then implement the planned design; and

WHEREAS; No local match funding is required; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Kasson supports the Safe Routes to School Demonstration Project Pilot grant.

BE IT FURTHER RESOLVED, that the City Council of the City of Kasson authorizes the City Administrator to enter into an agreement with the Minnesota Department of Transportation to purchase materials to implement a demonstration project funded with the Safe Routes to School program.

BE IT FURTHER RESOLVED, that the City Administrator or the Mayor are hereby authorized to execute such Agreement and any amendments.

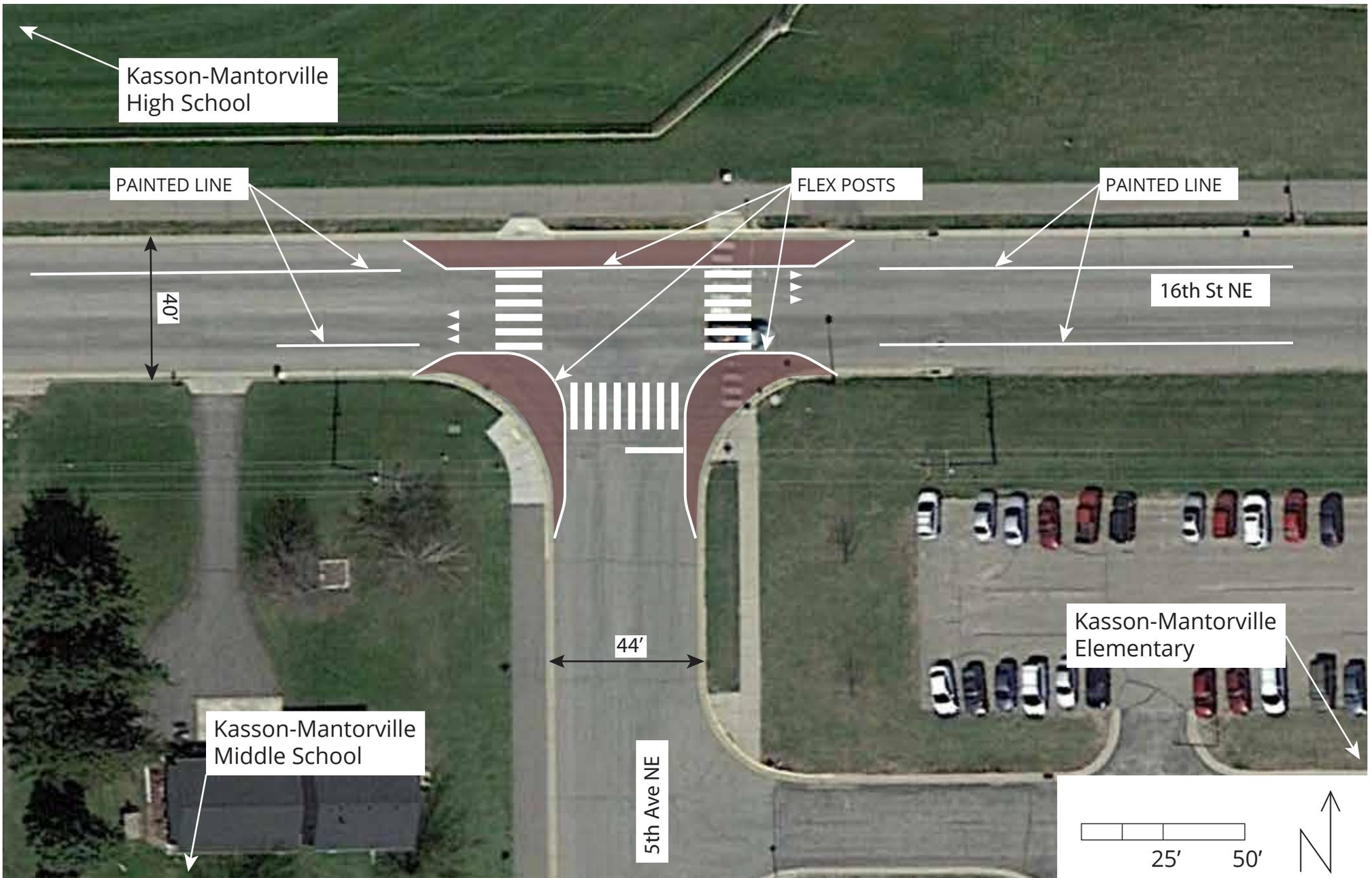
Adopted this 10th day of April 2019.

ATTEST:

Linda Rappe, City Clerk

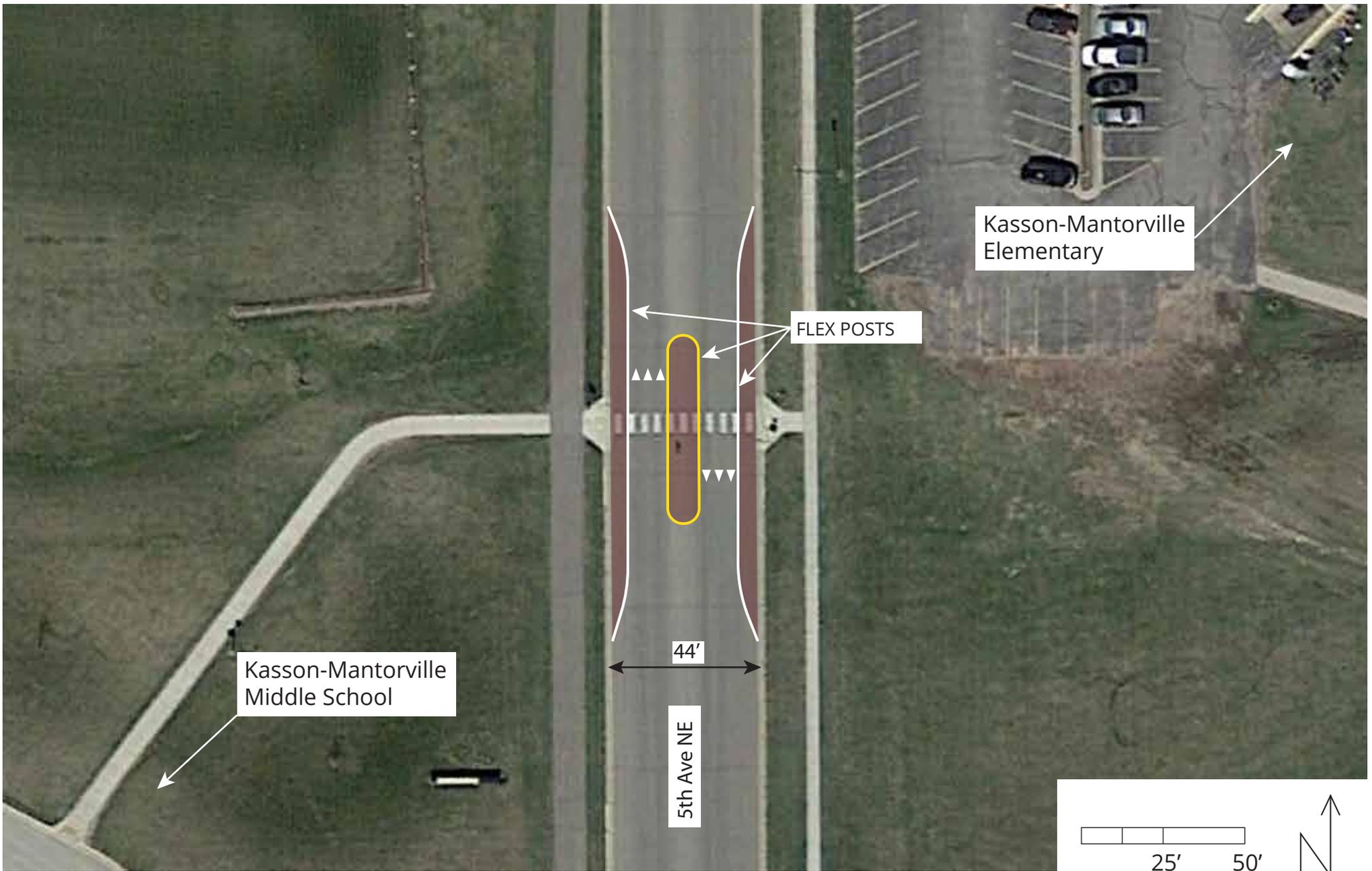
Chris McKern, Mayor

The motion for the adoption of the foregoing resolution was made by Council Member --and duly seconded by Council Member --. Upon a vote being taken, the following members voted in favor thereof: --, --, --, -- and --. Those against same: --.



5th Ave NE & 16th St NE
 Kasson-Mantorville Schools
 Kasson, MN
 MnDOT SRTS Demonstration Project

DRAFT CONCEPT - NOT FOR CONSTRUCTION
 4/2/19



5th Ave NE, crossing between Middle and Elementary Schools
Kasson-Mantorville Schools
Kasson, MN

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
CITY OF KASSON
COOPERATIVE LANDSCAPING
AGREEMENT**

State Project Number (S.P.): 2002-969
Trunk Highway Number (T.H.): 14=7

Original Amount Encumbered
\$8,000.00

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and the City of Kasson acting through its City Council ("City").

Recitals

1. The City will perform landscaping along Trunk Highway No. 14 within the City limits according to plans, specifications and special provisions designated as the "Kasson Landscaping Plan" and as State Project No. 2002-969 (T.H. 14=7); and
2. The City requests the State participate in the acquisition costs of the landscape materials and the State is willing to participate in the acquisition costs of said landscaping materials according to the State's "Community Roadside Landscaping Partnership Program"; and
3. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. **Effective Date.** This Agreement will be effective the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled according to the Community Roadside Landscaping Partnership Program Project Application, on file in the State's Office of Environmental Stewardship and incorporated into this Agreement by reference.
- 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 2.2. Right-of-Way, Easements and Permits; 2.3. Maintenance by the City; 6. Liability and Worker Compensation Claims; 8. State Audits; 9. Government Data Practices; 10. Governing Law; Jurisdiction; Venue; and 12. Force Majeure.
- 1.4. **Plans, Specifications and Special Provisions.** Plans, specifications and special provisions designated as the "Kasson Landscaping Plan" and as State Project No. 2002-969 (T.H. 14=7) are on file in the office of the City and the State's office of Environmental Stewardship and are incorporated into this Agreement by reference ("Landscape Plans").
- 1.5. **Exhibits.** Exhibit "A" – Maintenance Responsibilities Plan and Schedule is attached and incorporated into this Agreement.

2. Agreement Between the Parties

2.1. *Acquisition and Installation of Landscape Materials.*

- A. ***Acquisition and Installation.*** The City will acquire landscape materials and perform landscaping according to the Landscape Plans.
- B. ***Documents Furnished by the City.*** Within 7 days of ordering the landscape materials, the City will submit a copy of the purchase orders to the State's Landscape Partnership Program Coordinator in St. Paul.
- C. ***Control and Inspection of Landscape Materials.***
 - i. The landscape materials acquired under this Agreement will be under the control of the City; however the materials will be open to inspection by the State's authorized representatives. The City will give the State's Landscape Partnership Program Coordinator five days notice of its intention to receive delivery of the landscape materials.
 - ii. The City must verify that the nursery vendor has a valid nursery certificate as required by the Minnesota Department of Agriculture ("MDA"). Nursery stock originating outside Minnesota must have been certified under all applicable MDA and United States Department of Agriculture ("USDA") quarantines. Certification documents issued by the appropriate regulatory official at origin must accompany all nursery stock shipments, including but not limited to, USDA quarantines for Gypsy Moth, *Phytophthora ramorum*, Emerald Ash Borer and Black Stem Rust. MDA Japanese Beetle Quarantine nursery stock from Minnesota must be inspected and certified to be free of harmful plant pests, but is not subject to MDA external Japanese Beetle Quarantine.
- D. ***Protecting and Locating Utilities.*** The City will preserve and protect all utilities located on lands covered by this Agreement, without cost to the State. As required by Minnesota Statute 216D, the City will notify Gopher State One Call System (www.gopherstateonecall.org) (1-800-252-1166) at least 48 hours before any excavation is done on this Project.
- E. ***Restore Right-of-Way.*** Upon completion of the installation of landscape materials and after performing any ongoing maintenance operations, the City will restore all disturbed areas of State Right-of-Way so as to perpetuate satisfactory drainage, erosion control and aesthetics.
- F. ***Completion of Acquisition and Installation.*** The City will cause the acquisition and installation of the landscape materials to be started and completed according to the time schedule in the Community Roadside Landscaping Partnership Program Project Application. The completion date for the acquisition and installation of the landscape materials may be extended, by an exchange of letters between the appropriate City official and the State's Landscape Partnership Program Coordinator, for unavoidable delays encountered in the performance of the acquisition and installation of the landscape materials.
- G. ***Compliance with Laws, Ordinances and Regulations.*** The City will comply with all Federal, State and Local laws, and all applicable ordinances and regulations in connection with the acquisition and installation of the landscape materials.

2.2. *Right-of-Way, Easements and Permits.*

- A. The City is authorized to work on State Right-of-Way for the purposes of installing and maintaining the landscape materials, including any necessary replacement of landscape materials that fail to survive. All suppliers, contractors or volunteers under the direction of the City, occupying the State's Right-of-Way must be provided with and wear required reflective clothing.

- B. The City's use of State Right-of-Way will in no way impair or interfere with the safety or convenience of the traveling public in its use of the highway and any use of State Right-of-Way under this Agreement will remain subordinate to the right of the State to use the property for highway and transportation purposes. No advertising signs or devices of any form or size will be constructed or be permitted to be constructed or placed upon State Right-of-Way. This Agreement does not grant any interest whatsoever in land, nor does it establish a permanent park, recreation area or wildlife or waterfowl refuge facility that would become subject to Section 4(f) of the Federal Aid Highway Act of 1968.
- C. The City will obtain all construction permits and any other permits and sanctions that may be required in connection with the installation of the landscape materials without cost to the State.

2.3. Maintenance by the City. The City will provide for the maintenance of the landscaping without cost to the State. Maintenance includes, but is not limited to, weeding and pruning, and removal and replacement of all materials that fail to survive. Criteria for maintenance and replacement are shown and described in Exhibit "A", Maintenance Responsibilities Plan and Schedule.

3. State Cost and Payment by the State

3.1. Basis of State Cost. The State's complete share of the costs of the landscaping is the delivered cost of the landscaping materials acquired according to the Landscape Plans.

3.2. Estimated State Cost and Maximum Obligation. The estimated cost of the landscape materials acquisition is **\$8,000.00**. The maximum obligation of the State under this Agreement will not exceed **\$8,000.00**, unless the maximum obligation is increased by amendment to this Agreement.

3.3. Conditions of Payment. The State will pay the City the delivered cost of the landscape materials, not to exceed the maximum obligation, after the following conditions have been met:

- A. Encumbrance by the State of the State's total cost share.
- B. Execution of this Agreement and transmittal to the City.
- C. Receipt by the State's Landscape Partnership Program Coordinator, from the City, of the following:
 - i. Copies of the purchase orders for the landscape materials, as provided for in Section 2.1.B of this Agreement.
 - ii. Written request for payment, accompanied by copies of supplier invoices for the landscape materials acquisition and delivery.
- D. Receipt of a memo, from the State's Landscape Partnership Program Coordinator, verifying that the landscaping has been completed and recommending reimbursement.

4. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

4.1. The State's Authorized Representative will be:

Name, Title:	Anthony Wotzka, Landscape Partnership Program Coordinator (or successor)
Address:	395 John Ireland Boulevard, Mailstop 686, St. Paul, MN 55155
Telephone:	(651) 366-3606
E-Mail:	anthony.wotzka@state.mn.us

4.2. The City's Authorized Representative will be:

Name, Title: Theresa Coleman, City Administrator (or successor)
Address: 401 Fifth Street Southeast, MN 55944-2204
Telephone: (507) 634-7071

5. Assignment; Amendments; Waiver; Contract Complete

- 5.1. Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 5.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 5.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 5.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6. Liability; Worker Compensation Claims

Each party is responsible for its own employees for any claims arising under the Workers Compensation Act. Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City.

7. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

8. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

9. Government Data Practices

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the City or the State.

10. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11. Termination; Suspension

- 11.1. *By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.
- 11.2. *Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the City. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the City will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available.
- 11.3. *Suspension.*** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

12. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Purchase Order: _____

CITY OF KASSON

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(Landscape Partnership Program Coordinator)

By: _____
(District Engineer)

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION

EXHIBIT "A"

Maintenance Responsibilities Plan and Schedule

Table 1a. REQUIRED LANDSCAPE MAINTENANCE ACTIVITIES

MAINTENANCE CONSIDERATION				
PLANT GROUPS	PRUNING		WEED CONTROL	FERTILIZATION See Table 5, Fertilization Schedule
	When To	Type Of		
Evergreen Trees	Anytime - Dry	Corrective and Deadwood Removal	Maintain mulch at 3" minimum around trees in mowed areas, keep weed free.	Yes
Shade Trees	Anytime - Dry*	Training and Corrective		Yes
Ornamental Trees	Winter**	Corrective		Yes
Evergreen Shrubs	Anytime - Dry	Deadwood Removal		Yes
Deciduous Shrubs	Dormant	Corrective and Renewal	Maintain minimum 3" woodchip mulch in a weed free condition until shrub crown closure.	Yes
Vines	Dormant	Deadwood Removal		No
Groundcovers				

* Do not prune oaks during April, May and June. Do not prune Honeylocust while dormant or when humid or wet.

** Do not prune apples, crabapples or Mountain Ash during April, May and June.

TABLE 1b. REQUIRED LANDSCAPE MAINTENANCE ACTIVITIES

MAINTENANCE CONSIDERATION				
PLANT GROUPS	WATERING	INSECT AND DISEASE CONTROL	RODENT PROTECTION	REMOVALS AND REPLACEMENTS
Evergreen Trees	Yes until established (2 yrs.).	As needed. Remove diseased plants that pose threats to adjacent plantings.	Yes - Pine Only	Remove all dead plants. Replace dead or dying plants unless the lost plants do not noticeably compromise the visual appearance or design intent.
Shade Trees			Yes	
Ornamental Trees	Yes			
Evergreen Shrubs	No*			
Deciduous Shrubs	No*			
Vines	No*			
Groundcovers	No*			
	Supplemental watering may be needed during drought periods (especially during July and August) even after plants are established.			

* Rodent protection is generally not practical for mass shrub plantings, maintaining clean mulched planting areas free of weed growth will reduce problems. Mowed turf in formal planting areas will help reduce rodent problems.

TABLE 2a. CALENDAR OF LANDSCAPE MAINTENANCE

ACTIVITY	January	February	March	April	May	June
Pruning	See Table 1a for Best Time for Specific Species.					
Weed Control:	Planting beds must be kept in a weed free condition.					
Remulch				OXX	XXXX	XO
Herbicide	Must be applied by a licensed Pesticide Applicator.					
Fertilization: Turf Shrubs, Trees				XXXX		
Insect & Disease	Time of control depends on the type of insect or disease and when it is detected.					
Sunscald Protection				Remove wrap*		
Watering	During first and second growing seasons approximately once a week or as needed to maintain adequate but not excessive soil moisture.					
Maintain Rodent Protection	OOOO	OOOO	OOOO	OOOO	OOOO	OOOO
Turf Maintenance Mowing					OOX	XXXX
Mower Damage Prevention				X	XXXX	XXXX
Replanting Evergreen Trees Deciduous Trees Container Plants Turf				OXX OXX XXX O	XO XXXX XXXX XXXX	XXXO XXOO

X - Optimum Time O - Less than Optimum Time

* Undiluted white latex paint is recommended, repaint as necessary until trees reach 4" caliper.

TABLE 2b. CALENDAR OF LANDSCAPE MAINTENANCE

ACTIVITY	July	August	September	October	November	December
Pruning	See Table 1a for Best Time for Specific Species.					
Weed Control:	Planting beds must be kept in a weed free condition.					
Remulch	XXXX	XXXX	XXXX	XXXX	OO	XO
Herbicide	Must be applied by a licensed Pesticide Applicator.					
Fertilization: Turf Shrubs, Trees				XXXX XXXX		
Insect & Disease	Time of control depends on the type of insect or disease and when it is detected.					
Sunscald Protection				Apply or maintain paint. Install wrap*.		
Watering	During first and second growing seasons approximately once a week or as needed.					
Maintain Rodent Protection	OOOO	OOOO	XXXX	XXXX	XOOO	OOOO
Turf Maintenance Mowing	XXXX	XXXX	XXXX	XXOO		
Mower Damage Prevention	XXXX	XXXX	XXXX	XXOO		
Replanting Evergreen Trees Deciduous Trees Container Plants Turf		OX	XXXO		OXXX	XO
	OOOO OOOO	OOOX OOXX	XXXO XXXX		OO	

X - Optimum Time O - Less than Optimum Time

* Undiluted white latex paint is recommended, repaint as necessary until trees reach 4" caliper.

TABLE 3. DESCRIPTIONS OF TYPES OF PRUNING

TYPES OF PRUNING	WHEN TO PRUNE	DESCRIPTION
Disease Removal	After Diagnosis	Removal of fungal bacterial growths. Sterilize pruners between cuts.
Deadwood Removal	See Table 1	Removal of dead branches, normally from the interior portion of the crown.
Training	See Table 1	Maintaining the central leaders and acceptable symmetry in evergreen, shade and ornamental trees. Removal of suckers and water sprouts.
Corrective	See Table 1	Removal of storm-damaged, vehicle-damaged or vandalized limbs.
Renewal	See Table 1	Removing all top growth at or near the ground line and remulch. Or removal of 1/3 of the oldest stems at the ground line.

TABLE 4. WEED CONTROL METHODS - INTEGRATED APPROACH

METHOD	CATEGORY		
	TREES	SHRUB BEDS	TURF
Replanting - Filling Voids		X	X
Fertilization	X	X	X
Remulch*	X	X	X
Herbicides	X	X	X
Weed Whip	No	X	

* Wood chip mulch should be replenished around shade trees and low growing shrubs every 3-5 years. Place mulch to a 4" depth. Mulching will help control weeds, reduce mower damage and conserve moisture.

TABLE 5. FERTILIZATION SCHEDULE

CATEGORY	FREQUENCY	TIME OF APPLICATION	ANALYSIS **	RATE
Mowed Turf	Every 3 Years	April or October	23-0-30	1 lb (N)/1000 sq. ft.
Shrub Beds*	Every 3 Years	October or April	23-0-30	1 lb (N)/1000 sq. ft.
Shade Trees*	Every 3 Years	October or April	23-0-30	.5 lbs/1 Cu. Yd. of soil

Note: Do not fertilize trees and turf during the same season. Offset tree fertilization by one season in order to prevent fertilizer burn on turf.

* Plants that fix nitrogen, like Silver Buffaloberry, Caragana, Honeylocust, Russian Olive or other legumes, should not be fertilized except under special conditions. Tall shrubs do not need to be fertilized if leaf color remains normal.

** Analysis will be allowed within the following ranges: N (16-24) – P (0) – K (20-30).

CITY OF KASSON

RESOLUTION

IT IS RESOLVED that the City of Kasson enter into MnDOT Agreement No. 1033627 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the City for the acquisition of landscape materials to be placed adjacent to Trunk Highway No. 14 at the northwest quadrant of Trunk Highway 57 under State Project No. 2002-969.

IT IS FURTHER RESOLVED that the Mayor and the _____
(Title)

are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Kasson at an authorized meeting held on the _____ day of _____, 2019, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this _____ day of _____, 2019

Notary Public _____

My Commission Expires _____

(Signature)

(Type or Print Name)

(Title)

April 10, 2019 Administrator's Summary

Planning and Zoning

Stone Ridge Second and Thompson Final Plat Public Hearings on April 8
Resolutions to be provided following recommendation by the Planning Commission

Cemetery Policy Update

The policy has been updated to address concerns regarding pets and burial of cremains.

Safe Routes to School Demonstration Pilot

Kasson has been selected as a pilot site for the SRTS demonstration program. The program provides up to \$5000 to pay for materials to create a demonstration project in advance of the project scheduled for 2022.

MnDOT Landscape Partnership Agreement

This agreement covers a project on the northwest corner of the intersection of Hwy 14 and Hwy 57 in Kasson. MnDOT will provide up to \$8000 to cover the cost of materials. The EDA Coordinator has been working with Sargent's to develop the scope of the project. The cost of labor will be paid by the City.

Mantorville Sewer Connections

This extension is going to tie into Mantorville's forcemain after the current flow meter; therefore the flow will not be registered at the flow meter. Mantorville is planning on using the water meters in these homes; adding flow to the main meter for a total.

Administrative Fee added to Unpaid Utilities

To the point that notice of past due amounts may not have occurred in a timely manner; property owners receiving notice of unpaid utilities certified to the County Auditor for collection are asking that the administrative fee be subtracted from the total due.

Potential Tax Abatement Project

1. We will be requesting publication in advance of April 10th, so if the Council chooses not to move forward you will still see the Notice published on the 11th.
2. City Attorney's office provided with information.
3. Mike Bubany will be in attendance on April 24th to present the Abatement Resolution / Plan and hopefully the contract that will be drafted by the City Attorney.
4. (City Attorney cannot begin on the contract until the Developer indicates to you they find the points laid out in the Letter of Understanding to be agreeable.)
5. There is a separate, standard development agreement.

Census Complete Count Committee

The Dodge County Board of Commissioners is considering a resolution forming a Census Complete Count Committee that will include leaders and community members from the cities of Claremont, Dodge Center, Hayfield, Kasson, Mantorville and West Concord.

Small Cell Wireless

Cities need to put a policy in place by April 15 in order to preserve the right to control small cell wireless installations.



Sanitary Sewer Extension Permit Application

NPDES/SDS Permit Program

Doc Type: Permit Application

Information required for a complete application

Project information packet must include the following: To be considered a complete application, all of the following items must be included, or it will be deemed incomplete and returned. (Check the boxes to indicate that the information has been included.)

- Completed and properly signed *Application Form*. All questions must be answered and all necessary signatures included.
- Completed and executed *Design Certification for Sanitary Sewer Extension Plans and Specifications*.
- A location map or project site plan showing the area in which project construction will occur. The map shall be on 8½ x 11" paper. Please list the city of project location.
- [Environmental Review Pre-Screening Form](http://www.pca.state.mn.us/xggx692) (p-ear1-08) found on the MPCA website at <http://www.pca.state.mn.us/xggx692>.

MPCA Use Only	
AI ID #:	
SI ID#	
Date received:	
Check number:	
Facility name:	
SWX #:	
City:	
Fee:	<input type="checkbox"/> \$310 <input type="checkbox"/> \$620 <input type="checkbox"/> \$930

Required application fee (See below for fee calculation). Please make checks payable to: Minnesota Pollution Control Agency.

Please check the box corresponding to the flow increase due to this project and include the applicable application fee. This value should correspond with the answer to question 1e.

- 0-0.1 MGD (1 point = \$310) >0.1-1.0 MGD (2 points = \$620) >1.0 MGD (3 points = \$930)

The following information may be required for your project:

Check the appropriate boxes if the information is required and included with your project information packet.

- Project is served by a Sanitary Sewer District or another city's wastewater treatment facility (WWTF).

Note: For projects connecting to a Metropolitan Council Environmental Services (MCES) facility, please contact Anna Bessel at 651-602-1125 or for more information, go to MCES website at:

[http://www.metrocouncil.org/Wastewater-Water/Services/Wastewater-Treatment-\(1\)/Sanitary-Sewer-Permits.aspx?source=child](http://www.metrocouncil.org/Wastewater-Water/Services/Wastewater-Treatment-(1)/Sanitary-Sewer-Permits.aspx?source=child)

Approval letter from MCES must be submitted with application to MPCA.

If above box is checked, one of the following boxes must also be checked:

- Authorized signature is included in signature 4 on signature page.
- Approval letter from Sanitary Sewer District or WWTF is attached.

Project information

Project title: Sanitary Sewer Extension to serve Cemetery Road

What city is the project primarily located: Mantorville What county is the project primarily located: Dodge

What collection system will the project connect to: Kasson

- (This is usually the municipality that owns the sanitary sewer collection system.)

What wastewater treatment plant is the collection system named above connected to: Kasson WWTF

- (The municipality that owns the collection system may have their own treatment plant or could be connected to wastewater treatment plant owned by another city or sanitary district.)

Have all questions on the *Design Certification for Sanitary Sewer Extension Plans and Specifications* been answered as "yes" or "NA"? Yes No

Are you pursuing Clean Water Revolving Fund financial assistance? Yes No

If yes, plans and specifications must be submitted for MPCA review.

MPCA information

For additional information and forms see the MPCA's website at <http://www.pca.state.mn.us/enzq915> or by contacting the MPCA at 651-296-6300 or toll-free at 800-657-3864. You can also contact the Municipal Wastewater Section staff assigned to the city the project is in. A directory of office locations can be found at: <http://www.pca.state.mn.us/about/regions/index.html>.

Send project information packet to: **Fiscal Services – 6th floor**, Minnesota Pollution Control Agency
520 Lafayette Road North, St. Paul, MN 55155

Note: No project construction may begin until you are in receipt of the required permit(s) issued by the MPCA and as defined by law under Minn. Stat. § 115.07, subd. 3.

Contact information

All four contacts type fields must be completed. The same individual may be used for multiple types.

1. Project proposer name:

Contact name: Camille Reber Title: City Clerk Treasurer

Name of firm or organization: City of Mantorville

Mailing address: 21 5th Street East

City: Mantorville State: MN Zip code: 55955

Phone: (507) 635-5170 Email: cityofmant@kmtel.com

The proposer is the entity requesting consideration for the construct of the project. The proposer is often a developer or other private entity that is not the Permittee and will not be the ultimate owner of the sewer system. The Permittee, which is usually the municipality, may also propose projects.

2. Design engineer name for the project sewer system:

Contact name: Tim Hruska Title: City Engineer

Name of firm or organization: WHKS & Company

Mailing address: 2905 South Broadway

City: Rochester State: MN Zip code: 55904

Phone: (507) 288-3923 Email: thruska@whks.com

3. Permittee authorized representative (collection system) contact information:

Contact name: Camille Reber Title: City Clerk Treasurer

Name of firm or organization: City of Mantorville

Mailing address: 21 5th Street East

City: Mantorville State: MN Zip code: 55955

Phone: (507) 635-5170 Email: cityofmant@kmtel.com

4. WWTP authorized representative contact information:

Contact name: Charlie Bradford Title: Public Works Director

Name of firm or organization: City of Kasson

Mailing address: 1401 16th Street NE

City: Kasson State: MN Zip code: 55944

Phone: (507) 634-7302 Email: publicworks@cityofkasson.com

Connections and flows components

*(Complete these items with respect to how many connections are being requested for the proposed project. Project component types are defined as residential, commercial, industrial, and other. (Projects are often described in different ways, so the parameters have been selected as common quantities. **Acres** means the total area of the proposed project; **Lots** means the number of individual properties the area will be divided into, and **REU** means 'Residential Equivalent Unit', or unit equivalent to one home:))*

1. Project components

a. Residential

Number of homes: 10

Design flow per home:
(gallons per day per home) 325

Total residential flow from project:
(gallons per day) 3250

Total residential BOD₅ from
proposed project: (pounds per day) 4.25

b. Commercial

Number of commercial components 0 Units (check only one): Acres Lots REU

Design flow per component (gallons per day per component): _____

Total commercial flow from project (gallons per day): _____

Total commercial BOD₅ from proposed project (pounds per day): _____

c. Industrial

Number of industrial components 0 Units (check only one): Acres Lots REU

Design flow per component (gallons per day per component): _____

Total industrial flow from project (gallons per day): _____

Total industrial BOD₅ from proposed project (pounds per day): _____

d. Other

Number of other components 0 Units (check only one): Acres Lots REU

Design flow per component (gallons per day per component): _____

Total flow from other project components (gallons per day): _____

Total BOD₅ from other project components (pounds per day): _____

e. Proposed total design flow (Sum of all components types listed above) (gallons per day): 3250

f. Proposed total design BOD₅ (Sum of all component types listed above) (pounds per day): 4.25

2. Specification of the WWTF where flow will be treated (Contact the WWTF for current specifications.)

a. Design Average Wet Weather flow (AWW) (use *design average flow* if AWW not available): _____ 2.07 MGD

b. Actual current annual average daily flow received in the past 12 months: _____ 0.8 MGD

c. Percent of design flow (b ÷ a) x 100: _____ 39 %

Certification and signature

Federal Regulations (40 CFR Part 122.22) and State Regulations (Minn. Rule 7001.0060) require all permit applications to be signed as follows:

- A. For a corporation: by a responsible corporate officer. For the purpose of this permit, a responsible corporate officer means:
 - 1) A president, secretary, treasurer or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation.
 - 2) The manager of one or more manufacturing, production or operating facilities employing more than 250 persons or having a gross annual sales or expenditures exceeding 425 million, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- B. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively.
- C. For a municipality, county or other political subdivision: by a principal executive officer or ranking elected official.
- D. For a state, federal or other public agency/agents: by a commissioner, assistant or deputy commissioner; director, assistant or deputy director.

1. Project proposer's signature

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Name (print): Camille Reber Title: City Clerk Treasurer

Authorized signature: _____ Date: _____

2. Design engineer's certification and signature

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Name (print): Tim Hruska Title: City Engineer

Authorized signature: _____ Date: _____ PE Registration No. 44930

3. Permittee's approval

"My signature, or the signature of a delegated official, represents the approval of this project's connection to the sewer system and/or wastewater treatment facility under my jurisdiction. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

Name (print): Camille Reber Title: City Clerk Treasurer

Authorized signature: _____ Date: _____

4. Sanitary district or WWTF approval - Authorized municipal official signature (or delegated authority) from sanitary sewer district or municipality, if different than permittee.

“My signature, or the signature of a delegated official, represents the approval of this project’s connection to the sewer system and/or wastewater treatment facility under my jurisdiction. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.”

If the sanitary sewer district or regional treatment authority has provided project approval under a separate process, a copy of that approval letter may be submitted with this application in place of this signature.

Name (print): Charlie Bradford Title: Public Works Director

Authorized signature: _____ Date: _____

Design certification for sanitary sewer extension plans and specifications

Title of plans and specifications: Sanitary Sewer Extension to serve Cemetery Road

All sanitary sewer extensions shall be designed according to the latest version of the following recommendations, specifications, and guidelines (specific MPCA guidelines take precedence over other documents):

- *Recommended Standards for Wastewater Facilities, Great Lakes – Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers. (Ten States Standards)*
- *Standard Utilities Specification, City Engineers Association of Minnesota.*
- *Design Flow and Loading Determination Guidelines, Minnesota Pollution Control Agency.*

Sewer pipe:

Yes	No	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project only include work on a lift station or pump station? If yes, go to questions No. 24.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are all sewers designed without an overflow or bypass point?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Are all gravity sewers at least eight inches in diameter? (<i>Answer N/A only if there are no gravity sewers.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are all sewers sufficiently deep to receive wastewater from basements and to prevent freezing, or is insulation provided for sewers that are not placed at a depth to prevent freezing?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Is all nonconductive sewer pipe designed to be installed with a locate wire or equally effective means of marking the location in accordance with Minn. R. 7560.0150? Additional information for this rule can be obtained from the Minnesota Office of Pipeline Safety website at https://dps.mn.gov/divisions/ops/Pages/default.aspx or by calling 651-296-9636.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. If there are sewers that cross or enter any water body, has the Minnesota Department of Natural Resources (DNR) been contacted to determine if the project will require a permit for construction? (<i>Answer N/A only if there are no sewers located in a water body.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. If the project has the potential to adversely impact wetlands, has a permit or approval from another official statewide program (U.S. Army Corps of Engineers, DNR, or Minnesota Wetlands Conservation Act) been issued to specifically address the project? (<i>Answer N/A only if there are no impacts to wetlands.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Do the design plans and specification contain specific size and location requirements for reaction blocking or pipe restraint to withstand water hammer and other cyclic reversal of stresses associated with lift station operation? (<i>Answer N/A only if there are no pressure sewers.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Is there an air relief or vacuum relief valve provided at all high points in force mains? (<i>Answer N/A only if there are no pressure sewers.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Are grinder pumps or other solids removal equipment included for any force main that is less than 4 inches in diameter? (<i>Answer N/A only if there is no pressure sewer or force main less than 4 inches.</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Are all sewers designed with mean velocities when flowing full, of at least 2.0 feet per second, based on Manning’s formula using an “n” value of 0.013?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11. Is the slope of 8-inch diameter gravity sewer at least 0.40 percent; 10-inch diameter sewer at least 0.28 percent; 12-inch diameter sewer at least 0.22 percent; 14-inch diameter sewer at least 0.17 percent; 15-inch diameter sewer at least 0.15 percent; 16-inch diameter sewer at least 0.14 percent; and 18-inch diameter sewer at least 0.12 percent? The pipe diameter and slope shall be selected to obtain the greatest practical velocities to minimize settling problems. Oversizing sewers to achieve flatter slopes should not be done. If proposed slopes are less than those listed above, what is the depth of flow and velocity of flow at the average wet weather flow and peak hourly wet weather flow (PHWW) for affected pipe sections?

Sewer pipe (continued):

Yes	No	N/A	
			If sewer grades are less than those listed above, sedimentation problems, frequent sewer maintenance, and backups may result. All sewers with a slope less than the minimums listed above must be cleaned at least once per year to ensure problems do not develop and to develop a site specific maintenance interval. <i>(Answer N/A only if no gravity sewer.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		12. Are individual service connections to the sewer designed to be water tight and do not protrude into the sewer?
<input checked="" type="checkbox"/>	<input type="checkbox"/>		13. Are all gravity and pressure sewer pipes and water supply pipe separated horizontally by at least 10 feet and vertically by at least 1.5 feet when crossing? If these separation distances cannot be obtained, has approval from the Minnesota Department of Health (MDH) and/or the Department of Labor and Industry (DLI) been granted.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14. Has an application for water supply and/or building sewer construction been submitted to the MDH or DLI? <i>(Answer N/A only if there is no water supply piping included with this project.)</i> Any project that involves the construction of water supply pipes may also require a permit from the MDH or the DLI. For additional information refer to the MDH website at http://www.health.state.mn.us/divs/eh/water/index.html or the DLI website at http://www.dli.mn.gov/CCLD/Plumbing.asp .
<input checked="" type="checkbox"/>	<input type="checkbox"/>		15. Has an inventory of all wells on all properties in the project area been completed, and will all wells be at least 50 feet from buried sewers, lift stations and grinder stations, as required by Minn. R. ch. 4725 (Minnesota Well Code)? For more information on well setbacks and exceptions to the 50-foot requirement, refer to the MDH website at http://www.health.state.mn.us/divs/eh/wells/index.html or contact the MDH Well Management Section at 651-201-4600 or 1-800-383-9808.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Are all manholes at least 48 inches in diameter? <i>(Answer N/A only if there are no manholes.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Are all manholes constructed to prevent surface water run off from entering through the cover? <i>(Answer N/A only if there are no manholes.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Are drop manholes used at locations where the sewer pipe enters the manhole at an elevation of 24 inches or more above the manhole invert? <i>(Answer N/A only if sewer pipes enter at an elevation less than 24 inches.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. Is the spacing between manholes 400 feet or less or if the spacing is greater than 400 feet, do operation and maintenance personnel have access to adequate cleaning equipment that can accommodate the spacing? <i>(Answer N/A only if all pressure sewer.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		20. Will a leakage test be performed to demonstrate watertightness of the sewer pipes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Will a deflection test be performed on all plastic gravity sewer after the pipe has been in place for at least 30 days? <i>(Answer N/A only if televising or other method is used instead.)</i>
<input type="checkbox"/>		<input checked="" type="checkbox"/>	22. Will sewer line televising be performed? <i>(Answer only as Yes or N/A.)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		23. Have questions No.1 through No. 22 been answered as Yes or N/A?

Lift stations:

Yes	No	N/A	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Does the project include any work on a lift station? (Answer N/A only if there is no work on a lift station as part of this project and proceed to question No. 46 and answer Yes.)
<input type="checkbox"/>	<input type="checkbox"/>		24. Will the lift station be fully operational and accessible during a 25-year flood?
<input type="checkbox"/>	<input type="checkbox"/>		25. Will the lift station structural, electrical and mechanical equipment be protected from physical damage during at 100-year flood?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Where high ground water conditions are anticipated, has the buoyancy of the lift station structure been considered and adequate provisions made to protect the structures? <i>(Answer N/A only if high ground water conditions are not anticipated.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Are wet wells and dry wells completely separated and common walls are gas tight? <i>(Answer N/A only if no dry well is included)</i>
<input type="checkbox"/>	<input type="checkbox"/>		28. Are multiple pumps provided such that with any unit out of service, the remaining units have capacity to handle the design peak hourly wet weather flow?
<input type="checkbox"/>	<input type="checkbox"/>		29. Are all pumps capable of passing spheres of at 3 inches in diameter?
<input type="checkbox"/>	<input type="checkbox"/>		30. Are all pump suction and discharge openings at least 4 inches in diameter?

Lift stations (continued):

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		31. Are all electrical components in raw wastewater wet wells in compliance with National Electrical Code requirements for Class I Group D, Division 1 locations?
<input type="checkbox"/>	<input type="checkbox"/>		32. There are no bypass or overflow pipes from the wet well?
<input type="checkbox"/>	<input type="checkbox"/>		33. Are suitable shutoff and check valves placed on the discharge line of each pump?
<input type="checkbox"/>	<input type="checkbox"/>		34. Are check valves located between the shutoff valve and the pump?
<input type="checkbox"/>	<input type="checkbox"/>		35. Are check valves placed in the horizontal position, except ball valves which may be placed vertically?
<input type="checkbox"/>	<input type="checkbox"/>		36. Are shutoff and check valves for submersible pump lift stations located in a separate valve pit? If a separate valve pit is not provided, are all valves easily accessible for maintenance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37. If a drain line is provided between a valve pit or dry well and a wet well, is the drain line equipped with a gas and water tight valve or extended below the low water level in the wet well to prevent entry of hazardous gases to the valve pit? (Answer N/A only if a drain line is not included.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38. If continuous wet well ventilation is provided, are at least 12 complete air changes per hour provided? (Answer N/A only if submersible pump lift station.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39. If intermittent wet well ventilation is provided, are at least 30 complete air changes per hour provided? (Answer N/A only if submersible pump lift station.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40. If continuous dry well ventilation is provided, are at least 6 complete air changes per hour provided? (Answer N/A only if submersible pump lift station.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41. If intermittent dry well ventilation is provided, are at least 30 complete air changes per hour for 10 minutes and 6 complete air changes per hour thereafter provided? (Answer N/A only if submersible pump lift station.)
<input type="checkbox"/>	<input type="checkbox"/>		42. Are provisions for flow measurement provided? Type: <u>Mag Meter Type Flow Meter</u>
<input type="checkbox"/>	<input type="checkbox"/>		43. Are a sufficient number of running time meters provided to record when each pump is running and when multiple pumps are running at the same time?
<input type="checkbox"/>	<input type="checkbox"/>		44. Is an appropriate alarm system provided to indicate power failure, pump failure, unauthorized entry, or other malfunction? Type of alarm: <u>Alarm Dialer</u>
<input type="checkbox"/>	<input type="checkbox"/>		45. Are provisions included for emergency operation to prevent the bypassing or backup of sewage? Emergency pumping capability may be accomplished by connection to at least two independent utility substations, or by provision of portable or in-place electrical generation, or by portable pumping equipment? Type: <u>On-site generator</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		46. Have questions No. 24 through No. 45 been answered as Yes or N/A?

Fast track certification statement (Do not submit plans and specifications)

Yes - "I certify under penalty of law that I am a licensed professional engineer and that this document was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

By typing my name in the following box I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name (print): Timothy A. Hruska Title: City Engineer
 Signature: _____ Check if document has been electronically signed.
 Date (mm/dd/yyyy): _____ PE Registration No.: 44930

Justification for questions answered "No" (attach additional pages if needed):

Section number	Justification for variation

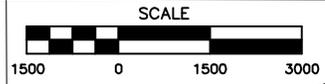
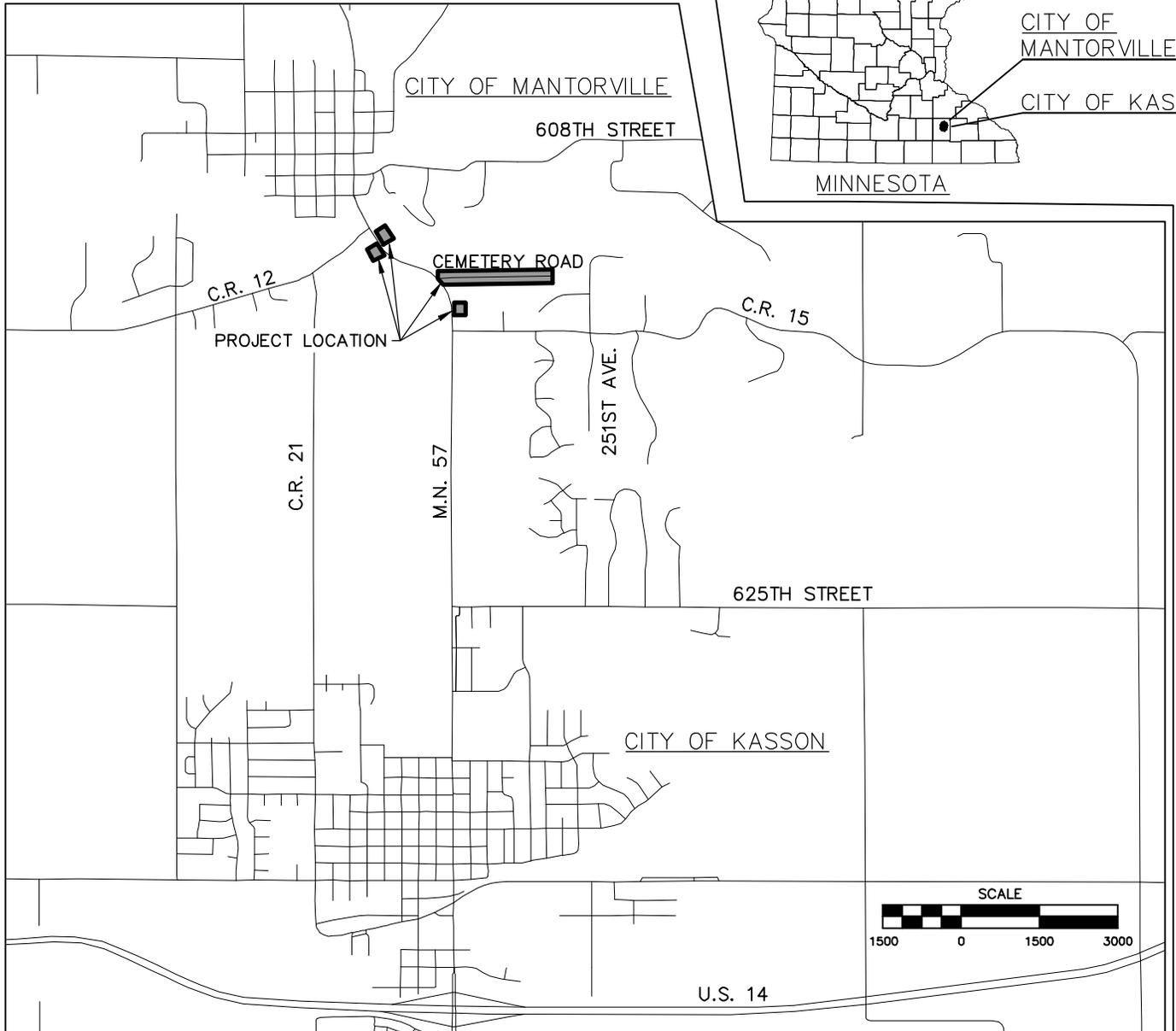
SANITARY SEWER EXTENSION TO SERVE CEMETERY ROAD CITY OF MANTORVILLE, MN 2018

LOCATED IN SECTION 21 OF T107N R16W, DODGE COUNTY, MN



CITY OF MANTORVILLE
CITY OF KASSON

PROJECT LOCATION





Environmental Review Pre-Screening Form

Environmental Review Program

Doc Type: Environmental Review Checklist

Instructions: The following questions are designed to help you and the Minnesota Pollution Control Agency (MPCA) staff determine if your project requires environmental review before proceeding with the permitting process. If you need help with this form or have questions about environmental review, please contact MPCA staff at 651-296-6300 or via email at Env.Review.PCA@state.mn.us.

Submittal: To avoid unnecessary and costly delays in your project, **complete and submit this form with your permit application to: Env.Review.PCA@state.mn.us**. After you submit this form, you will be notified by the MPCA regarding the need to conduct environmental review on your project.

Important note: Under Environmental Quality Board Rules, a project may not begin construction and no final government decisions may be made to grant a permit, approve a project, or begin a project until the environmental review process is complete.

Part A: Permitting Information

Name of project: Sanitary Sewer Extension to serve Cemetery Road
 City: Mantorville County: Dodge
 Contact name: Tim Hruska Contact phone number: (507) 288-3923
 Email address: thruska@whks.com

1) List all MPCA permit(s) that may be needed for this project:

Sanitary Sewer Extension Permit

2) Is this permit application for reissuance **only*** of an existing permit? Yes No

If this project involves any physical alterations, construction projects or operational changes to the facility or process you must answer **No.*

Part B: Environmental Review

1) Are you required to prepare, are you preparing, or have you completed an EAW, EIS, Alternative Urban Areawide Review (AUAR), or Federal Environmental Assessment (EA) for any responsible governmental unit (RGU) other than the MPCA (e.g., city, township, county, state or federal agency) as part of this project? Yes No

If yes, please identify the following:

RGU: _____

Type of Environmental Review document (EAW, EA, EIS, AUAR): _____

Other (specify): _____

If you answered "Yes" to either of the above questions, you are finished.

Please submit this form to the MPCA along with the permit application.

If you answered "No" to both of the above questions,

please complete the remainder of the form, both Part C and D.

When completed, please submit this form to the MPCA along with the permit application.

Part C: MPCA Environmental Review Mandatory Thresholds (Minn. R. 4410.4300 and 4410.4400)

Answer each question to determine if your project meets or exceeds the mandatory thresholds for environmental review.
Does your project consist of:

		Yes	No
Subp. 2	Construction or expansion of a nuclear fuel or nuclear waste processing, disposal, or storage facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subp. 3	Construction or expansion of an electric power generating facility designed for or capable of operating at a capacity of between 25 and 50 megawatts?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subp. 4	Construction of a new or expansion of an existing petroleum refinery? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing a new petroleum refinery?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you expanding an existing petroleum refinery that increases its capacity by 10,000 or more barrels per day?	<input type="checkbox"/>	<input type="checkbox"/>
Subp.5A	Construction of a facility for the conversion of coal, peat, or other biomass sources to a gaseous, liquid, or solid fuel (this includes anaerobic digesters)? If yes, complete Q1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you <i>constructing or expanding</i> a facility for the conversion of coal, peat, or biomass sources to gaseous, liquid, or solid fuels if that facility has the capacity to utilize 25,000 dry tons or more per year of input?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 5B	Construction of a facility for the production of alcohol fuels? If yes, complete Q2 - Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q2: Are you constructing a facility for the production of alcohol fuels which would have the capacity to produce 5,000,000 or more gallons per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q3: Are you <i>constructing or expanding</i> an alcohol fuel production facility located in the seven-county metro area that would have or would increase its capacity by 50,000,000 or more gallons per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you <i>constructing or expanding</i> an alcohol fuel production facility located outside the seven-county metro area that produces more than 125,000,000 gallons per year?	<input type="checkbox"/>	<input type="checkbox"/>
Subp.8A	Construction or expansion of a coal transfer facility? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing a facility designed for or capable of transferring 300 tons or more of coal per hour or with an annual throughput of 500,000 tons of coal from one mode of transportation to a similar or different mode of transportation?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you expanding an existing facility designed for or capable of transferring 300 tons or more of coal per hour or with an annual throughput of 500,000 tons of coal from one mode of transportation to a similar or different mode of transportation?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 8B	Construction or expansion of a hazardous materials transfer facility? If yes, complete Q3 and Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q3: Are you constructing a new facility for the bulk transfer of hazardous materials with the capacity of 10,000 or more gallons per transfer and is the facility is located in a shoreland area, delineated flood plain, a state or federally designated wild and scenic rivers district, Minnesota River Project Riverbend area, or the Mississippi headwaters area?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you expanding an existing facility, by 50 percent or more, for the bulk transfer of hazardous materials with the capacity of 10,000 or more gallons per transfer and is the facility is located in a shoreland area, delineated flood plain, a state or federally designated wild and scenic rivers district, Minnesota River Project Riverbend area, or the Mississippi headwaters area?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 10A	Construction or expansion of a storage facility for coal? If yes, complete Q1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you <i>constructing or expanding</i> a facility designed for or capable of storing more than 7,500 tons of coal or with an annual throughput of more than 125,000 tons of coal?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 10B	Construction or expansion of a facility for the storage of hazardous materials? If yes, complete Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q2: Are you constructing a facility on a single site designed for or capable of storing 1,000,000 gallons or more of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 10C	Construction of a facility for the storage of liquefied natural gas, synthetic gas, or anhydrous ammonia? If yes, complete Q3.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q3: Are you constructing a facility designed for or capable of storing on a single site 100,000 gallons or more of liquefied natural gas, synthetic gas, or anhydrous ammonia?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 10	Construction or expansion of a facility that will store silica sand? If yes, complete Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q4: Are you constructing a facility designed for or capable of storing on a single site 7,500 tons or more of silica sand or has an annual throughput of more than 200,000 tons of silica sand?	<input type="checkbox"/>	<input type="checkbox"/>

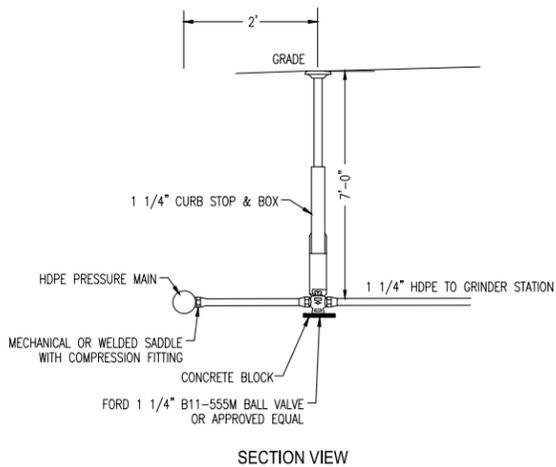
		Yes	No
Subp. 13	Construction or expansion of a paper or pulp processing facility? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you <i>constructing or expanding</i> an existing paper or pulp processing facility that will increase its production capacity by 50 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you constructing a new paper or pulp processing facility?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 15	Construction or modification of a stationary source of air emissions resulting in an increase in air emissions or greenhouse gases? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you <i>constructing or modifying</i> a stationary emission source that will emit 250 tons per year or more of a single air pollutant after the installation of air pollution control equipment?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you <i>constructing or modifying</i> a stationary source facility that generates a combined 100,000 tons or more per year of greenhouse gas emissions after the installation of air pollution control equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 16	Construction or expansion of a hazardous waste disposal, processing or storage facility? If yes, complete Q1 – Q5.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you <i>constructing or expanding</i> a hazardous waste disposal facility?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you <i>constructing or expanding</i> a hazardous waste processing or disposal facility with a capacity of 1,000 or more kilograms per month?	<input type="checkbox"/>	<input type="checkbox"/>
	Q3: Are you expanding a hazardous waste processing facility that increases its capacity by 10 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you <i>constructing or expanding</i> a facility that sells hazardous waste storage services to generators other than the owner and operator of the facility <i>or</i> a facility at which a generator's own hazardous wastes will be stored for a time period in excess of 90 days <i>and</i> the facility is located in a water-related land use management district, or in an area characterized by soluble bedrock?	<input type="checkbox"/>	<input type="checkbox"/>
	Q5: Are you <i>constructing or expanding</i> a hazardous waste disposal <i>or</i> processing facility in a water-related land use management district or in an area characterized by soluble bedrock?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 17	Construction or expansion of a mixed municipal solid waste disposal, transfer, energy recovery, or compost facility? If yes, complete Q1 – Q9.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing a mixed municipal solid waste disposal facility for <i>up to</i> 100,000 cubic yards of waste fill per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you constructing a mixed municipal solid waste disposal facility for 100,000 cubic yards <i>or more</i> of waste fill per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q3: Are you expanding by 25 percent or more of previous capacity of a mixed municipal solid waste disposal facility for up to 100,000 cubic yards of waste fill per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Are you <i>constructing or expanding</i> a mixed municipal solid waste disposal facility in a water-related land use management district or in an area characterized by soluble bedrock?	<input type="checkbox"/>	<input type="checkbox"/>
	Q5: Are you <i>constructing or expanding</i> a mixed municipal solid waste transfer station for 300,000 or more cubic yards per year?	<input type="checkbox"/>	<input type="checkbox"/>
	Q6: Are you <i>constructing or expanding</i> a mixed municipal solid waste energy recovery facility or incinerator, or the utilization of an existing facility for the combustion of mixed municipal solid waste or refuse-derived fuel, with a capacity of 30 or more tons per day of input?	<input type="checkbox"/>	<input type="checkbox"/>
	Q7: Are you <i>constructing or expanding</i> a mixed municipal solid waste compost facility or a refused-derived fuel production facility with a capacity of 50 or more tons per day of input?	<input type="checkbox"/>	<input type="checkbox"/>
	Q8: Are you expanding a mixed municipal solid waste disposal facility for 100,000 cubic yards or more of waste fill per year by at least 10 percent but less than 25 percent?	<input type="checkbox"/>	<input type="checkbox"/>
	Q9: Are you <i>constructing or expanding</i> a mixed municipal solid waste energy recovery facility ash landfill receiving ash from an incinerator that burn refuse-derived fuel or mixed municipal solid waste?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18A	Expansion, modification, or replacement of a municipal sewage collection system? If yes, complete Q1 and Q2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Q1: If you are discharging to a wastewater treatment facility with a capacity of less than 20,000,000 gallons per day, are you expanding, modifying, or replacing a municipal sewage collection system that will result in an increase in design average daily flow of 1,000,000 gallons per day or more?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

		Yes	No
	Q2: If you are discharging to a wastewater treatment facility with a capacity greater than 20,000,000 gallons per day , are you expanding, modifying, or replacing a municipal sewage collection system that will result in an increase in design average daily flow of 2,000,000 gallons per day or more?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18B	Expansion or reconstruction of an existing municipal or domestic wastewater treatment facility? If yes, complete Q3.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q3: Are you <i>expanding or reconstructing</i> an existing municipal or domestic wastewater treatment facility that will result in an increase in capacity by 50 percent or more and by at least 200,000 gallons per day of its average wet weather design flow capacity?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18B	Construction of a new municipal or domestic wastewater treatment facility? If yes, complete Q4.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q4: Are you constructing a new municipal or domestic wastewater treatment facility with an average wet weather design flow capacity of 200,000 gallons per day or more?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18C	Expansion or reconstruction of an existing industrial process wastewater treatment facility? If yes, complete Q5.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q5: Are you <i>expanding or reconstructing</i> an existing industrial process wastewater treatment facility that will result in an increase in capacity by 50 percent or more and by at least 200,000 gallons per day or more?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 18C	Construction of a new industrial process wastewater treatment facility? If yes, complete Q6.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q6: Are you constructing a new industrial process wastewater treatment facility with a design flow capacity of 200,000 gallons per day or more, or 5,000,000 gallons per month or more, or 20,000,000 gallons per year or more?	<input type="checkbox"/>	<input type="checkbox"/>
Subp. 25	Incineration of wastes containing Polychlorinated Biphenyls (PCBs)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subp. 29	Construction or expansion of an animal feedlot facility? If yes, complete Q1 and Q2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Q1: Are you constructing an animal feedlot facility with a capacity of 1,000 animal units or more?	<input type="checkbox"/>	<input type="checkbox"/>
	Q2: Are you expanding an animal feedlot by 1,000 animal units or more? If "Yes" to Q1 or Q2, proceed to Part D. If "No", proceed to Q3.	<input type="checkbox"/>	<input type="checkbox"/>
	Q3: Are you <i>constructing or expanding</i> an animal feedlot facility by more than 500 animal units? If "No" to Q3, proceed to Part D. If "Yes", proceed to Q4.	<input type="checkbox"/>	<input type="checkbox"/>
	Q4: Is the existing or proposed facility located wholly or partially in any of the following sensitive locations:		
	• Shoreland or delineated floodplain?	<input type="checkbox"/>	<input type="checkbox"/>
	• A state or federally designated wild and scenic river district?	<input type="checkbox"/>	<input type="checkbox"/>
	• The Minnesota River Project Riverbend Area?	<input type="checkbox"/>	<input type="checkbox"/>
	• The Mississippi Headwaters Area?	<input type="checkbox"/>	<input type="checkbox"/>
	• A drinking water supply management area?	<input type="checkbox"/>	<input type="checkbox"/>
	• Within 1000 feet of a sinkhole, cave, resurgent spring, disappearing spring, Karst window, blind valley or dry valley?	<input type="checkbox"/>	<input type="checkbox"/>

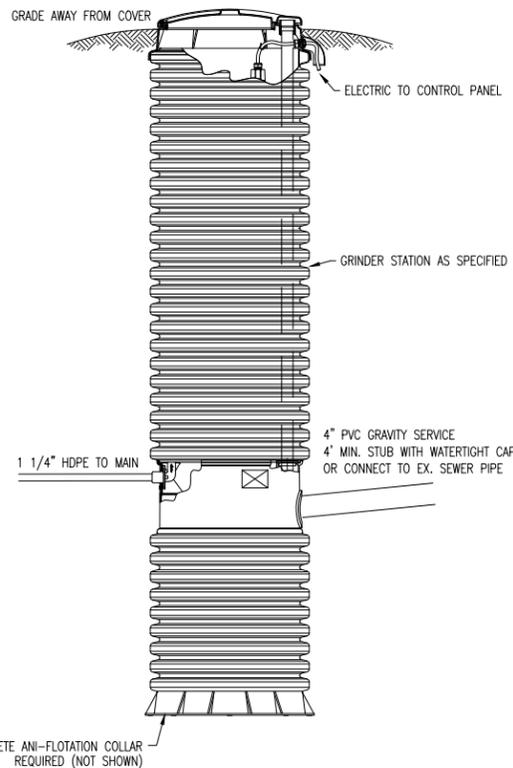
Part D: Phased or Connected Actions (Minn. R. 4410.1000)

Answer each question to determine if your project could be a phased or connected action. Multiple projects and multiple stages of a single project must be considered in total when determining the need for an EAW or EIS.

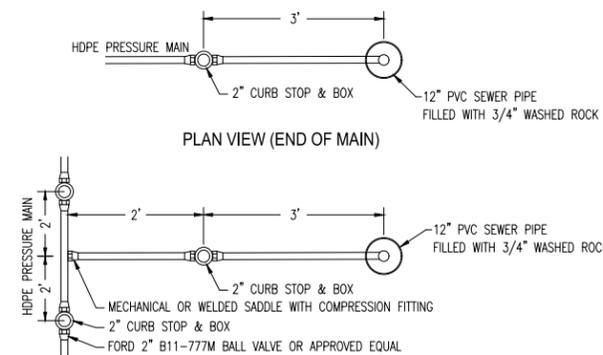
		Yes	No
A.	Has a previous phase of this project been conducted in the last three years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B.	Are you planning an expansion or another phase of this project within the next three years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.	Do you have other existing facilities or proposed projects that may affect the same geographic area as this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If yes, what is the linear distance between the existing facilities or proposed project(s) and this project? _____		
D.	Is this project a prerequisite for another project, whether by you or another entity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E.	Is this project part of a larger project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>



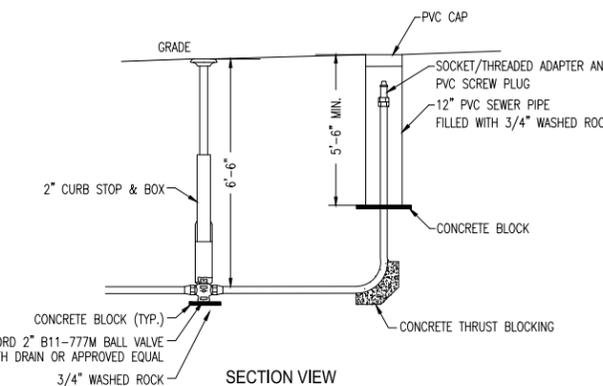
SECTION VIEW



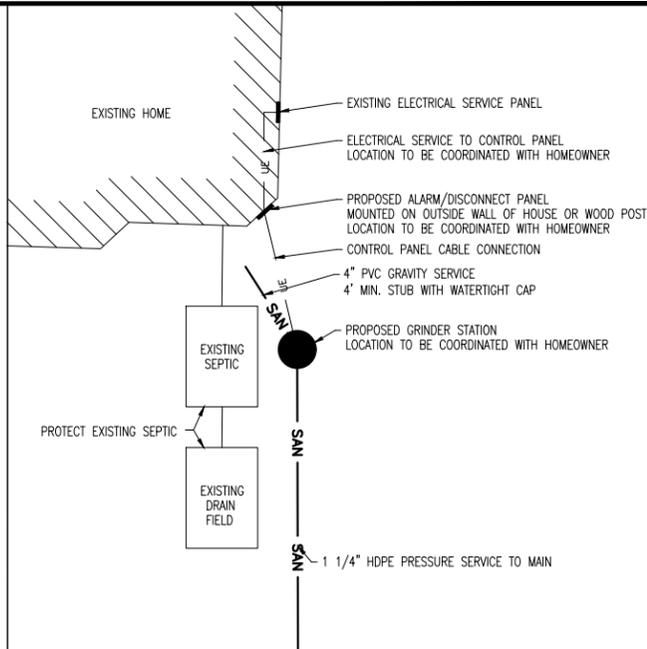
GRINDER STATION



PLAN VIEW (END OF MAIN)



SECTION VIEW



NOTES:

- CONTRACTOR SHALL CONNECT PROPOSED GRINDER STATION TO HOME'S EXISTING ELECTRICAL SERVICE.
- CONNECTION OF HOME GRAVITY SERVICE AND ABANDONMENT OF SEPTIC SYSTEM IS NOT PART OF CONTRACT.
- CONTRACTOR SHALL PROTECT EXISTING SEPTIC AND DRAIN FIELD.
- PROPOSED GRINDER STATION LOCATION SHALL BE MIN. 50' FROM EX. WELLS

HDPE PRESSURE SEWER SERVICE

REVISED: 4/12/10
SHEET: 1 OF 1
PLATE NO.

GRINDER STATION

REVISED: 4/12/10
SHEET: 1 OF 1
PLATE NO.

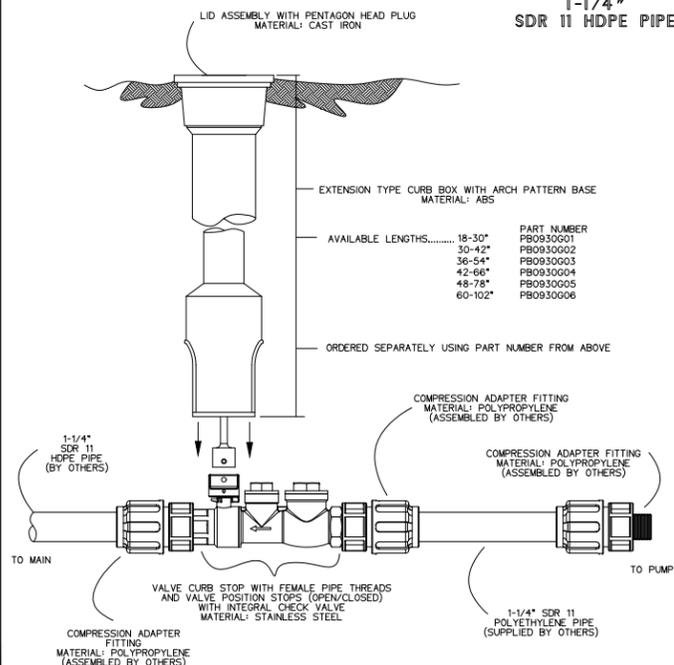
2" FLUSHING STATION

REVISED: 4/12/10
SHEET: 1 OF 1
PLATE NO.

GRINDER STATION LOCATION AND ELECTRIC SERVICE

REVISED: 4/12/10
SHEET: 1 OF 1
PLATE NO.

STAINLESS STEEL LATERAL KIT 1-1/4" SDR 11 HDPE PIPE

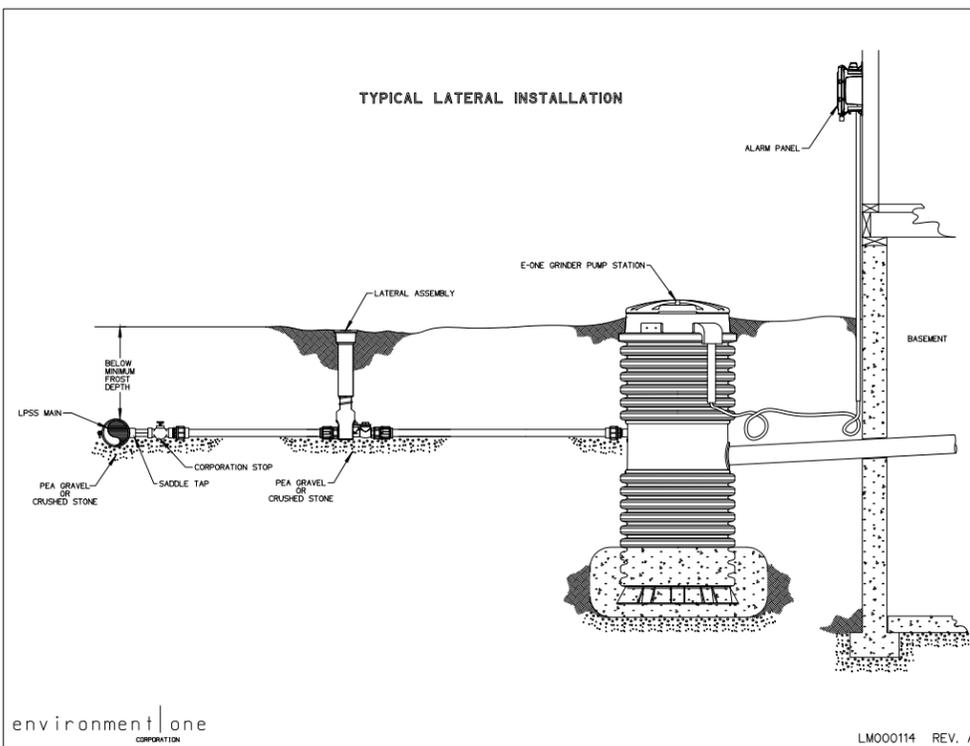


- NOTES:
- SS CURB STOP/CHECK VALVE AND FITTINGS ARE PROVIDED SEPARATELY, TO BE ASSEMBLED BY OTHERS
 - TO ASSEMBLE, APPLY A DOUBLE LAYER OF TEFLON TAPE, AND A LAYER OF PIPE DOPE (SUPPLIED BY OTHERS) TO THE THREADS ON THE PLASTIC FITTINGS AND INSTALL PER THE MANUFACTURER'S INSTRUCTIONS
 - FOR SS FITTING INTO SS THREAD, USE PIPE DOPE OR TEFLON TAPE, NOT BOTH
 - ASSEMBLY IS TO BE PRESSURE TESTED (BY OTHERS)
 - ASSEMBLY IS TO BE USED WITH SDR11 HDPE PIPE
 - TO ORDER SS LATERAL KIT, USE PART NUMBER NC0193G01
 - CURB BOX IS TO BE ORDERED SEPARATELY, SEE ABOVE

KIT PARTS ARE NOT ASSEMBLED

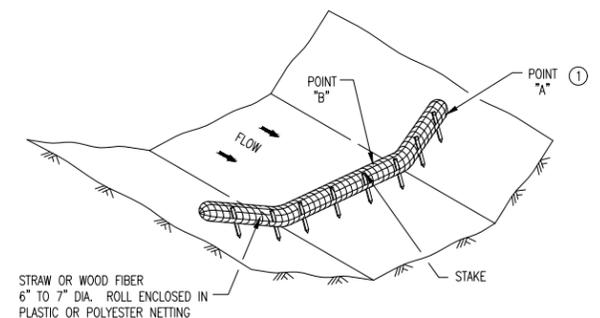
SGS	DN	11/02/11	B	3/16
DR BY	CHK'D	DATE	ISSUE	SCALE
eone SEWER SYSTEMS				
STAINLESS STEEL LATERAL KIT 1-1/4" SDR 11 HDPE PIPE				
NA0330P02				

TYPICAL LATERAL INSTALLATION

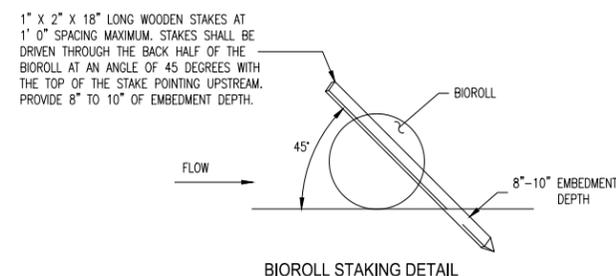


environment one CORPORATION

LM000114 REV. A



TYPE 2: BIOROLL DITCH CHECK
USE ON ROUGH GRADED AREAS



NOTES:

- SEE SPECS. 2573, 3889.
SEE SHEET 1 FOR DITCH CHECK SPACING.
- POINT "A" MUST BE A MINIMUM OF 6 INCHES HIGHER THAN POINT "B" TO ENSURE THAT WATER FLOWS WITH THE DIKE AND NOT AROUND THE ENDS.

TEMP. SEDIMENT CONTROL TYPE 2 DITCH CHECKS

REVISED: 2/01/08
SHEET: 3 OF 6
PLATE NO. 7-03

whks
engineer + planner + land surveyor

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

Timothy A. Hruska
Date: 9/26/10 License No. 44930

NO.	DATE	DESCRIPTION

DETAILS

SANITARY SEWER EXTENSION TO SERVE CEMETERY ROAD MANTORVILLE, MN 2018

SCALE: AS SHOWN

WHKS PROJECT NO. 8358

DRAWN BY: TJB

CHECKED BY: SGH

SHEET 2 OF 9

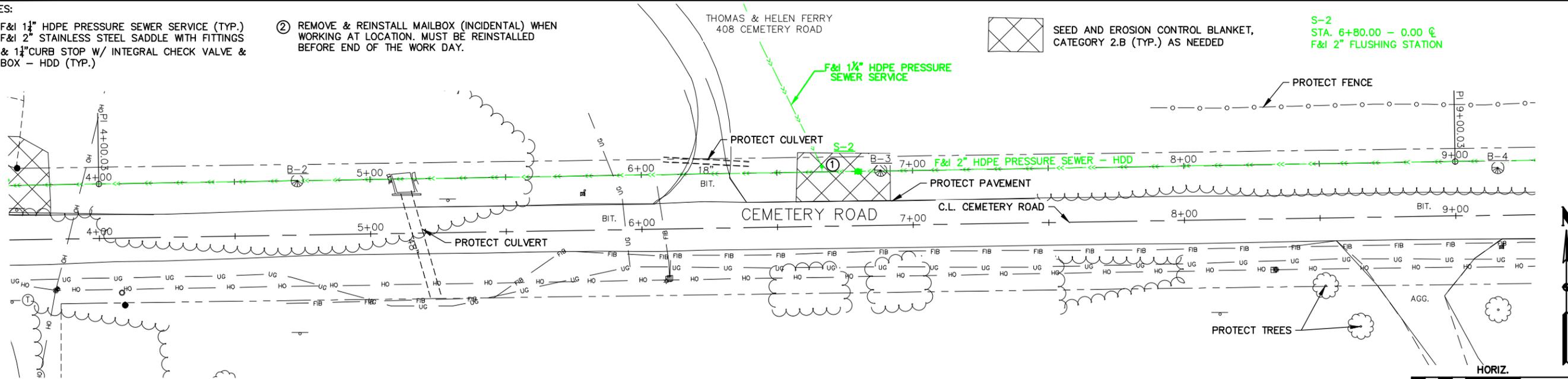
NOTES:

① F&I 1 1/4" HDPE PRESSURE SEWER SERVICE (TYP.)
F&I 2" STAINLESS STEEL SADDLE WITH FITTINGS
& 1" CURB STOP W/ INTEGRAL CHECK VALVE &
BOX - HDD (TYP.)

② REMOVE & REINSTALL MAILBOX (INCIDENTAL) WHEN
WORKING AT LOCATION. MUST BE REINSTALLED
BEFORE END OF THE WORK DAY.

SEED AND EROSION CONTROL BLANKET,
CATEGORY 2.B (TYP.) AS NEEDED

S-2
STA. 6+80.00 - 0.00 @
F&I 2" FLUSHING STATION



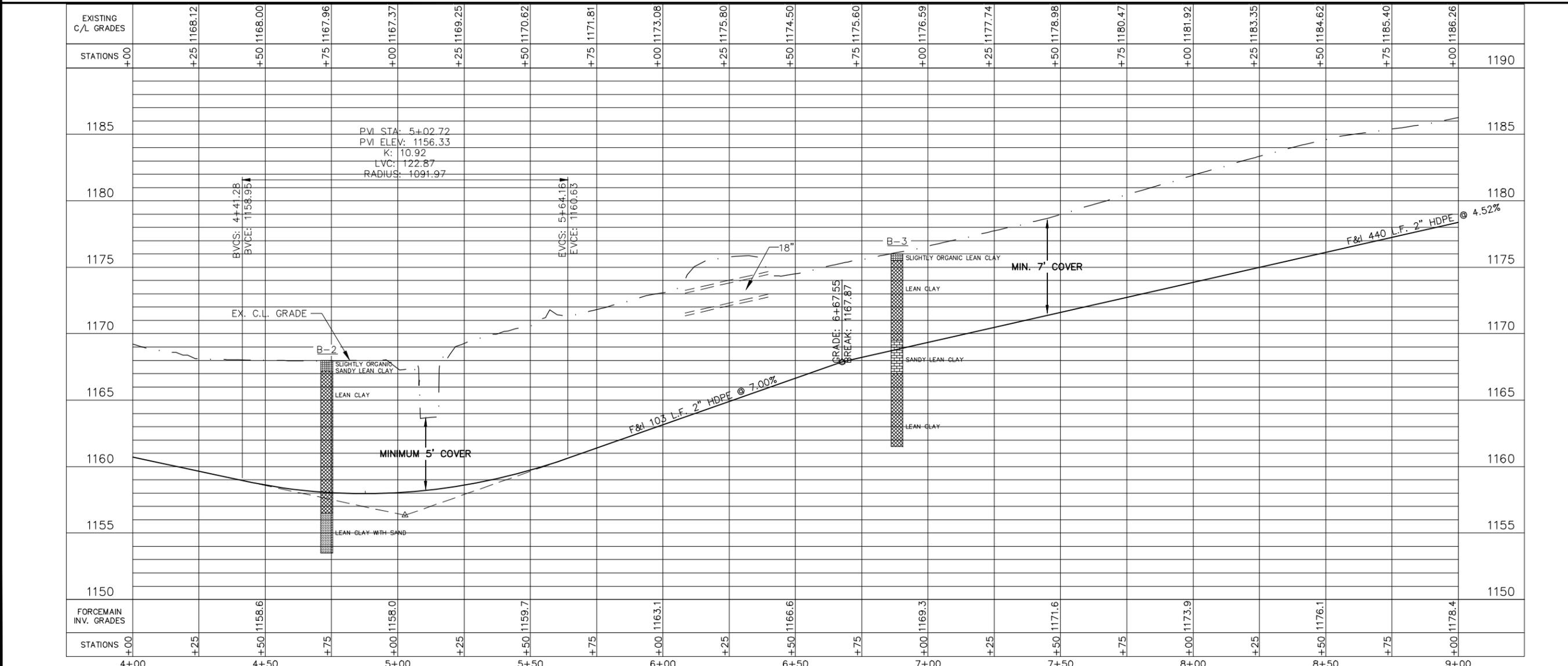
NOTE:
CONTRACTOR SHALL CONTACT RESIDENTS IF PRIVATE
PROPERTY ACCESS IS NEEDED. CONTRACTOR IS RESPONSIBLE
TO RESTORE LAUNCHING AREAS & LANDING PADS IN KIND
(INCIDENTAL). ANY SPILLS ARE THE SOLE RESPONSIBILITY OF
THE CONTRACTOR TO CONTACT THE PROPERTY AUTHORITIES
TO CLEAN UP IMMEDIATELY.

RICK EHMKE
400 CEMETERY ROAD

CEMETERY ROAD

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

Timothy A. Hruška
Date: 10/10/2018 License No. 44930



REVISIONS

NO.	DATE	DESCRIPTION
1	10/2/18	ISSUES

SCALE: AS SHOWN

WHKS PROJECT NO. 8358

DRAWN BY: TJB

CHECKED BY: SGH

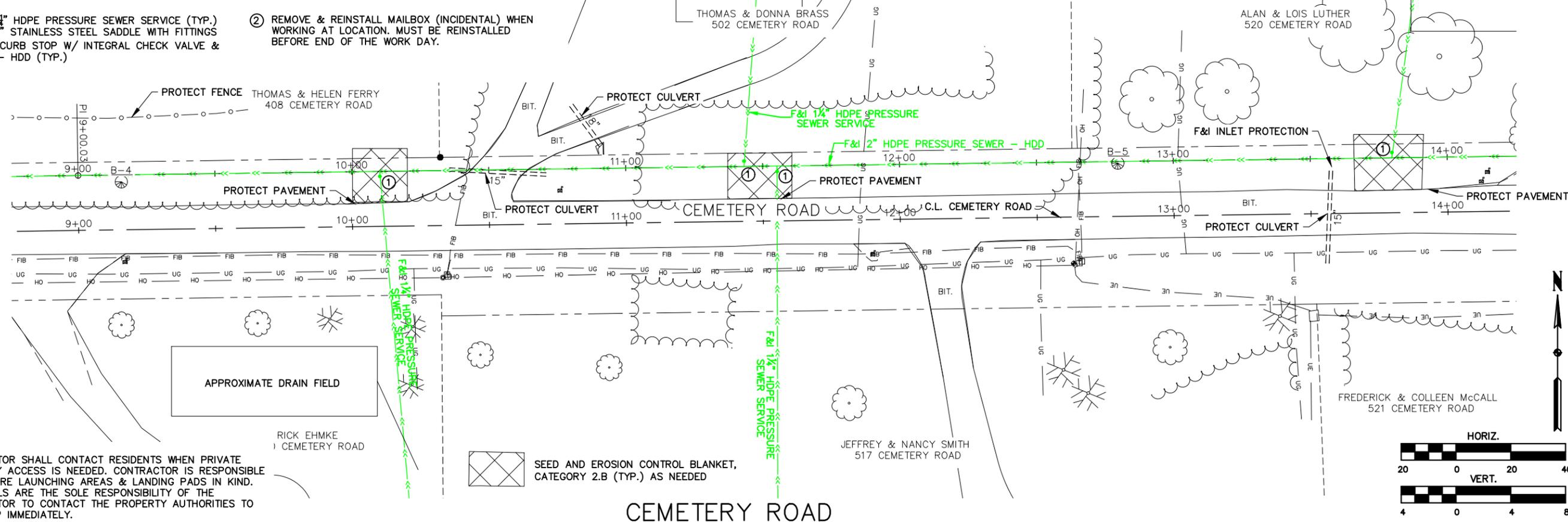
SHEET 4 OF 9

PLAN AND PROFILE

SANITARY SEWER EXTENSION TO SERVE CEMETERY ROAD
MANTORVILLE, MN
2018

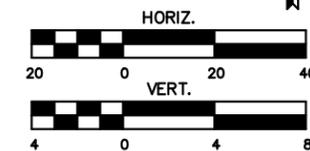
NOTES:

- ① F&I 1 1/2" HDPE PRESSURE SEWER SERVICE (TYP.)
F&I 2" STAINLESS STEEL SADDLE WITH FITTINGS
& 1 1/2" CURB STOP W/ INTEGRAL CHECK VALVE & BOX - HDD (TYP.)
- ② REMOVE & REINSTALL MAILBOX (INCIDENTAL) WHEN WORKING AT LOCATION. MUST BE REINSTALLED BEFORE END OF THE WORK DAY.

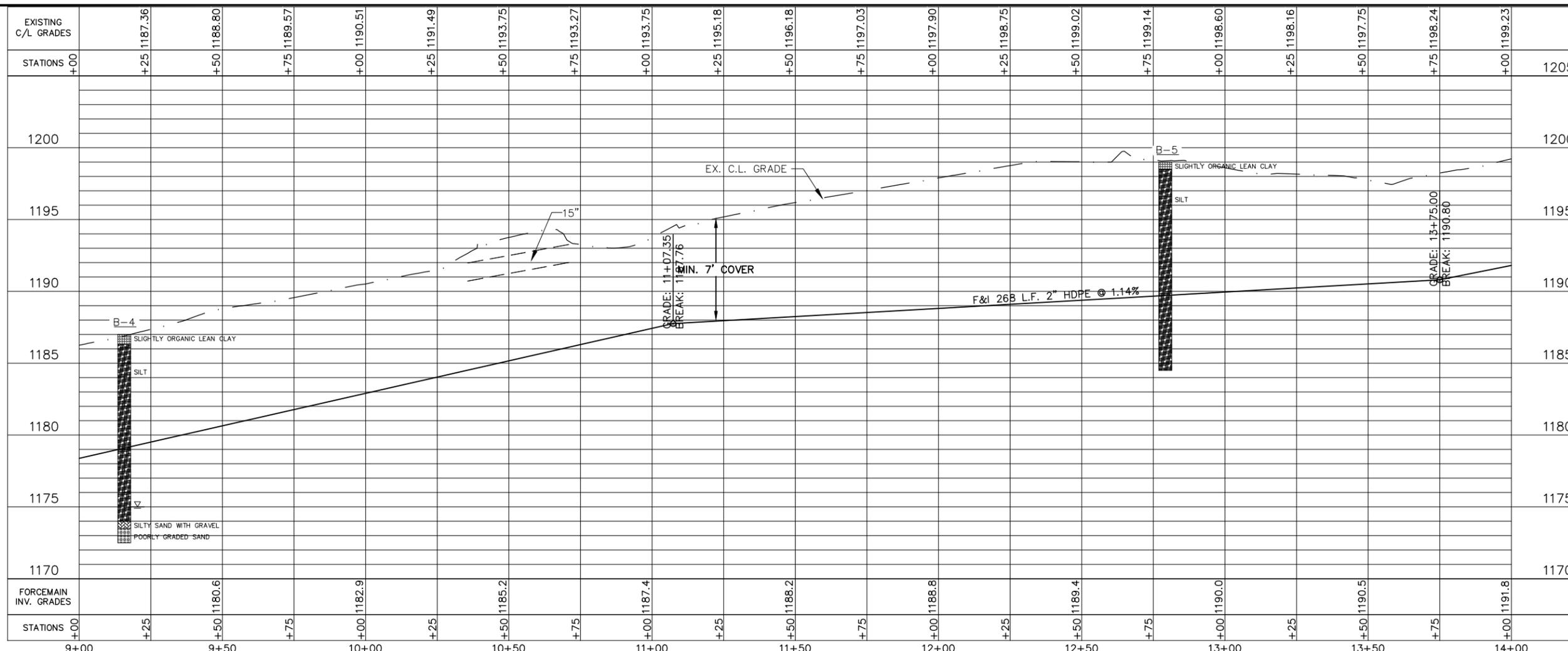


NOTE:
CONTRACTOR SHALL CONTACT RESIDENTS WHEN PRIVATE PROPERTY ACCESS IS NEEDED. CONTRACTOR IS RESPONSIBLE TO RESTORE LAUNCHING AREAS & LANDING PADS IN KIND. ANY SPILLS ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE PROPERTY AUTHORITIES TO CLEAN UP IMMEDIATELY.

SEED AND EROSION CONTROL BLANKET, CATEGORY 2.B (TYP.) AS NEEDED



CEMETERY ROAD



I hereby certify that this plan, specification or report was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the Laws of the State of Minnesota.
Timothy A. Hruska
Date: 10/10/2018 License No. 44930

NO.	DATE	DESCRIPTION
1	10/2/18	BORING

PLAN AND PROFILE

SANITARY SEWER EXTENSION TO SERVE CEMETERY ROAD
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2018

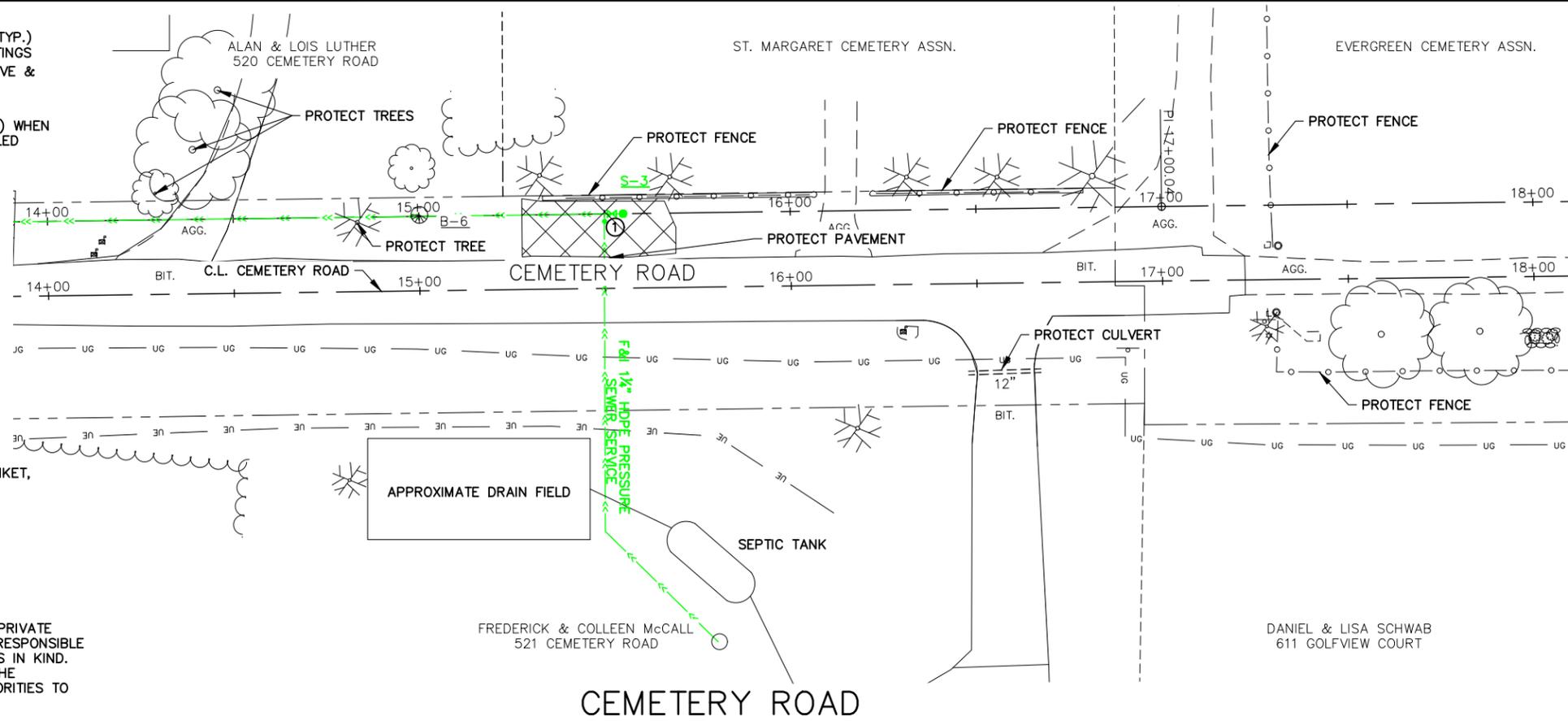
SCALE: AS SHOWN
WHKS PROJECT NO. 8358
DRAWN BY: TJB
CHECKED BY: SGH
SHEET 5 OF 9

NOTES:

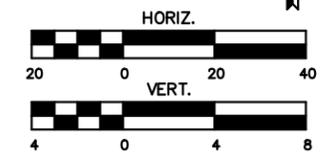
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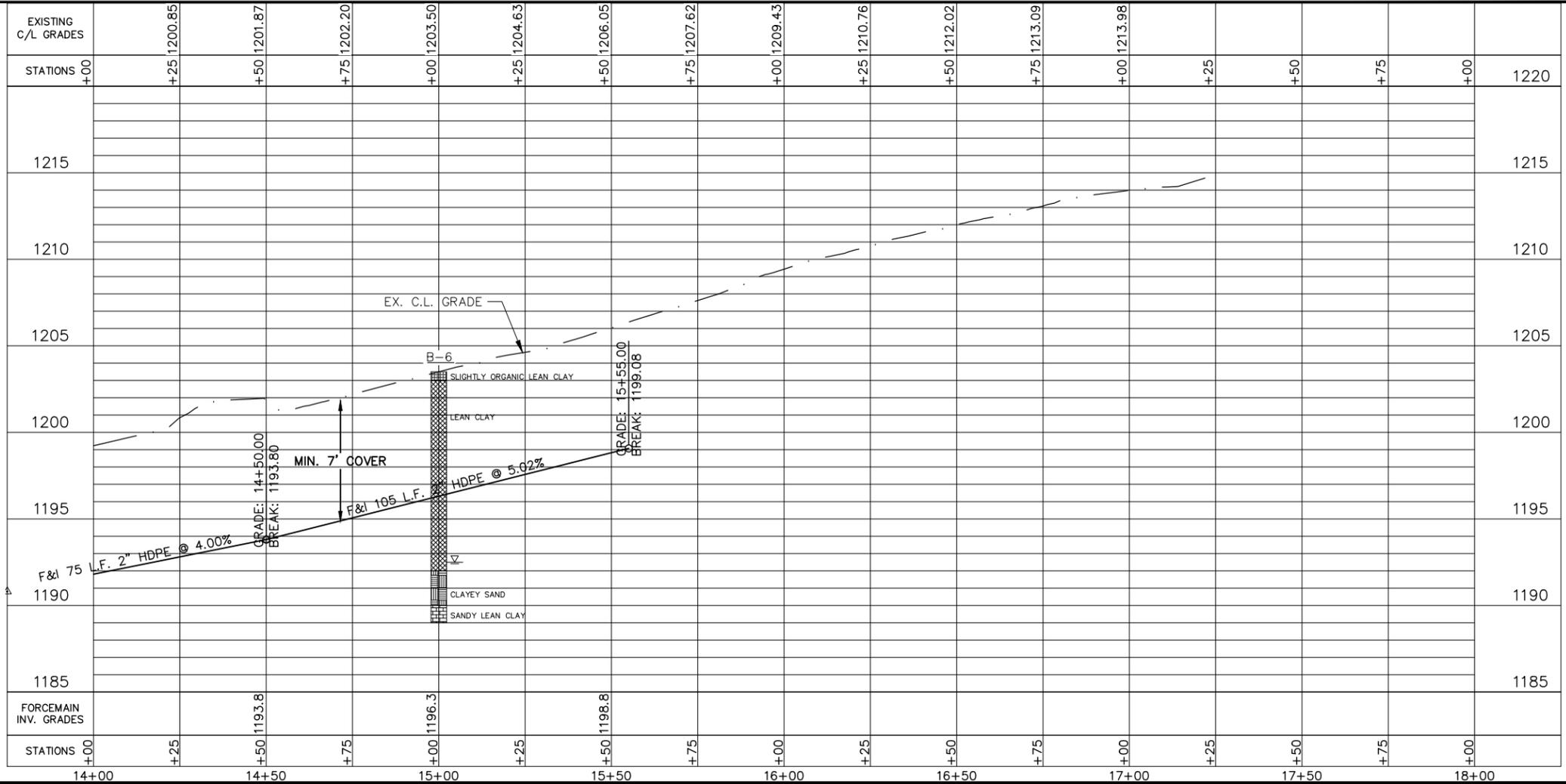
S-3
STA 15+55.00 0.00'R @
F&I 2" FLUSHING STATION (END OF MAIN)



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1	10/2/18	BORING



PLAN AND PROFILE

SANITARY SEWER EXTENSION TO SERVE CEMETERY ROAD
MANTORVILLE, MN
2018

SCALE: AS SHOWN

WHKS PROJECT NO. 8358

DRAWN BY: TJB

CHECKED BY: SGH

SHEET 6 OF 9

FINAL LOCATION OF GRINDER PUMP & CONTROL PANEL SHALL BE DETERMINED BY HOMEOWNER.

FINAL LOCATION OF SERVICE LINE SHALL BE DETERMINED BY HOMEOWNER.

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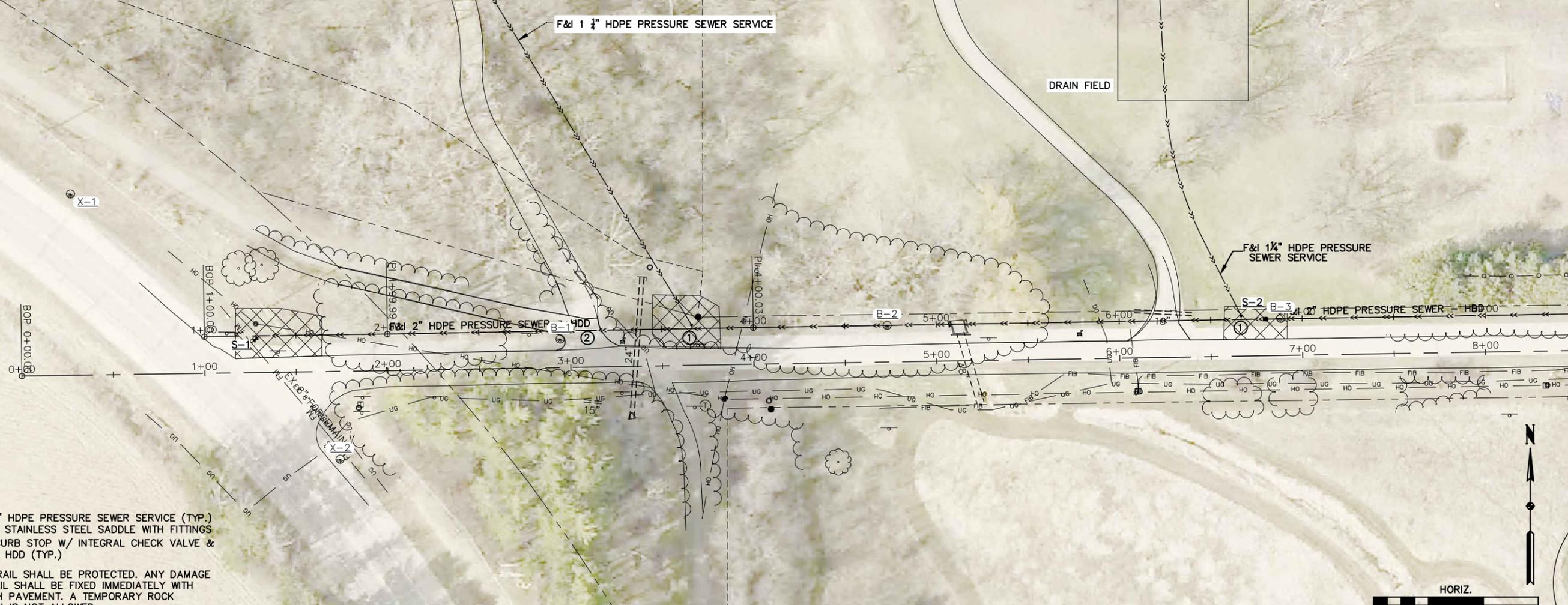
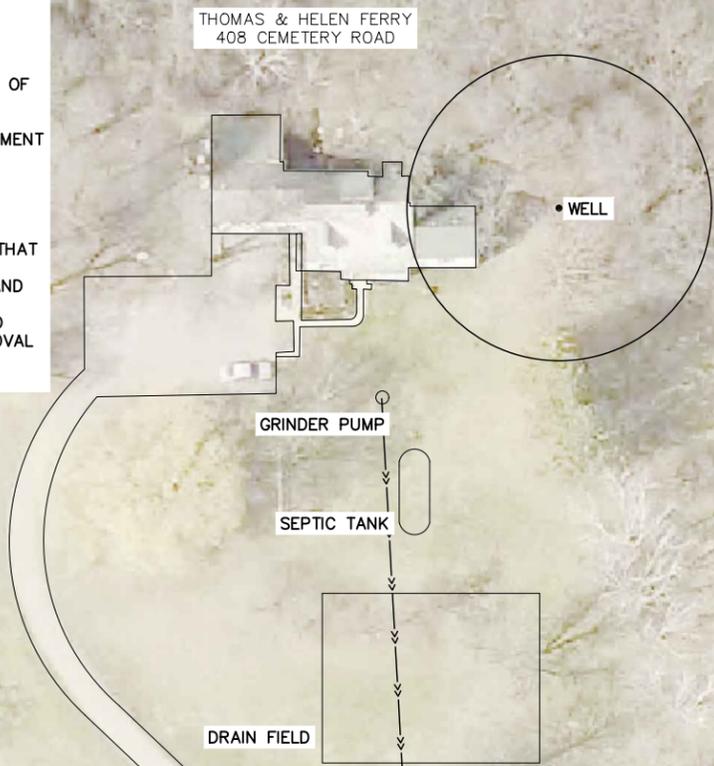
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OWNERSHIP OF THE GRINDER PUMP AND SERVICE LINE TO THE MAIN BELONGS TO THE PROPERTY OWNER.

EACH PROPERTY HAS A BREAKER PANEL WITH AN OPEN SLOT CAPABLE OF PROVIDING POWER TO THE GRINDER STATION.

ALL PAVEMENT SHALL BE PROTECTED. THERE IS NO BID ITEM FOR PAVEMENT RESTORATION. IF ANY PAVEMENT IS DAMAGED DURING CONSTRUCTION IT SHALL BE REPLACED IN-KIND BY THE CONTRACTOR AT NO ADDITIONAL COST.

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- NOTES:
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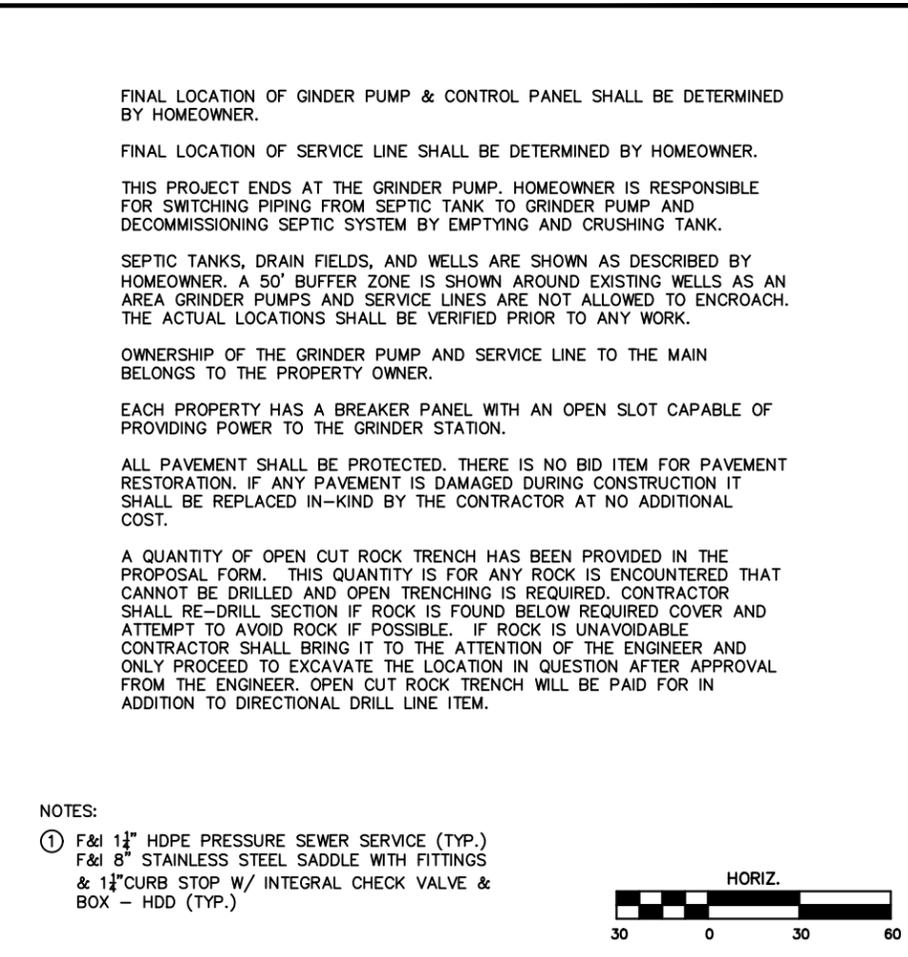
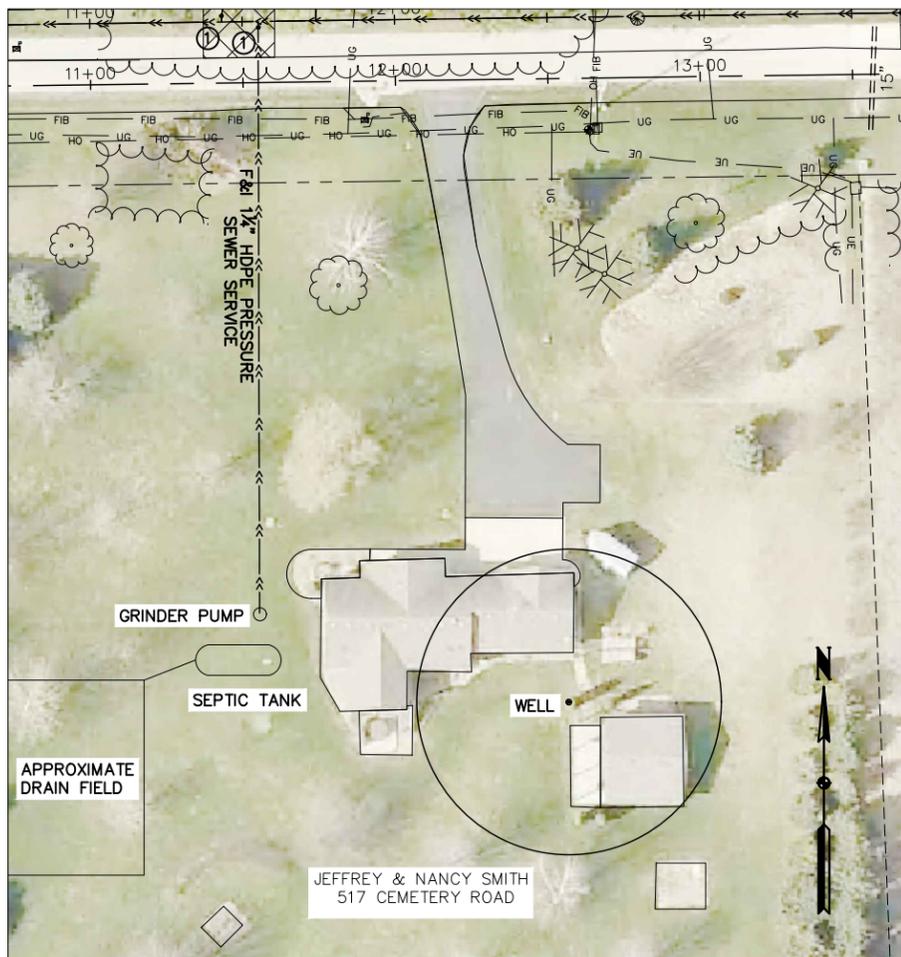
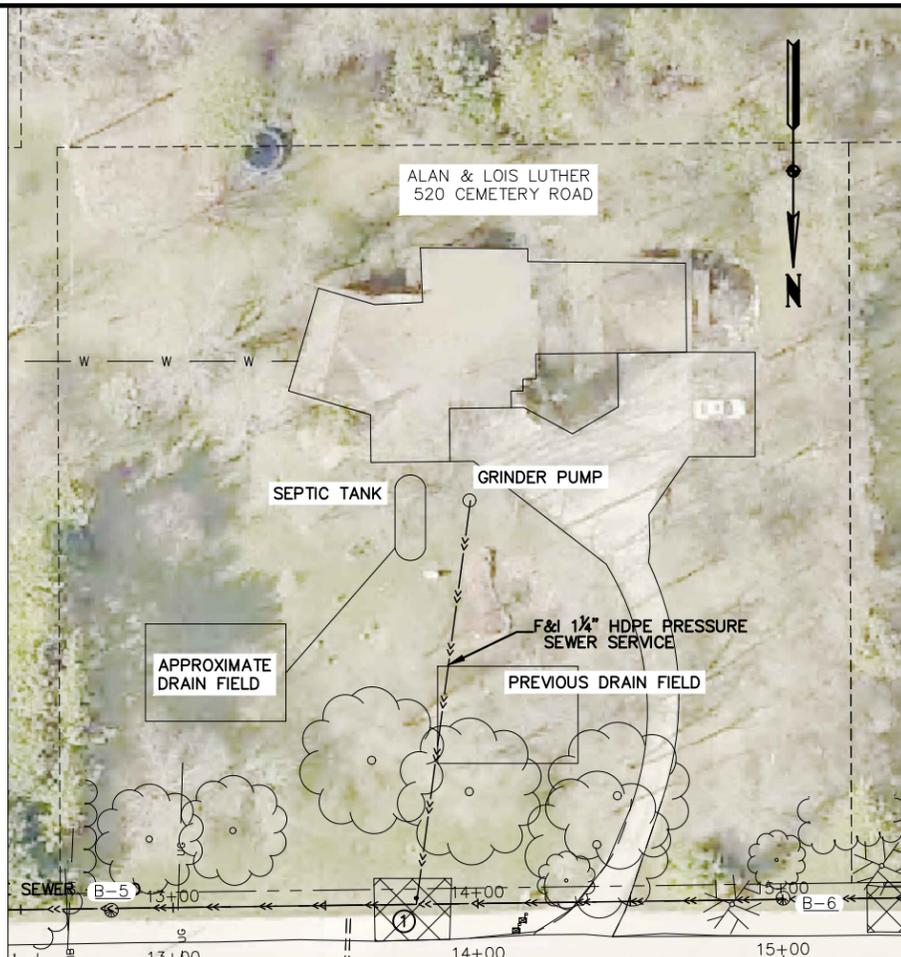
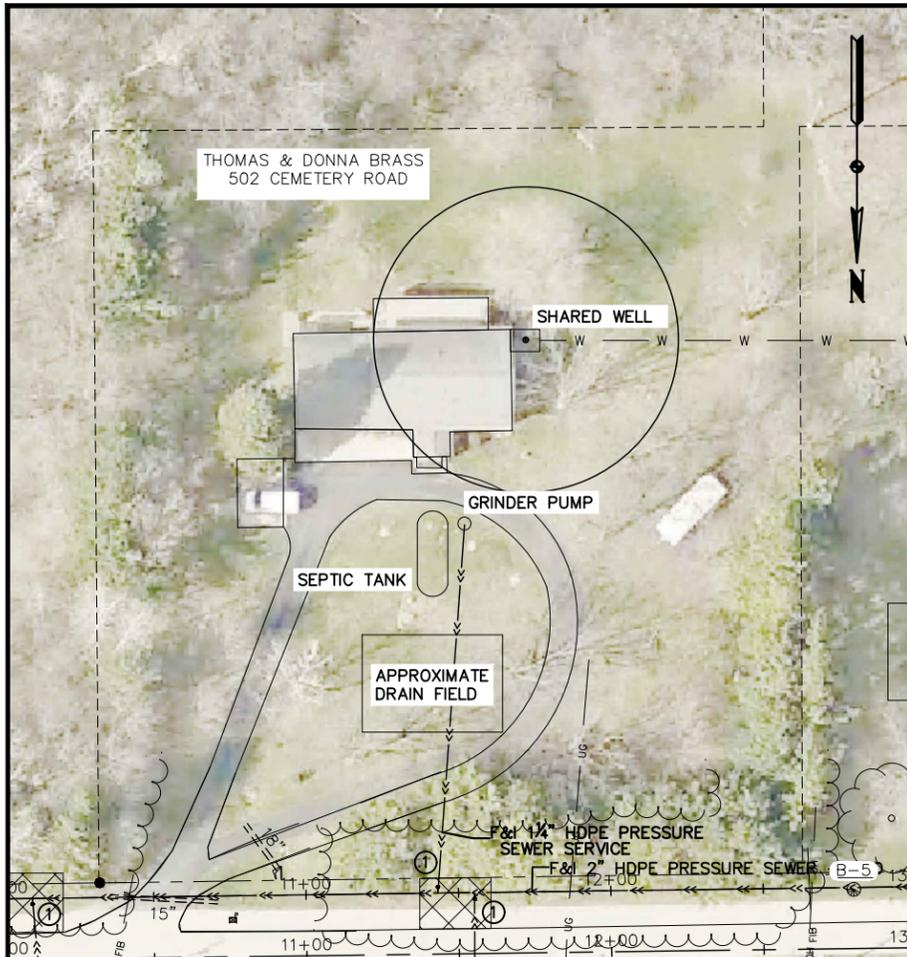
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Timothy A. Hruska
Timothy A. Hruska
Date: 10/10/2018 License No. 44930

NO.	DATE	DESCRIPTION
1	10/2/18	BORINGS

PROPOSED GRINDER PUMP LOCATIONS
SANITARY SEWER EXTENSION TO SERVE CEMETERY ROAD
MANTORVILLE, MN
2018

SCALE: AS SHOWN
WHKS PROJECT NO. 8358
DRAWN BY: TJB
CHECKED BY: SGH
SHEET 7 OF 9



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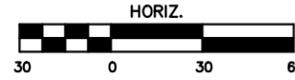
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whks
engineer • planner • land surveyor

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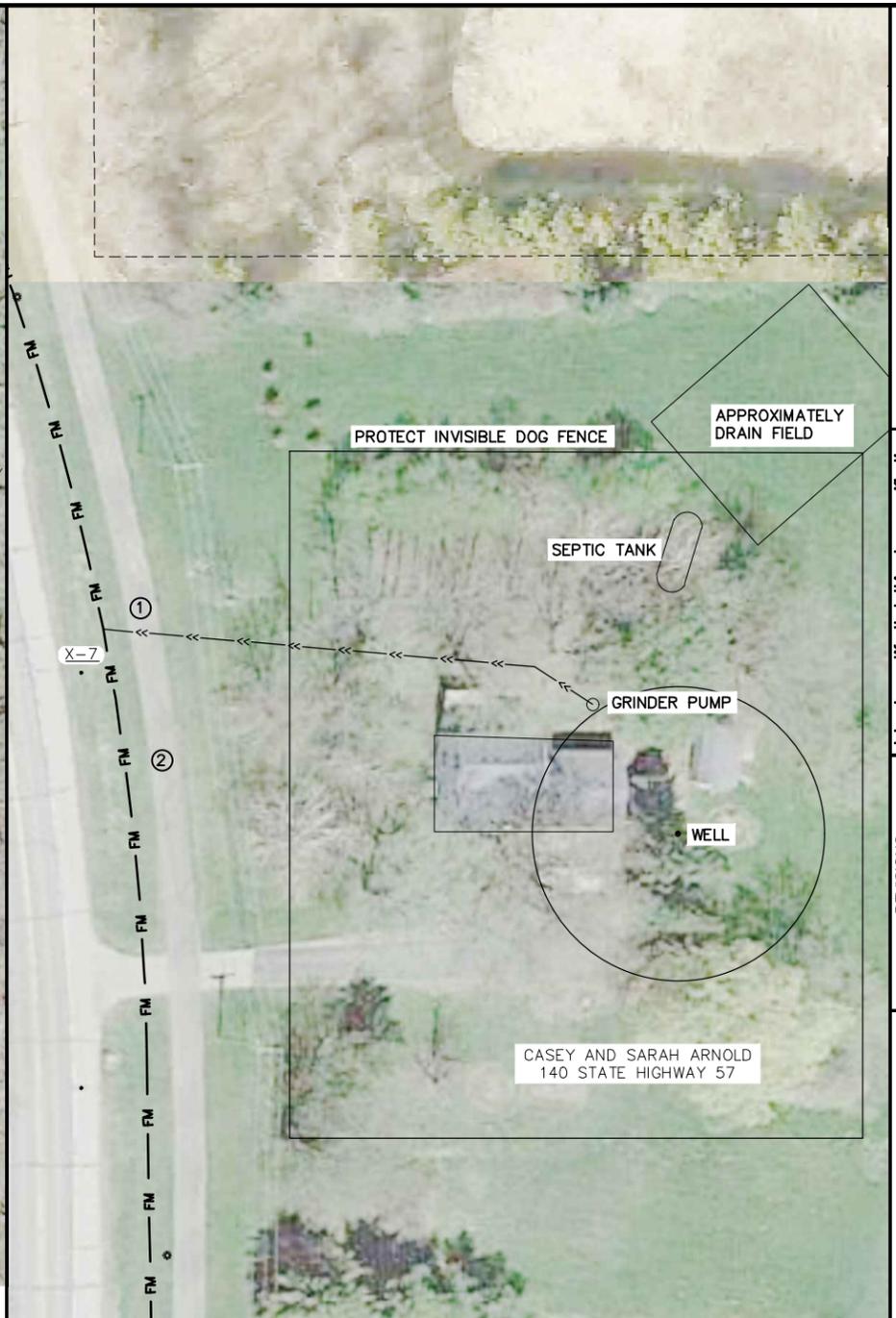
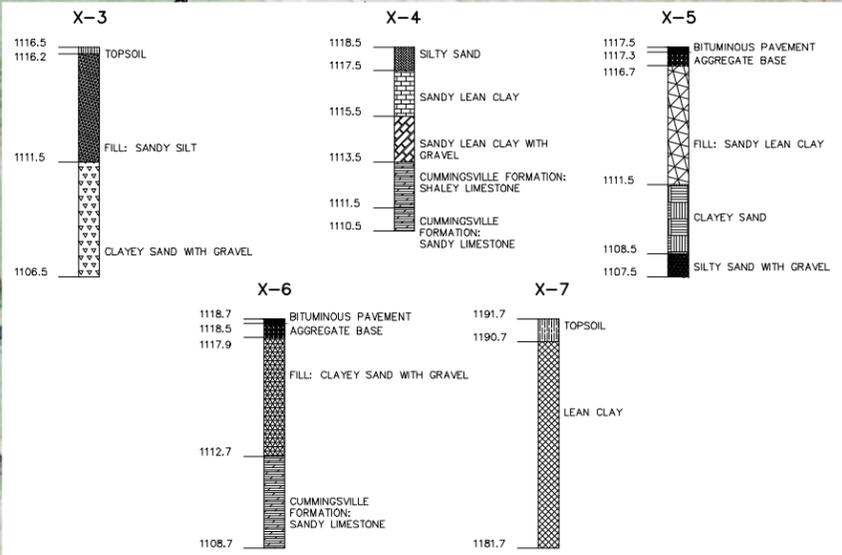
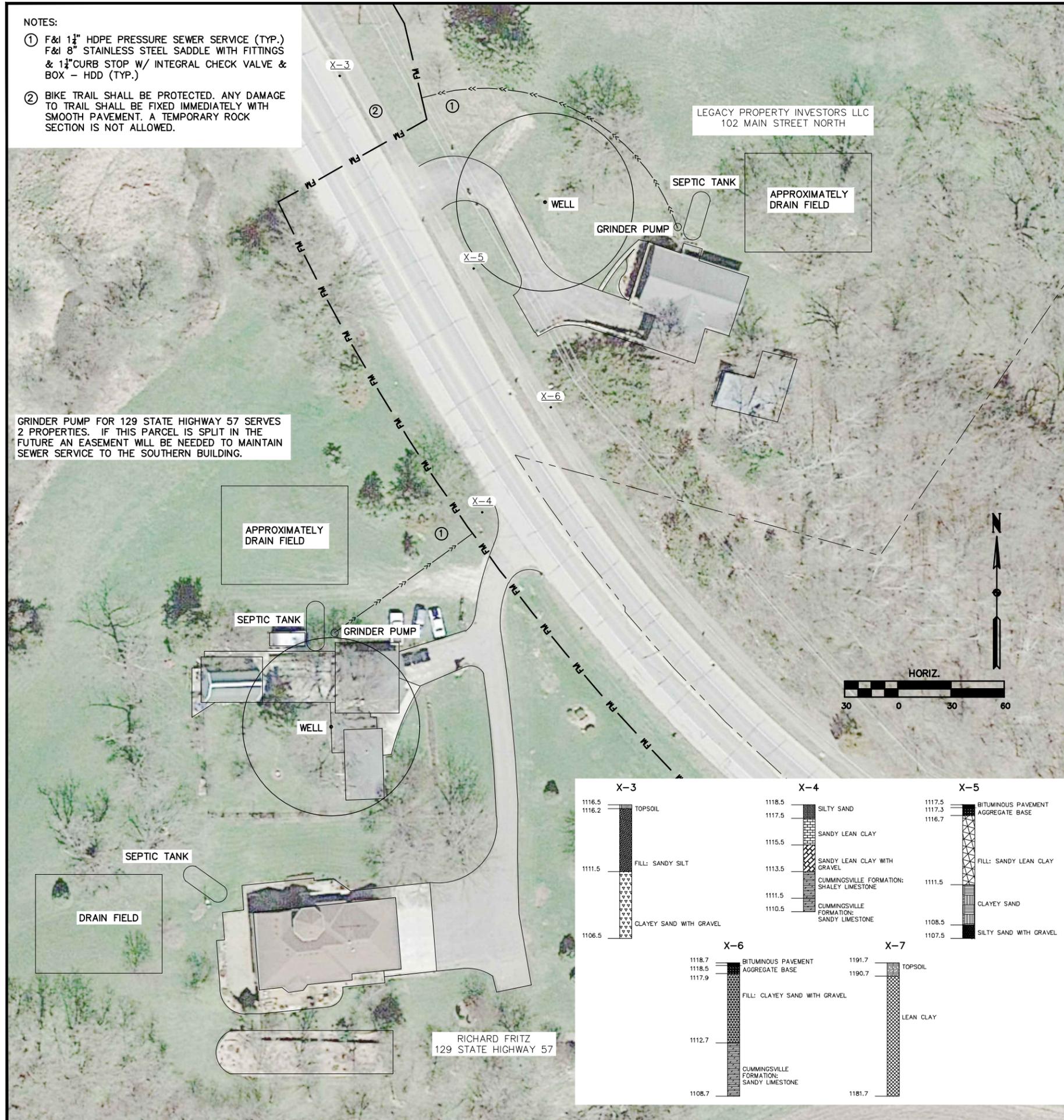
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SHEET 8 OF 9

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GRINDER PUMP FOR 129 STATE HIGHWAY 57 SERVES 2 PROPERTIES. IF THIS PARCEL IS SPLIT IN THE FUTURE AN EASEMENT WILL BE NEEDED TO MAINTAIN SEWER SERVICE TO THE SOUTHERN BUILDING.



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engineers + planners + land surveyors

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 MANTORVILLE, MN
 2018

SCALE: AS SHOWN

WHKS PROJECT NO. 8358

DRAWN BY: TJB

CHECKED BY: SGH

SHEET 9 OF 9

DISTRIBUTION LIST

City of Kasson, Minnesota

Tax Abatement
for Bigelow-Voigt Land Development LLC

Municipality: **City of Kasson**
Theresa Coleman, City Administrator
Nancy Zaworski, Finance Director
Stephanie Lawson, Economic Development Director (CEDA)
401 5th Street SE
Kasson, MN 55944
507-634-7071
cityadministrator@cityofkasson.com
financedept@cityofkasson.com
stephanie.lawson@cedausa.com
Tax ID #: 41-6005269

Financial Advisor: **David Drown Associates, Inc.**
5029 Upton Avenue South
Minneapolis, MN 55410
612-920-3320 | fax 612-605-2375

Mike Bubany
29359 County 38
Spring Valley, MN 55975
507-346-7895
mike@daviddrown.com

City Attorney: **Weber, Leth and Woessner, PLC**
Melanie Leth, Attorney
38 Main Street
Dodge Center, MN 55927
507-374-6355
wlw@kmtel.com

Newspaper: **Dodge County Independent**
121 West Main Street
Kasson, MN 55944
507-634-7503
507-634-4446
Published weekly on Thursday
dci@kmtel.com

Developer: **Bigelow-Voigt Land Development, LLC**
Tony Bigelow
4057 28th Street NW
Rochester, MN 55901
507-529-1161
tony@bigelowhomes.net



March 28, 2019

Letter of Understanding / Tax Abatement Contract

VIA EMAIL

Theresa Coleman, City Administrator
City of Kasson
401 5th Street SE
Kasson, MN 55944

RE: Tax Abatement Contract with Bigelow-Voigt Land Development, LLC

Ms. Coleman:

Thank you for hiring David Drown Associates, Inc. to assist the City of Kasson process a property tax abatement for Bigelow-Voigt Land Development, LLC (the "Developer"). As part of this process we've prepared this Letter of Understanding outlining the basic points for a Tax Abatement Contract. Please share this communication with the Developer. Once they have indicated agreement to you, I will begin working with the City Attorney to craft the actual contract. I understand the Developer has requested Tax Abatement assistance to alleviate costs associated with soil conditions on the property (estimated cost of \$200,000). They've requested this assistance to be provided up front as opposed to being structured as an annual reimbursement of property taxes.

Developer:
Bigelow-Voigt Land Development, LLC
c/o Tony Bigelow
4057 28th Street NW
Rochester, MN 55901
tony@bigelowhomes.net
(507) 529-1161

Development Site*:
PIN 24.0531.8003 &
PIN 24.032.0502

** Parcels are in process of being subdivided into 22 residential lots, full legal description to be included in Tax Abatement Contract*

Developer Agrees to:

- Subdivide the Development Site into 22 residential lots for the purpose of constructing a blend of townhomes and/or patio homes. Lots have an initial target price of \$35,000.
- Construction of the subdivision shall begin by August 1, 2019. Substantial construction of the homes themselves will be completed by October 1, 2023.
- A petition and waiver to have up to \$200,000 specially assessed for public improvements against the Development Site should the homes not be built by 10/1/2023. The assessment amount, however, will be based on the actual cost of the soil condition work as evidenced to the City with invoices (not to exceed \$200,000). However, the amount of any certified assessment will be prorated downward to the extent homes are built. Collection will be certified for 2024 to 2033 (10 years) @ 5%. If all 22 units are built by 10/1/2023, the assessment is forgiven in full.
- The assessment will only be certified against lots without buildings, regardless of ownership, divided equally on a per unit basis. Developer must disclose this as a pending assessment to any buyers should buyers decide to purchase a lot and not construct a home by 10/1/2023. This provision is to

prevent the Developer from quickly selling lots in 2023 for the sole purpose of avoiding the certification of assessments.

- The petition (and waiver) effectively removes the Developer's right for public hearings or ability to challenge the assessment on the basis of process and/or valuation benefit.
- Indemnify the City for the project.

City of Kasson Agrees to:

- Hold a public hearing and approve a Tax Abatement for the Development Site for it to recoup up to \$200,000 for public improvements at an interest rate of 5% (total combined P&I payments over the life of the Abatement not to exceed \$325,000). The Abatement shall be approved for up to 20 years, commencing with taxes payable 2021. The actual amount of the abatement will be the lesser of \$200,000 or the amount of soil condition work evidenced by invoices provided by the Developer.
- Immediately pay the Developer up to \$200,000 (as previously described) for public improvements once all soil condition work is completed.

NOTE:

Both parties understand that the assistance contemplated in this Letter of Understanding (and ultimately the Tax Abatement Contract) is for public improvements (streets, utilities, etc.). The amount, however, is based on corrective soil condition work. The reason for this is to have clear authority to certify assessments as described in Chapter 429 of Minnesota Statutes.

Please review this letter carefully and share with the Developer. I am happy to meet / discuss with both the City and the Developer to clarify anything being proposed herein. We won't plan to engage the City Attorney for the contract until both parties have indicated their agreement with these provisions (though I have copied the City Attorney on this communication for her files).

It continues to be a pleasure to serve the City of Kasson!

Yours truly,



Mike Bubany, Associate
David Drown Associates, Inc.

cc Nancy Zaworski, Finance Director
Stephanie Lawson, Economic Development Director
Melanie Leth, City Attorney

**City of Kasson, Minnesota
2019 Tax Abatement
(Bigelow-Voigt Land Development LLC)**

PROJECT SCHEDULE

Deadline for Publication Request (DDA will handle)*	April 4
Council adopts Resolution Calling Public Hearing	April 10
Publication of Public Notice	Thursday, April 11
TAX ABATEMENT PUBLIC HEARING	6:00 PM, April 24
Council adopts Resolution Approving Tax Abatement	April 24
Council approves Development Contract (crafted by Weber, Leth & Woessner, PLC)	April 24

** Official Newspaper: Dodge County Independent
Publishes weekly on Thursday*

RESOLUTION 4.x-19

CITY OF KASSON, MINNESOTA

**RESOLUTION SETTING DATE FOR A PUBLIC HEARING
ON THE APPROVAL OF A TAX ABATEMENT
FOR THE PURPOSE OF ASSISTING BIGELOW-VOIGT LAND DEVELOPMENT LLC**

WHEREAS, the City of Kasson (the “City”) has received a request from Bigelow-Voigt Land Development LLC (the “Developer”) for financial assistance from the City in the form of property tax abatement under Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the “Act”), in connection with Developer’s proposal to construct a 22 unit residential subdivision in the City (the “Project”); and

WHEREAS, pursuant to the Act, prior to approving an abatement resolution and the use of tax abatement the City must hold a public hearing; and

WHEREAS, the Council has determined to hold the required public hearing and consider the terms of abatement assistance requested by Developer.

NOW, THEREFORE, BE IT RESOLVED BY the City of Kasson Common Council:

1. Abatement Terms. The Council directs staff and consultants to negotiate with Developer regarding the maximum amount of abatement and term of years, and to prepare an abatement resolution and a contract for private development for the Project, for consideration by the Council at a public hearing on April 24, 2019.
2. Public Hearing. The City Council shall hold a public hearing on the use of tax abatement to assist in financing the costs of the Project at 6:00 P.M. on Wednesday, April 24, 2019, at the City Hall of the City. The City Administrator is directed to publish a notice in the City's official newspaper announcing a public hearing before the City Council on the abatement resolution. The notice shall be published in the newspaper at least 11 days but less than 30 days prior to the public hearing, and shall be in substantially the form attached as Exhibit A to this resolution, with dollar amounts and years filled in according to proposed terms provided by the City Administrator.

Resolution adopted this 10th day of April, 2019.

Chris McKern, Mayor

ATTEST:

Linda Rappe, City Clerk

Members Present: Members Absent: Motion by: Seconded by: Vote:

EXHIBIT A

**CITY OF KASSON
DODGE COUNTY
STATE OF MINNESOTA**

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of Kasson, Minnesota will hold a public hearing on Wednesday, April 24, 2019, at 6:00 p.m., at City Hall, 401 5th Street SE, Kasson, Minnesota, relating to the use of property tax abatement pursuant to Minnesota Statutes, Section 469.1812 to 469.1815, inclusive, as amended. The City Council will consider an abatement resolution under which the City will provide up front financial assistance for public improvements to Bigelow-Voigt Land Development, LLC. The City will recoup this contribution by Tax Abatement on the development property. The maximum abatement is the amount necessary for the City to recover up to \$200,000 plus interest. Total payments, including principal and interest, are limited to \$325,000 collected over 20 years, commencing with taxes payable 2021. The following parcels of land are proposed to be included in the tax abatement:

Tax Parcel Nos. **24.531.8003 & 24.032.0502**

(Property is in process of Subdivision, new parcel numbers will be assigned)

Information concerning the proposed project, including a draft copy of the abatement resolution, will be on file at City Hall on and after the date of this notice. Any person wishing to express an opinion on the matters to be considered at the public hearing will be heard orally or in writing.

BY ORDER OF THE CITY COUNCIL

/s/ Linda Rappe
City Clerk

BUILDING PERMIT FEES

150.05* **Homes & Other Construction**

Valuation of Structure

\$1-\$2,000	\$90.25	
\$2,001-\$25,000	\$90.25	1st \$2,000 plus \$11.40 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001-\$50,000	\$352.45	1st \$25,000 plus \$6.12 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001-\$100,000	\$505.54	1st \$50,000 plus \$5.39 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001-\$500,000	\$775.04	1st \$100,000 plus \$4.31 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001-\$1,000,000	\$2,499.84	1st \$500,000 plus \$2.81 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$4,330.34	1st \$1,000,000 plus \$2.81 for each additional \$1,000 or fraction thereof
	State Surcharge	.0005 x Valuation
	Plan Review Fee	65% of Building Permit Fee
	Reinspection Fee	\$60.00
	Plumbing Permit	\$60.00
	Mechanical Permit	\$60.00
	Siding Permit	\$100.00
	Windows Permit	\$100.00
	Sump Pump Permit	\$100.00
	Permit Extension	\$60.00
150.07*	Permit Research	\$60.00

Mobile Homes

Installation Permit \$250.00

Roofing Construction

Shingling Permit \$100.00

Reissue of Expired Permit Equal to original permit fee

Failure to Obtain Permit \$150.00 or a sum equal to two times the building permit fee applicable to the project, whichever is greater

CITY OF KASSON
SMALL CELL WIRELESS POLICY
Small Wireless Facility Aesthetic Requirements and Construction Criteria

The installation or attachment of an antenna or other wireless communications equipment utilizing small cell technology (the “wireless equipment”) to poles in the City of Kasson shall be subject to the criteria set forth below. In some cases, the existing pole may require replacement with a new combination pole that can accommodate the equipment proposed to be attached and the street light luminaire, signal head/mast arm or other appurtenances (the “replacement pole”). If an existing pole is proposed to be utilized for attachment, detailed engineering calculations shall be submitted by a Licensed Professional Engineer showing that the pole can accommodate the additional loads.

A. Pole Criteria:

1. Specific criteria:

- a. Only one installation per pole on a first come, first served basis is permitted.
- b. The wireless equipment is not permitted to protrude more than five (5) feet above the streetlight luminaire or mast arm itself.
- c. The mounting height of the luminaire on the streetlight pole shall be no more than 35 feet.
- d. The mast arm length of a replacement pole shall match the existing streetlight pole being replaced.
- e. The color and surface treatment of the replacement pole shall match the surrounding area poles. Pole heights shall be the same as all surrounding poles of the same use.
- f. No Company signs are permitted to be placed on a pole, including a replacement pole, except to the extent required by local, state or federal law or regulations.
- g. All pole attached wireless equipment must be a minimum 10 feet from the sidewalk elevation.
- h. All ground based wireless equipment, including, but not limited to, equipment cabinets or power pedestals, shall be placed at the back of the right-of-way whenever possible.
- i. All pole-mounted equipment shall match the color of the replacement pole.
- j. For each individual pole type or style used to support the wireless equipment, one spare replacement pole shall be provided by Licensee to the City at the end of the project so that the pole can be replaced promptly in case of a knockdown.
- k. All plans shall be signed and sealed by a Professional Civil and Electrical Engineer.
- l. The replacement pole and the wireless equipment attached to the pole shall not increase the diameter of the existing pole that is replaced by more than sixty (60) percent, not to exceed eight (8) inches total, or increase the height of the existing pole by more than ten (10) percent, not to exceed four (4) feet. The distance from the edge of pole to the street or sidewalk shall be approved by the City’s Engineer.
- m. Antennas shall be limited to snug-mount, canister-mount, and concealed antennas and mounted no more than 6 inches off the pole.

- n. All cables or wires for the attached wireless equipment shall be located inside the pole except where such cables or wires attach to the ports in the antenna.
- o. When wireless equipment is attached to a replacement pole, the primary purpose of the pole shall remain as a pole structure supporting a streetlight luminaire, signal mast arms/heads, or power facilities and related fixtures as originally established within the City right-of-way.

B. Equipment cabinets:

- 1. Equipment cabinet locations shall comply with the height and development standards of the underlying zoning district;
- 2. Equipment cabinets with air-conditioning shall be enclosed by walls and setback a minimum of fifteen (15) feet from lots where the existing or planned primary use is a single-family dwelling.
- 3. The associated equipment will be reviewed by City for each location, and will be screened wherever the same can be screened in a commercially reasonable manner.
- 4. No more than one equipment cabinet and/or power pedestal shall be located at and serve any one pole site.

C. Above-Ground Utility Structures:

- 1. All permit applications to place or install above ground structure greater than 24" must be accompanied by the following information:
 - a. Evidence that, where the above-ground structure is over 36" in height, given its proposed location, the structure will comply with applicable City of Kasson Zoning Ordinance.
 - b. City will provide documentation that identifies a potential site for replacement within neighborhood. (The site will be selected on the basis of aesthetics and technical/engineering restrictions.)
 - c. Evidence that the structure shall be placed on the same side of the right-of-way as refuse containers or utility poles. (The Licensee shall not block trash truck access and alley access.)
 - d. Verification of sight-triangle compliance.
 - e. Three (3) photographs of the proposed structure, one (1) at 90 degrees, the other two at 45 degrees on either side of the proposed location. (Identify the location of the proposed structure, mark the location with white tape, use an orange traffic cone, etc.)
 - f. Evidence or documentation of the dimension of the structure.
 - g. Evidence or documentation that the structure shall not exceed 36" in height in front of the front yard of a residential home.
 - h. Information as to the specifications of the structure, if available.

MEMO

DATE: 4/1/2019
TO: Mayor and Council
FROM: Chief Berghuis
RE: Part-Time Replacement

To Mayor and City Council Representatives:

I request that you allow me to hire the second of the two part-time officer hiring's the council had approved. After completing an interview and passing the background, physical, and psychological test. I would like to offer Mr. Craig Helgeson the position of part-time police officer. Mr. Hagelson is currently licensed and has experience with both Owatonna and West Concord PD's, he will fit in well and be a quick study.

Respectfully Submitted,

Kent Berghuis
Chief of Police

Kasson Police Calls for Service

	2014	2015	2016	2017	2018	2019
January	274	286	294	322	346	424
February	271	247	260	341	310	394
March	280	302	273	277	352	446
April	325	347	375	364	418	
May	373	367	413	461	502	
June	293	339	349	370	395	
July	364	408	408	528	454	
August	286	372	343	404	466	
September	263	352	346	450	461	
October	336	309	489	370	380	
November	263	284	359	390	348	
December	300	331	334	377	437	
Yearly Total	3628	3944	4243	4654	4869	1,264

CITY OF KASSON

Thank you for your generous donation towards the K-M Robotics team! Keep an eye on the April School board meeting agendas as we hope to have the robot here for a demonstration!

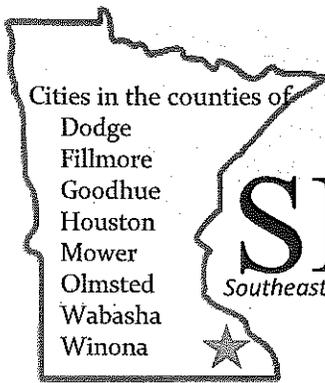
Sincerely
K-M School Board

Keith W. [Signature]

Amy [Signature]

Steve A. [Signature]

[Signature]
Angie [Signature]
Doreen [Signature]



SEMLM

Southeastern Minnesota League of Municipalities

www.semlm.org

SEMLM Spring Meeting
Tuesday, April 30, 2019
Chatfield Center for the Arts
405 Main St South, Chatfield
 Map: <https://tinyurl.com/yxek9c2o>

5:00 pm Social Time with cash bar and appetizers with SE MN Together afternoon participants.

Register for afternoon SEMNT event here: <https://semntogether.wixsite.com/home/april30>

6:30 pm Dinner: *Lemon pepper chicken, Beef tips w/gravy, Roasted baby red potatoes, Glazed carrots, Pasta salad, Caesar salad, Dinner roll, Cream puff* (← These are really wonderful!)

Welcome from City of Chatfield

7:00 pm SEMLM Business – Dan Egler, SEMLM President

7:10 pm **Regional Panel Discussion on “Welcoming Communities”**

Multiple cities’ elected officials, staff, and businesses will share

- current best practices to make their communities more attractive and welcoming to new residents,
- why it’s important for their city to do so,
- their roles in the process as a city official, city staff person, or business owner,
- how to connect with new residents and keep them.

8:28 pm Closing remarks from SEMLM President Egler. Adjourn meeting. **Open time for networking.**

Hosted by the City of Chatfield

Registrations are due by Friday, April 26 **Send your completed form to:**

City of Chatfield Attn: Beth Carlson
 21 SE Second Street Chatfield, MN 55923
 507-867-3810

bcarlson@ci.chatfield.mn.us

Registration from _____

Contact Person: _____

Phone: _____

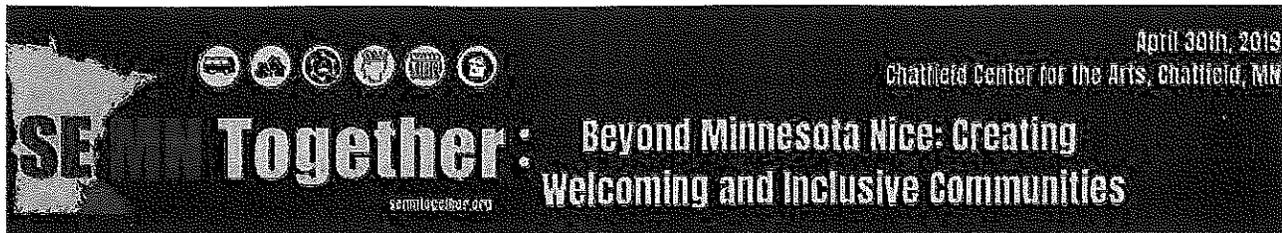
E-mail: _____

Number meals SEMLM member _____ x \$20 = \$ _____ (paid SEMLM member city/Community Partner)

Number meals nonmember _____ x \$25 = \$ _____

Make checks payable to “City of Chatfield”

Names of attendees for this registration:



Separate Registration is required: <https://tinyurl.com/y65d5oj9>

**Beyond Minnesota Nice:
Creating Welcoming and Inclusive Communities
A SE MN Together Convening
April 30, 2019
2-5 p.m. Event
5-6 p.m. Reception
Chatfield Center for the Arts**

1:30-2:00 Registration open

2:00-2:15 Welcome

2:15-3:00 Overview of demographic shifts and characteristics of welcoming and inclusive communities

3:00-3:15 Break

3:15-4:00 Community panel - Being a newcomer, welcoming models, success stories, what works

4:00-4:45 Round table conversations of attendees

4:45-5:00 Report out and Wrap up

5:00-6:30 Social time & Networking – Both SE MN Together and SEMLM attendees.

*** All are welcome to attend the SEMLM Evening Event at the same location and date. ***
Note that the dinner requires reservation registration and payment to host city.

6:30 SEMLM Dinner - Register with host, City of Chatfield, using registration form attached.
Registration form also available at www.semlm.org.

7:00 pm SEMLM Business

7:10 pm Regional Panel Discussion on "Welcoming Communities"

Multiple cities' elected officials, staff, and businesses will share

- current best practices to make their communities more attractive and welcoming to new residents,
- why it's important for their city to do so,
- their roles in the process as a city official, city staff person, or business owner,
- how to connect with new residents and keep them.

8:28 pm Closing remarks. Adjourn meeting. Open time for networking.

Kasson Police Dept:

On March 21, 2019
you responded to a
911 call at 202 4th Ave NE
Kasson Mn.

I wish to take this
time to thank everyone
who responded, especially
Officer Zach and the
detective who came to
the house. They were
there for over 2 hours (over
the dinner hour, meaning
they probably didn't get

dinner) Officer Zach
went above and beyond
to make sure I had
someone with me for
support throughout the
evening. I can't tell
you how much that
means to me, I truly
appreciate it. I am very
thankful we have people
like this in our police
department! Good job
and keep up the
exemplary work!

Ginny Melby